

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

August 20, 2013 4:00 p.m. Deer Park Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of June 18, 2013, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of June and July 2013 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
 1. Sprague Avenue Library and Park Project Update [4:05-4:10]
 2. Health and Benefits Transition (Resolution 13-04): Approval recommendation [4:10-4:15]
 - D. New Business [4:15-4:25]
 1. Friends of the Library Policy: Approval recommendation
 2. Gifts Policy: Approval recommendation
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Executive Director Position Description Update [4:25-4:30]
 - B. Future Board Meeting Agenda Items [4:30-4:35]
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight Deer Park Library [5:00-5:10]
 - G. Overview Support Job Seekers and Local Businesses [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 18, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, June 18, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 3:56 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.

GUESTS: Gary Bernardo, AIA, Principal; Dell Hatch, ASLA, Bernardo Wills Architects PC.

Also Present: Mary Kay Anderson, Library Supervisor; Jane Baker, Communication Manager; Kristy Bateman, Lead Librarian; Mary Ellen Braks, Youth Services Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Priscilla Ice, IT Manager; Aileen Luppert, Librarian; Patrick Roewe, Public Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Public Services Manager; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MAY 21, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the May 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF MAY 2013 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 44128 through 44327 and W00117-W00121 totaling	\$ 606,083.35
	Payroll numbers: 05102013PR and 05242013PR totaling	\$ 343,486.85

Total \$ 949,570.20

There were no questions. The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Architect and Principal Gary Bernardo and Landscape Designer Dell Hatch of Bernardo Wills Architects PC presented an update on the Sprague Avenue Library and Park Project to Trustees. Mr. Bernardo began with the project mission statement developed with input from the Steering Committee and public during workshops. What he referred to as the inside-outside connection of the library and park is yet to be determined. He broadly presented possibilities for the library floor plan, noting design and systems furniture he saw widely represented during a recent visit to the Phoenix/Scottsdale area. While the scope of this project is not to design the library interior, it is important to take certain aspects about delivery, parking and building access into consideration as the site plan is developed. Landscape Designer Dell Hatch presented three site plans, all of which are approximately three acres with a 33,000 sq. ft. footprint. At this time, Survey Monkey results demonstrate Concept A as favored.

Discussion and questions ensued. Mr. Johnson asked about the offset from Sprague as it relates to noise. Mr. Hatch responded with dimensions of 20-50 feet, plus or minus 50 feet, noting sound can also be tempered with windows and landscaping. Mr. Davis asked if a drive-through book drop is an option. Mr. Bernardo said a drive-through book drop tends to drive the interior configuration and requires significant space. Ms. Ledebouer said it wasn't a requirement because of cost, yet a mailbox or station for those with physical challenges will be considered. Trustees commented about the setup at Moran Prairie, noting it works well, particularly in relation to its parking lot. In response to Ms. Ledebouer, Mr. Bernardo said 90-125 parking spaces are planned, with room to increase by shifting the building eastward. In response to Ms. Lloyd, Mr. Bernardo confirmed parking criteria is driven by zoning code. Mr. Hatch said ample room is available to expand spaces without infringement on park elements. Overflow parking could be provided for events, with spaces added to the east side of the park for park users. Ms. Lloyd asked about considerations identified in the Traffic Study, specifically about a stop light. Realignment of Dartmouth to create a full intersection wasn't considered cost-worthy. However, a pedestrian light is still a possibility. Mr. Davis asked what the city plans for events, to which Ms. Ledebouer responded a farmers market has been discussed. Library programming has highest priority, though parking could be shared when the library is closed. Ms. Ledebouer noted Mirabeau Park is the common venue for most city events. Mr. Bernardo encouraged Trustees to continue to forward their suggestions. The project Steering Committee meets again this Thursday, June 23; Mr. Stumbough and Ms. Ledebouer will share feedback from Trustees at the next meeting.

NEW BUSINESS

DISPOSAL OF SURPLUS PROPERTY POLICY. Mr. Davis moved and Mr. Hattenburg seconded that the Disposal of Surplus Property Policy be revised as presented.

This policy provides District staff with guidelines for disposal of surplus furniture, equipment, library materials and real estate, incorporating applicable state laws. Mr. Sargent itemized four substantive changes to this latest revision, which authorizes managers to declare items as surplus and specifies discarded library materials will not be centrally collected for surplus. Regarding waste management, to the fullest extent and when economically feasible, the District will recycle and follow E-Cycle Washington guidelines. There were no questions.

The motion was unanimously approved.

CAPITAL AND CONTROLLED ASSETS POLICY. Mr. Davis moved and Ms. Lloyd seconded that the Capital and Controlled Assets Policy be approved as written. Mr. Sargent noted the only revision was to apply the latest District standardized policy format to the document. The policy was first adopted in May 2000, in part because of a recommendation by the Washington State Auditor's Office (SAO). In January 2012, major changes included a policy title change from Control of Capital Assets to Capital and Controlled Assets and clearer differentiation between capital and controlled assets, and statements about the manner in which capital assets are depreciated and represented on financial statements was provided. There were no questions or discussion.

The motion was unanimously approved.

HEALTH BENEFITS OPTIONS. Mr. Hattenburg moved and Mr. Davis seconded a motion to authorize Ms. Ledebor to work with Mr. Eichenberg to execute an agreement to join Association of Washington Cities to provide health insurance coverage for District employees. Mr. Eichenberg presented an overview of health insurance options and potential cost savings the anticipated move to AWC will provide. He distributed a handout to support his presentation. To ensure the District is spending its health and welfare dollars efficiently, the HR Department evaluated two additional plans offered through the Washington Health Care Authority's Public Employee Benefit Board (PEBB) and Association of Washington Cities Employee Benefit Trust (AWC). Based on this evaluation, medical plans offered by PEBB were significantly more expensive, but decidedly less in value, than our current benefit plans with Washington Counties Insurance Fund (WCIF). AWC's medical plans were less expensive, yet appeared to have equal or better value than our current plans. While the District is not a city, we were sponsored by the City of Spokane Valley and the AWC Board approved our application. The cost savings are significant, yet Mr. Eichenberg reminded Trustees in 2014, the Affordable Care Act requires health benefits to be provided for employees who work 30-hours per week. With Trustee approval, the District will pursue health benefits coverage through AWC, to become effective January 2014, and begin an educational process for staff. A resolution for approval will be prepared for the August 20 regular meeting. In response to Ms. Lloyd's question about the health and benefit plans, Mr. Eichenberg said four health plans would be offered, Group Health HMO and HDHP plans and Regence/Asuris PPO and HDHP plans. Washington Dental Service and Willamette Dental plans; The Standard for Term Life Insurance Long-Term Disability, EAP and Vision Service Plan will also be offered.

Mr. Johnson asked about administrative fees associated with a move to AWC. Ms. Ledebor explained the fee will apply to both District and employee-paid premiums.

With lower premium costs more staff may take advantage of this option. In response to Mr. Morrow, Ms. Ledebor replied the District does not offer a traditional Flex Benefit plan. Last year, however, a Health Savings Account (HDHP) option was introduced.

Mr. Davis asked about the difference between a Health Care Authority and Public Employees Benefits Board, which pays a subsidy to retirees of state agencies. The Public Employees Benefit Board plans have different rates for state employees and other public employees. The rates available to the District were much higher than those available to state employees, though Ms. Ledebor said she not entirely familiar on differences between the three organizations. There was no further discussion.

The motion was unanimously approved.

LIBRARY FUNDRAISING REPORT. Ms. Ledebor reported that she, Ms. Lloyd and former trustee Ann Apperson met last Tuesday, June 11, to discuss fundraising for District libraries. Ms. Ledebor reviewed fundraising as it currently exists within the District, and identified several potential future options as opportunities. Currently, Friends contribute funds from their book sales and have indicated there is some interest in working together to increase revenues they contribute. Forming a foundation is a possibility if the Friends are not interested in working on other fund-raising options, such as seeking out sponsorships or membership drives. Ms. Ledebor noted that there is a movement toward libraries as on-demand retail sales outlets, with a percentage of sales to libraries. As yet, the District has not implemented such a venture, as it would require a policy decision. However, District legal counsel Jim Sloane reviewed the program and said this is the wave of future. Mr. Johnson asked if success of this program has been quantified, to which Ms. Ledebor said statistics aren't available because the program is still new. Mr. Morrow asked if collaborating with a local retailer would be possible. IT Manager Priscilla Ice said Powell's Book Store in Portland, Oregon, might be a possibility. In response to Ms. Lloyd's question, Ms. Ice said computer cookies expire within 30 minutes, yet a buyer would ultimately have a business relationship with the vendor. Ms. Ledebor said after further research this topic will be revisited with Trustees sometime this fall.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of upcoming tentative agenda items for the August and September meetings to be held at Deer Park and North Spokane respectively. Ms. Ledebor also pointed out the Board retreat planned for Saturday, September 14, where Trustees will discuss bond election options and provide future direction. Consultants June Garcia and Sandra Nelson are also scheduled to talk about emerging trends in library facilities and services. Mr. Hattenburg announced his recent change of plans and subsequent unavailability on September 14. Thus, Trustees by consensus canceled the Saturday retreat and instead will discuss bond options during the regular board meeting on Tuesday, September 17. Staff will plan for an extended meeting that evening and dinner will be provided.

REPORTS

TRUSTEES – There were no reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. Ms. Ledebor highlighted informational meetings held with District staff on alternate dates and locations to discuss the Community Impact Plan and work changes. Public Services managers Doug Stumbough and Patrick Roewe are continuing the trend by meeting with staff about titles and job description changes. These meetings open communication with staff and appear to be working well.

Regarding the Human Resources report, Mr. Hattenburg asked for clarification about the audit currently being conducted on staff I-9 forms. Mr. Eichenberg said the form has been revised as of May 7 of this year and there are now specific standards for how the form is signed and dated.

PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with May 2013 customer use measures, programming and library activities. Ms. Ledebor pointed out a child-only library card has now been implemented that doesn't require a parent to be on the premises when issued; however, parents are notified. In response to Mr. Morrow, Library Supervisor Mary Kay Anderson said there is no age limit for children.

COMMUNICATION

Communication Manager Jane Baker provided a written report for May 2013 communication activities prior to the meeting. Mr. Hattenburg commented how great it is to so often see something in the news about libraries.

FISCAL

Revenue and Expenditure Statement through May 31, 2013.

Fund 001

Revenues	\$ 10,542,097
Expenditures	\$ 4,571,129
Ending Fund Balance	\$ 9,634,536
Fund Budget Expended	39.23%

Mr. Sargent noted auditors will likely be here in October to begin the audit process. There were no questions.

SPOTLIGHT

Library Supervisor Mary Kay Anderson reported on Argonne Library. Its central location, proximity to I-90 and well-traveled streets as well as iconic landmarks, such as the Centennial Trail, Arbor Crest Winery and Plantes Ferry Park, make it a classic commuter destination. However, members also live nearby who demonstrate loyalty to their local library. Ms. Anderson shared a story about how the current Argonne Library site almost became a 7-Eleven store, if it weren't for members of the Garden Club who stood on the corner of Upriver Drive and Argonne Road to collect enough signatures to dissuade City Council. She went on to report while Argonne has always responded to the neighborhood; it will now strengthen its focus toward the four service priorities of the Community Impact Plan. For Community Connections, pastor, author and Millwood resident Craig Goodwin spoke to a standing-room only crowd about his book, *A Year of Plenty*, for which there was so much interest, participants stayed afterward to share ideas. The library asked Mr. Goodwin to speak and provided the venue for this conversation. Two Argonne Friends of the Library are business owners in Millwood. They represented the library at Millwood Daze and the Millwood Business Group. This is a start toward responding to local business and non-profit organizations. Librarian Kelsey Hudson, Ms. Ledebor and Ms. Anderson, attended the Millwood City Council meeting on Tuesday, June 11. Ms. Anderson presented an overview of the Community Impact Plan. Ms. Hudson's new role as liaison between the community and library begins in September. To support young learners, a successful Storytime is held each Wednesday. Ms. Anderson anticipates interest and would like to offer a second weekly storytime in the near future. Recent structural changes have made the library a good place to explore and discover. Materials are returned to shelves more quickly from a sorting cart, and now one service point makes it easier to respond to members. Seating has been added, with more planned for laptop users, browsers and readers. Ms. Anderson noted staff is excited about upcoming training toward the universal skill set and to work with Ms. Hudson. On a personal note, Ms. Anderson announced her upcoming retirement, planned for September. Mr. Hattenburg complimented how the library has structurally opened up the sight lines and providing perusal of displays.

Trustees expressed thanks to Ms. Anderson for her informative report.

OVERVIEW:

Librarians Kristy Bateman and Aileen Luppert shared how the District integrates the Public Library Association's 5 Fundamentals for early learning to develop young learners.

Ms. Luppert reported first on developing young learners, one of the four service priorities of the Community Impact Plan. The goal of this service priority is for children ages birth to five to have essential services and programs to be ready to learn when they start school. To meet this goal, the first objective is to provide resource-sharing through early learning programming. Activities are primarily delivered through storytimes for this age group. In 2012, the combined number of storytimes, to include all 10 SCLD libraries and outreach facilities, was 1,855, presented to approximately 46,000 children and caregivers. Thus far in 2013, 876 storytimes have been presented to 23,000 participants. Last year, an additional 30 minutes of play and learn was added to each storytime. Play and Learn is designed to teach care providers how to play with children and incorporate major practices used to develop early literacy, math and science skills. To increase awareness of the

importance of early learning activities, more parents and care providers need to be reached. To meet this objective, the District plans to offer storytimes at unconventional times and locations; e.g., weekends at a mall, during festivals, farmer markets or online. It will also consider storytimes in different languages or with guest speakers; e.g., firefighters or local business owners, such as dog groomers or bakers. The District also plans to collaborate with other agencies and organizations with similar missions. This will both increase the number of people reached and develop connections in the community.

Interactive discovery stations also help to meet this goal. Stations are designed for children to learn by discovery through interaction with tables of blocks, puppet stages and computers. Currently, all 10 libraries have Early Learning Station computers. These are computers with age appropriate games and no Internet access. The District plans to replace these stations with tablets or iPads in the future to enable interactivity. Ms. Luppert pointed out the numerous educational and fun apps available.

In addition to Play and Learn Storytimes, educational workshops for parents, and caregivers are offered. STARS workshops provide training and career development for teachers and child care professionals. Also in the works is a six-week Humanities Washington series, Prime Time Reading, planned for fall at Opportunity Elementary School. It is designed to help entire families learn to read together and become active library users. The District was also recently awarded a grant for Talk Love Play parties in every library that will include a 30-minute concert, 30-minute play session, and giveaways for families in attendance.

Ms. Bateman took the floor to review the five practices for early literacy outlined by the Public Library Association, which are the basis for Play and Learn: reading, writing, talking, singing and playing. Ideally by raising awareness, training and encouraging parents, teachers and caregivers, they will implement these five practices with children. To promote early literacy, the District offers five different play and learns for a total of 26 storytimes a week in District libraries. Baby Play and Learn, ages 0-18 months; Play and Learn Storytime, ages 2-5; Toddler Play and Learn, ages 18 months-3 years; Preschool Play and Learn, ages 3-5; Family Play and Learn, all ages. Materials are targeted for each age group.

A typical storytime is about 20-30 minutes of stories, songs, and flannel boards followed by 30 minutes of different activities to promote early literacy, math and science skills, such as blocks, puzzles, sorting and counting games. Four to five different interactive discovery stations are also provided for children and their caregivers to explore. Ms. Bateman pointed out libraries also have a fantastic music collection and parents are encouraged to checkout items. Displays of music and age-appropriate books make it easier for parents to choose and checkout.

Mr. Hattenburg reiterated what he has reported in the past, that at statewide meetings he has learned the District offers more than what many library systems can provide. He expressed thanks to the great work done by staff to make this possible. Ms. Ledebor noted the most challenging part is to make the connection between what the library provides and how it prepares children to be learners. She mentioned a program sponsored by Goldman Sachs in Salt Lake City libraries to invest in early childhood learning. The company is working with schools to invest in early education as a way of reducing costs for special education. They

believe that if they are successful in preparing children for school, fewer children will require the more costly remedial programs in the future. In five years, if there are fewer children in special education classes, money invested will be paid back to Goldman Sachs. This will be an interesting case study showing how early investment in our children benefits the entire community.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:32 p.m.

Tim Hattenburg, Chair

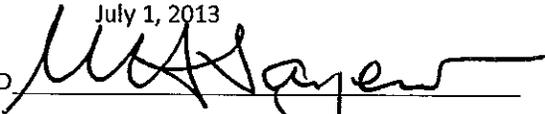
Nancy Ledeboer, Secretary of the Board of Trustees

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 June 30, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$825,693.22 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2013

SIGNED



SIGNED



TITLE:

BUSINESS MANAGER

TITLE:

Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
044328	AUDIOGO LIBRARY MATERIALS	\$ 106.42
044329	AVISTA UTILITIES UTILITIES	2,517.48
044330	BAKER AND TAYLOR INC. LIBRARY MATERIALS	35.10
044331	JAMIESON ENTERPRISES, LLC VEHICLE STORAGE	300.00
044332	BRILLIANCE AUDIO, INC. LIBRARY MATERIALS	114.08
044333	CENTER POINT LARGE PRINT LIBRARY MATERIALS	124.44
044334	CENTURYLINK TELEPHONE	79.90
044335	CENTURYLINK TELEPHONE	24.67
044336	CENTURYLINK TELEPHONE	144.89
044337	CENTURYLINK TELEPHONE	88.82
044338	CENTURYLINK TELEPHONE	592.01
044339	CITY OF SPOKANE UTILITIES	508.61
044340	CITY OF AIRWAY HEIGHTS UTILITIES	428.17
044341	CITY OF CHENEY UTILITIES	754.26
044342	CITY OF DEER PARK UTILITIES	126.58
044343	COSTCO -CAPITAL ONE COMMERCIAL D.P. HARDWARE AND SOFTWARE	2,568.73
044344	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	902.91
044345	EMPIRE DISPOSAL INC. UTILITIES	17.38
044346	FINDAWAY WORLD, LLC LIBRARY MATERIALS	251.20
044347	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
044348	FRONTIER COMMUNICATION TELEPHONE	405.00
044349	GALE/CENAGE LEARNING LIBRARY MATERIALS	540.09
044350	GAYLORD BROTHERS INC. OFFICE/LIBRARY SUPPLIES	16.81
044351	GREENLEAF LANDSCAPING, INC. GROUNDS SERVICE	228.27
044352	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	3,416.75
044353	KENT ADHESIVE PRODUCTS CO. OFFICE/LIBRARY SUPPLIES	714.32
044354	MIDWEST TAPE OFFICE/LIBRARY SUPPLIES	4,165.00
044355	MODERN ELECTRIC WATER COMPANY UTILITIES	1,760.17
044356	OVERDRIVE, INC. LIBRARY MATERIALS	7,649.45
044357	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	415.96
044358	RANDOM HOUSE, INC. LIBRARY MATERIALS	61.14
044359	RECORDED BOOKS, LLC LIBRARY MATERIALS	2,378.57
044360	SPOKANE COUNTY LIBRARY DIST REIMBURSE REVOLVING FUND	339.10
044361	SIRSIDYNIX TELEPHONE HOLD NOTIFICATION	3,000.12

044362	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
044363	JEFFREY L. STAFFORD	CONSULTING SERVICES	1,000.00
044364	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	487.43
044365	U.S. BANK	H S A ACCOUNT EXPENSES	63.00
044366	VIC B. LINDEN & SONS	DOOR SIGNS FOR VEHICLE	302.19
044367	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,271.89
044368	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	28,304.97
044369	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044370	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,806.38
044371	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	1,405.27
044372	AVISTA UTILITIES	UTILITIES	716.62
044373	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	260.86
044374	ROWAN & LITTLEFIELD PUBL GROUP	LIBRARY MATERIALS	295.32
044375	CLASSIC VENTURES LTD	LIBRARY MATERIALS	13.04
044376	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	26.07
044377	BUDGET-RENT-A-CAR	CAR RENTAL	135.43
044378	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	142.24
044379	CITY OF MEDICAL LAKE	UTILITIES	248.46
044380	CUSTOM TRUCK	CANOPY FOR MAINTENANCE VEHICLE	2,092.48
044381	DEER PARK CHAMBER OF COMMERCE	MEMBERSHIP DUES	50.00
044382	DELL MARKETING L.P.	D.P. HARDWARE AND SOFTWARE	6,093.87
044383	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,770.00
044384	EARTHWORKS RECYCLING, INC	UTILITIES	90.00
044385	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	8,296.00
044386	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	152.18
044387	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	44.99
044388	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
044389	GALE/CENAGE LEARNING	LIBRARY MATERIALS	322.56
044390	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICE	3,235.51
044391	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	964.23
044392	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,901.96
044393	INLAND POWER AND LIGHT	UTILITIES	684.35
044394	IT1 SOURCE	D.P. HARDWARE AND SOFTWARE	445.71
044395	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	147.05
044396	MIDWEST TAPE	LIBRARY MATERIALS	3,270.89
044397	NATIONAL BARRICADE OF SPOKANE	MAINTENANCE SUPPLIES	27.12
044398	NEW YORK TIMES	LIBRARY MATERIALS	65.60
044399	OVERDRIVE, INC.	LIBRARY MATERIALS	9,401.24
044400	PAINE, HAMBLIN, LLP	LEGAL SERVICES	112.50
044401	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
044402	PHILADELPHIA INSURANCE CO	INSURANCE	31.00
044403	POSTMASTER	P.O. BOX LEASE	106.00
044404	POSTMASTER	P.O. BOX LEASE	106.00
044405	RECORDED BOOKS, LLC	LIBRARY MATERIALS	210.85
044406	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
044407	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
044408	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE MAINTENANCE	229.57
044409	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	26.41
044410	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
044411	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	518.23
044412	WHITWORTH WATER DISTRICT #2	UTILITIES	366.48
044413	MARCOS CHAPMAN	LOST BOOK REFUND	13.60

044414	THOMAS S SMITH	PARKING LOT LEASE	400.00
044415	AUDIOGO	LIBRARY MATERIALS	139.89
044416	AVISTA UTILITIES	UTILITIES	95.75
044417	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	104.36
044418	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	30.00
044419	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
044420	CENTURYLINK	TELEPHONE	1,800.80
044421	CENTURYLINK	TELEPHONE	123.79
044422	CENTURYLINK	TELEPHONE	84.91
044423	CENTURYLINK	TELEPHONE	34.28
044424	CENTURYLINK	TELEPHONE	59.85
044425	CENTURYLINK	TELEPHONE	88.82
044426	CENTURYLINK	TELEPHONE	127.39
044427	CENTURYLINK	TELEPHONE	9,219.04
044428	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	404.16
044429	EARTHWORKS RECYCLING,INC	UTILITIES	112.50
044430	ELK SENTINEL	LIBRARY MATERIALS	15.00
044431	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,672.00
044432	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	577.58
044433	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	98.84
044434	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,289.40
044435	INLAND POWER AND LIGHT	UTILITIES	320.22
044436	GROUP W MARKETING	OFFICE/LIBRARY SUPPLIES	1,000.00
044437	MIDWEST TAPE	LIBRARY MATERIALS	4,425.33
044438	OCLC, INC.	CATALOGING & SUPPORT SERVICES	4,074.71
044439	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	193.02
044440	OVERDRIVE, INC.	LIBRARY MATERIALS	9,365.56
044441	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	836.40
044442	QWEST CORPORATION	TELEPHONE	2,071.38
044443	RACO INDUSTRIES, INC.	D.P. HARDWARE AND SOFTWARE	996.00
044444	RANDOM HOUSE, INC.	LIBRARY MATERIALS	273.12
044445	READING RECOVERY COUNCIL	LIBRARY MATERIALS	65.00
044446	RECORDED BOOKS, LLC	LIBRARY MATERIALS	137.71
044447	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	198.07
044448	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
044449	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	196.23
044450	UPS	FREIGHT	41.40
044451	VERIZON WIRELESS	TELEPHONE	275.73
044452	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	661.22
044453	DAVID WILLIAMS	LIBRARY PROGRAMS	400.00
044454	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,232.73
044455	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,720.55
044456	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044457	AUDIOGO	LIBRARY MATERIALS	34.23
044458	AVISTA UTILITIES	UTILITIES	250.79
044459	A+ PRINTING, INC	PRINTING	604.45
044460	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	181.46
044461	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,104.93
044462	CALL REALTY, INC.	PROPERTY MAINTENANCE FEES	129.84
044463	CENTURYLINK	TELEPHONE	41.83
044464	CENTURYLINK	TELEPHONE	88.34
044465	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	97.76

044466	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	404.80
044467	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	34.73
044468	GALE/CENAGE LEARNING	LIBRARY MATERIALS	3,364.75
044469	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	508.50
044470	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICE	391.62
044471	INCOL	MEMBERSHIP DUES AND COURIER SVC	686.14
044472	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,360.40
044473	INLAND PUBLICATIONS	ADVERTISING	505.00
044474	MIDWEST TAPE	LIBRARY MATERIALS	4,610.74
044475	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	79.80
044476	OVERDRIVE, INC.	LIBRARY MATERIALS	7,536.29
044477	THOMAS S SMITH	PARKING LOT LEASE	200.00
044478	RANDOM HOUSE, INC.	LIBRARY MATERIALS	57.07
044479	RECORDED BOOKS, LLC	LIBRARY MATERIALS	530.97
044480	SUMMIT LAW GROUP, PLLC	OFFICE/LIBRARY SUPPLIES	60.00
044481	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE MAINTENANCE	247.50
044482	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY AND NOTICE FEES	6,030.96
044483	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	10,105.02
044484	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,103.06
044485	ALEX ZERBE	LIBRARY PROGRAMS	4,350.00
W00122	US BANK	H S A CONTRIBUTIONS	1,405.83
W00123	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,889.98
W00124	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,834.59
W00125	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,056.07
W00126	US BANK	H S A CONTRIBUTIONS	<u>1,405.83</u>

Total Non-Payroll General Operating Fund \$ 480,892.00

PAYROLL VOUCHERS

06102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 177,446.41
06252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>165,398.64</u>

Total Payroll General Operating Fund \$ 342,845.05

TOTAL GENERAL OPERATING FUND \$ 823,737.05

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
009510	CITY OF SPOKANE VALLEY	COMMUNITY MEETING INFORMATION	\$ <u>1,956.17</u>
TOTAL CAPITAL PROJECTS FUND			<u><u>\$ 1,956.17</u></u>

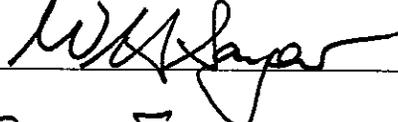
Spokane County Library District
Monthly Credit Card Activity
For the Month of June 2013

<u>Card Category</u>		<u>Amount</u>
General Purchases	\$	4,676.23
Maintenance		1,015.45
Travel		2,174.83
Acquisitions		1,938.56
Information Technolgy		299.95
Total Purchases	\$	<u>10,105.02</u>

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of July 31, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$914,180.49 and that we are authorized to authenticate and certify these claims.

DATE: August 1, 2013

SIGNED: 

SIGNED: 

TITLE: Chief Financial Officer

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
044487	ALLIED SAFE & VAULT CO, INC. SECURITY AND SAFETY SERVICES	\$ 1,266.60
044488	AMERICAN LIBRARY ASSOCIATION LIBRARY MATERIALS	300.00
044489	AVISTA UTILITIES UTILITIES	3,825.33
044490	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	328.42
044491	CENTER POINT LARGE PRINT LIBRARY MATERIALS	47.75
044492	CENTURYLINK TELEPHONE	79.90
044493	CENTURYLINK TELEPHONE	1,638.12
044494	CENTURYLINK TELEPHONE	16.38
044495	CENTURYLINK TELEPHONE	41.61
044496	CENTURYLINK TELEPHONE	144.89
044497	CENTURYLINK TELEPHONE	55.93
044498	CENTURYLINK TELEPHONE	88.82
044499	CITY OF SPOKANE UTILITIES	646.88
044500	CITY OF AIRWAY HEIGHTS UTILITIES	468.75
044501	CITY OF CHENEY UTILITIES	904.40
044502	CITY OF DEER PARK UTILITIES	136.89
044503	CHARLES T. WILLIAMS LIBRARY MATERIALS	78.11
044504	DEPARTMENT OF LABOR & IND. BUILDING REPAIR & MAINTENANCE	107.50
044505	STATE OF WASHINGTON QUARTERLY LEASEHOLD TAXES	290.16
044506	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
044507	FRONTIER COMMUNICATION TELEPHONE	101.22
044508	FRONTIER COMMUNICATION TELEPHONE	405.00
044509	GALE/CENAGE LEARNING LIBRARY MATERIALS	511.50
044510	GARY L. GODDARD BUILDING REPAIR & MAINTENANCE	19.94
044511	GREATER SPOKANE VALLEY CHAMBER TRAINING & TRAVEL	25.00
044512	GREENLEAF LANDSCAPING, INC. GROUNDS SERVICES	290.42
044513	HAGEL & COMPANY SOFTWARE MAINTENANCE	97.50
044514	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	11,521.39
044515	LEADERSHIP SPOKANE TRAINING & TRAVEL	2,725.00
044516	MIDWEST TAPE LIBRARY MATERIALS	2,744.00
044517	OVERDRIVE, INC. LIBRARY MATERIALS	13,054.29
044518	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	175.44

044519	RECORDED BOOKS, LLC	LIBRARY MATERIALS	743.55
044520	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
044521	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	606.39
044522	TANTOR MEDIA	LIBRARY MATERIALS	30.00
044523	U.S. BANK	SAFETY DEPOSIT BOX LEASE	63.00
044524	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	460.36
044525	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,227.07
044526	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,253.84
044527	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044528	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	12,273.95
044529	APS, INC.	OFFICE/LIBRARY SUPPLIES	157.62
044530	AVISTA UTILITIES	UTILITIES	2,221.18
044531	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	31.51
044532	BIBLIOTHECA ITG	D.P. HARDWARE & SOFTWARE	2,167.41
044533	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	199.15
044534	CENTURYLINK	TELEPHONE	1,999.20
044535	CENTURYLINK	TELEPHONE	457.71
044536	CITY OF MEDICAL LAKE	UTILITIES	159.99
044537	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	114.42
044538	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,572.00
044539	EARTHWORKS RECYCLING,INC	UTILITIES	217.50
044540	EMPIRE DISPOSAL INC.	UTILITIES	17.38
044541	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
044542	GALE/CENAGE LEARNING	LIBRARY MATERIALS	580.83
044543	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,749.22
044544	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	103.36
044545	HATZOFF PRODUCTIONS	LIBRARY MATERIALS	135.88
044546	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,012.44
044547	INLAND POWER AND LIGHT	UTILITIES	618.40
044548	ED LESTER	LIBRARY PROGRAMS	20.00
044549	CECIL LEWIS	LIBRARY PROGRAMS	1,800.00
044550	PERIDOT PUBLISHING LLC	LIBRARY MATERIALS	178.64
044551	MIDWEST TAPE	LIBRARY MATERIALS	4,874.77
044552	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,645.89
044553	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	232.01
044554	OVERDRIVE, INC.	LIBRARY MATERIALS	11,476.66
044555	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
044556	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	411.78
044557	QWEST CORPORATION	TELEPHONE	2,071.38
044558	RECORDED BOOKS, LLC	LIBRARY MATERIALS	119.54
044559	SHOWCASES	OFFICE/LIBRARY SUPPLIES	648.00
044560	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
044561	COWLES PUBLISHING CO	LIBRARY MATERIALS	78.00
044562	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	89.13
044563	TOWN OF FAIRFIELD	UTILITIES	149.78
044564	WHITWORTH WATER DISTRICT #2	UTILITIES	183.73
044565	MASTER GARDNERS	LIBRARY PROGRAMS	100.00
044566	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	2,528.00
044567	AMERICAN LIBRARY ASSOCIATION	TRAINING & TRAVEL	110.00
044568	AUDIOGO	LIBRARY MATERIALS	45.62

044569	AVISTA UTILITIES	UTILITIES	561.20
044570	BACKSTAGE LIBRARY WORKS	CATALOGING & AUTHORITY SERVICES	918.82
044571	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	106.03
044572	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
044573	CENTURYLINK	TELEPHONE	88.34
044574	CENTURYLINK	TELEPHONE	84.91
044575	CENTURYLINK	TELEPHONE	34.34
044576	CENTURYLINK	TELEPHONE	9,219.04
044577	CHEVRON U.S.A. INC.	VEHICLE FUEL	61.01
044578	COBRA BEC, Inc	BUILDING REPAIR & MAINTENANCE	385.89
044579	COMIC BOOK SHOP	LIBRARY MATERIALS	120.24
044580	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	98,179.97
044581	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	152.18
044582	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	637.38
044583	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,413.38
044584	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,153.26
044585	INLAND POWER AND LIGHT	UTILITIES	299.61
044586	MIDWEST TAPE	LIBRARY MATERIALS	2,766.51
044587	NEW YORK TIMES	LIBRARY MATERIALS	65.60
044588	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	4,308.59
044589	PROQUEST	LIBRARY MATERIALS	4,090.16
044590	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	764.94
044591	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	159.51
044592	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,722.40
044593	SAGE SOFTWARE, INC	SOFTWARE MAINTENANCE	3,232.30
044594	BART SMITH	LIBRARY PROGRAMS	50.00
044595	SOLARWINDS, INC.	D.P. HARDWARE & SOFTWARE	480.00
044596	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	250.58
044597	TECH SMITH	SOFTWARE MAINTENANCE	224.25
044598	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
044599	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,059.96
044600	UPS	FREIGHT	10.39
044601	VERIZON WIRELESS	TELEPHONE	275.73
044602	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	282.77
044603	WEST VALLEY OUTDOOR LRNG CTR	LIBRARY PROGRAMS	1,380.00
044604	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,246.73
044605	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,164.48
044606	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044607	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,104.93
044608	CALL REALTY, INC.	MANAGEMENT FEES	1,020.00
044609	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	1,196.63
044610	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	269.87
044611	CENTURYLINK	TELEPHONE	59.85
044612	CENTURYLINK	TELEPHONE	88.76
044613	CENTURYLINK	TELEPHONE	127.28
044614	FREE PRESS PUBLISHING, INC.	LIBRARY MATERIALS	24.00
044615	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,591.05
044616	DEPT OF LABOR & INDUSTRIES	ADMINISTRATIVE FEES	280.00
044617	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP. INS.	13,940.35
044618	GALE/CENAGE LEARNING	LIBRARY MATERIALS	408.92

044619	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	220.67
044620	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,434.29
044621	INTEGRA	TELEPHONE	4,532.41
044622	IT1 SOURCE	D.P. HARDWARE & SOFTWARE	4,677.56
044623	EVA-MARIE LUSK	LIBRARY PROGRAMS	85.88
044624	KURT MADISON	LIBRARY PROGRAMS	71.64
044625	MIDWEST TAPE	LIBRARY MATERIALS	2,813.54
044626	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	2,400.00
044627	NEXT LEVEL ASSISTIVE TECH	D.P. HARDWARE & SOFTWARE	1,796.85
044628	STEVE NOKES	LIBRARY PROGRAMS	63.85
044629	OVERDRIVE, INC.	LIBRARY MATERIALS	12,213.34
044630	THOMAS S SMITH	PARKING LOT LEASE	200.00
044631	POLICYPAK SOFTWARE	D.P. HARDWARE & SOFTWARE	1,762.50
044632	RECORDED BOOKS, LLC	LIBRARY MATERIALS	15.10
044633	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	488.95
044634	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	509.90
044635	STARDOCK SYSTEMS, INC.	D.P. HARDWARE & SOFTWARE	832.02
044636	TANTOR MEDIA	LIBRARY MATERIALS	17.50
044637	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	66.39
044638	UPS	FREIGHT	70.12
044639	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	847.00
044640	WINWAY CORPORATION	D.P. HARDWARE & SOFTWARE	740.05
044641	MASTER GARDNERS	LIBRARY PROGRAMS	500.00
W00127	US BANK	H S A CONTRIBUTIONS	1,405.83
W00128	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,851.00
W00129	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	741.38
W00130	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,027.56
W00131	US BANK	H S A CONTRIBUTIONS	<u>1,405.83</u>

Total Non-Payroll General Operating Fund \$ **582,322.76**

PAYROLL VOUCHERS

07102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 163,534.64
07252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>168,261.03</u>

Total Payroll General Operating Fund \$ **331,795.67**

TOTAL GENERAL OPERATING FUND \$ 914,118.43

CAPITAL PROJECTS FUND

009511	SPOKANE COUNTY TREASURER	GIS SERVICES	\$ 62.06
TOTAL CAPITAL PROJECTS FUND			<u><u>\$ 62.06</u></u>

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

No Credit Card Payments Were Made in July 2013

<u>Card Category</u>	<u>Amount</u>
General Purchases	
Maintenance	
Travel	
Acquisitions	
Information Technology	
Total Purchases	<u><u>\$0.00</u></u>

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE

The Site Plan Advisory Committee met in July to discuss the project. There was a discussion of elements from Plan B and Plan C that could be included in the preferred Plan A. The consultants shared feedback from a meeting with Fire District personnel to discuss the possibility of parking and a proposed exit behind the fire station. Parking and access were discussed in depth. There was a discussion of how people will access library parking as well as the parking lot off Sprague Avenue. We anticipate school buses will need a place to drop off children visiting the library, park or fire station. There may also be a need for access to various locations within the park for emergency vehicles.

On July 30, consultants Gary Bernardo, Dell Hatch and Bill LaRue presented a progress report on the project to Spokane Valley City Council. They shared an adapted version of Plan A and discussed the next steps. Improvements included widening park pathways needed by the Fire District in order to gain access to the library and other structures in the park. They will incorporate information from the site survey and make further adjustments as needed.

On Thursday, September 12, the Site Plan Advisory Committee will host the final public meeting at the actual site. The public will be invited to tour the site and see where the various elements of the park will be located and how the library will fit onto the site. Following the final public meeting, the consultants will develop the plan and present it for approval to the Board of Trustees and the City Council. The final plan is expected by November.

In September, District Board of Trustees will discuss how to fund the building of a new library. There are four options for putting an issue to the voters in 2014. Bill Sargent and I met with Vicky Dalton and Mike McLaughlin from the Elections Office to discuss timelines for putting an issue on the ballot and to identify potential boundaries for Library Capital Facilities Areas. If the Board determines LCFA as the best option for funding the library, it must ask any city within the boundaries of the LCFA to pass a Resolution stating support. The Board will forward its own Resolution along with supporting Resolutions to the Board of County Commissioners requesting that the issues are placed on the ballot.

The District has entered into an agreement with Koegen Edwards LLP to serve as bond counsel, and Piper Jaffray-Seattle Northwest to provide financial advice. Both consultants will be present at the September Board Meeting to present information to the Board for consideration.

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

HEALTH AND BENEFITS TRANSITION – RESOLUTION 13-04

At its June 2013 meeting, Board of Trustees authorized Executive Director Nancy Ledeboer to work with Human Resources Manager Paul Eichenberg to execute an agreement to join Association of Washington Cities for the purposes of providing health insurance options for District employees.

Provided below for your review, Resolution 13-04 documents the transition from Washington Counties Insurance Fund to the Association of Washington Cities Employee Benefits Trust, which meets the requirement for procuring group insurance for eligible District employees under provisions of RCW 48.24.060.

Resolution 13-04 follows below.

Recommended Action: Approval and adoption of Resolution 13-04.

RESOLUTION NO. 13-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSITION FOR ACQUIRING DISTRICT GROUP HEALTH AND WELFARE BENEFITS FROM WASHINGTON COUNTIES INSURANCE FUND TO THE ASSOCIATION OF WASHINGTON CITIES, EMPLOYEE BENEFITS TRUST.

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

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

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

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

WHEREAS, the Board is authorized under RCW 27.12.210(10) to do acts necessary for the orderly and efficient management and control of the library;

WHEREAS, the Association of Washington Cities: Employee Benefits Trust offers group health and welfare plans (i.e., medical, dental, vision, life, and long-term disability) to non-city entities similar to those currently offered to District employees through the Washington Counties Insurance Fund;

WHEREAS, the Association of Washington Cities Employee Benefit Trust group health and welfare plans have been reviewed and appear to offer the same or greater value at significant cost savings to the District;

WHEREAS, the transition of the District’s group health and welfare plans from Washington Counties Insurance fund to the Association of Washington Cities, Employee Benefits Trust meets the requirement for procuring group insurance for eligible District employees under the provisions of RCW 48.24.060;

NOW THEREFORE, BE IT RESOLVED that Spokane County Library District hereby consents to the transition for acquiring group employee health and welfare benefits from Washington Counties Insurance Fund to the Association of Washington Cities, Employee Benefit Trust effective January 1, 2014, and directs the Executive Director to initiate procedures to effectuate this transition.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington at a regular meeting thereof, held this 20th day of August, 2013.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair

ATTEST

APPROVED

Nancy Ledeboer
Secretary to the Board of Trustees

James C. Sloane
General Counsel

FRIENDS OF THE LIBRARY

BACKGROUND:

The proposed revision to the Friends Policy recognizes that groups are independent organizations formed to support a particular library. The revised policy states that Friends may also support District-wide services. This would allow Friends to work together to seek out sponsorships for major new service initiatives. The revised policy includes how the District will promote activities of the Friends. The District may include information about the Friends on its website and or in newsletters and other promotional materials.

The new policy format was also applied.

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

Recommended Action: Motion to approve Friends of the Library Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: FRIENDS OF THE LIBRARY

Approval Date: July 20, 1988

Revision Date: August 20, 2013

Purpose

To define requirements for a Friends group to be recognized by the District.

General Policy

The District Board of Trustees encourages the organization of community groups whose primary purpose is to support the District's mission and the programs and services offered at individual District libraries. Such groups shall be known as the Friends of the {library name} Library.

The District shall provide official recognition of the Friends group when it meets the following criteria: The Group must be registered as a nonprofit corporation with the Washington Secretary of State and maintain its status in good standing. The District encourages but does not require Friends groups to obtain tax-exempt status from the Internal Revenue Service. The District assumes no responsibility or liability for the Friends group compliance with IRS regulations, with or without tax-exempt status.

To be officially recognized the Friends group must be organized for the purpose of supporting either a single library within the District and/or broader programs of service offered by the District. The purpose and goals of the Friends group will be to promote interest in the library; support and promote awareness of the library's mission, goals, services and resources; foster public support for the development of the library so it may continue to serve the needs and interests of the community.

Membership in the Friends shall be open to all residents of the community. Meetings shall be open to the general public and attended by the Library Supervisor, Managing Librarian or their delegate. General membership meetings shall take place at the library.

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

Once a Friends group has official recognition, the District will promote activities of the Friends in the library and through other publications including the website. The Friends will receive preferential status in meeting room bookings for Friends activities. The Library Supervisor or Managing Librarians will serve as an ex-officio member of the

Friends Executive Committee. District staff members and/or trustees shall not serve as elected offices on a Friends group to avoid conflict of interest.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FRIENDS OF THE LIBRARY

The Spokane County Library District Board of Trustees encourages the organization of community groups whose primary objective is to support the District's mission and the programs and services of individual District libraries. Such groups shall be known as Friends of the [library name] Library.

The District shall provide official recognition of the Friends group when it is satisfied the group will organize and operate within the criteria set forth in this policy and has registered as a nonprofit corporation with the Washington Secretary of State. The District encourages but does not require Friends groups to obtain tax-exempt status from the Internal Revenue Service, and it assumes no responsibility or liability for Friends group compliance with IRS regulations, with or without tax-exempt status. With official recognition, a Friends group may represent its affiliation with the District and at least one of its branches, and shall be afforded any special privileges provided by the District such as preferential status in meeting room bookings for Friends' activities.

To maintain official recognition, Friends groups shall continue to meet this policy's criteria, notify the Branch Services Manager of changes in officers, and maintain its status as a Washington non-profit corporation.

The following criteria must be met to obtain and maintain District recognition:

1. The objectives of such groups shall reflect the following:
 - Create public interest in the library;
 - Support and promote knowledge of the library's mission, goals, services and resources;
 - Foster public support for the development of the library so it may adequately serve the needs of the people of the community.
2. Membership in the Friends shall be open to all residents of the community and users of the library.
3. Meetings shall be open to the general public and attended by the Branch Supervisor and/or Branch Services Manager. General membership meetings shall take place at the library.
4. The District encourages Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture and equipment, must have prior approval or be done at the request of the District.
5. The Friends shall maintain liaison with the Branch Services Manager and/or Branch Supervisor, who shall serve ex-officio on the Friends' Executive Committee. District staff members and/or trustees shall not serve as elected officers to avoid conflict of interest.

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JULY 20, 1988
LATEST REVIEW & REAFFIRMATION: March 20, 2012

GIFTS**BACKGROUND:**

The proposed revision to the Gifts Policy outlines how gifts are handled. The District accepts all types of gifts including but not limited to library books, art, property or stocks and bonds. The District will accept only gifts that have no restrictions or conditions. The new policy states that the District may decline a gift if it presents undue hardship or does not support the District's mission and goals. The proposed policy also mentions memorial gifts and how they will be handled.

The new policy format was also applied.

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

Recommended Action: Motion to approve the Gifts Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: August 20, 2013

STATUTORY REFERENCES: RCW 27.12.210

Purpose

To define what constitutes a gift and ensure a uniform method for handling gifts. Gifts include but are not limited to print and non-print items for potential addition to the collection; money, real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property. This policy does not apply to items or funds specifically solicited by the District.

General Policy

The District will only accept gifts given without restrictions or conditions, except as otherwise specified in this policy. Suitable gifts are gratefully accepted by the District. Gifts, excluding real property, may be made to benefit a specific library, for the District in general or for a specific program or service.

Library materials will be accepted with the understanding that the District Collection Development Policy will be used to determine whether donated items will be added to the collection. Items that are not added to the collection will be disposed of as surplus property. In some cases the District may accept a gift of library materials with the understanding that they will be assigned to a particular library location.

Memorial gifts will be accepted and the District will make every effort to assure that a donor's reasonable request will be honored.

Gifts with a value greater than \$5,000 may be accepted with the concurrence of the Board of Trustees.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Acknowledgement will be provided for all donations; however, the District accepts no responsibility for establishing or verifying the value of the donations for charitable tax deduction purposes.

The District reserves the right to dispose of any gift at its own discretion, and to decline any gift that District staff determines to be inconsistent with the District's mission and goals, or represents an undue hardship in terms of financial requirements or staff time needed to manage and/or maintain the gift.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: GIFTS

Gifts given to Spokane County Library District may be accepted under the provisions of RCW 27.12.210 and other applicable state laws. The District will accept only gifts given without restrictions or conditions, except as otherwise specified in this policy.

For purposes of this policy, gifts include but are not limited to print and non-print items for potential addition to the materials collection; money; real property; securities; furniture; equipment; art or museum objects; and antiques. This policy does not apply to items or funds specifically solicited by the District.

Gifts may be accepted with restrictions or conditions under the following circumstances:

1. Library materials will normally be accepted with the understanding that the District Collection Development Policy will be used to determine whether donated items are added to the collection and items not added will be considered surplus property and handled accordingly. However, regional managers and the Collection Services Manager may accept materials that are donated for use in a specific branch or for a specific purpose. Materials which are not outright gifts will not be accepted.
2. Items or funds donated for a specific purpose and having a value of \$1,000 or less may be accepted by any District manager if the purpose is consistent with and would further accomplish the District's mission and goals.
3. Items or funds donated for a specific purpose and having a value more than \$1,000 may be accepted with concurrence of the Board of Trustees if the purpose is consistent with and would further accomplish the District's mission and goals.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Receipts will be provided for all cash and non-cash donations; however, the District accepts no responsibility for establishing or verifying the value of donated property for charitable tax deduction purposes.

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JUNE 19, 1986
LATEST REVIEW AND REAFFIRMATION: SEPTEMBER 20, 2011

EXECUTIVE DIRECTOR POSITION DESCRIPTION UPDATE

BACKGROUND:

All District job descriptions have been under review by Deputy Directors Doug Stumbough and Patrick Rowe, and Human Resources Manager Paul Eichenberg.

The current Executive Director Position Description was last revised in April 2011 to ensure it reflected the then current duties and responsibilities of the position as the District moved toward recruitment of a new Executive Director.

With the adoption of a new strategic plan, forthcoming bond issue with the potential for bringing on new and improved library facilities and Board approved initiatives, the position description needs to more accurately describe the Board's emphasis on leadership and strategic direction and planning, community and civic outreach, transparency, and District staff involvement at all levels of the organization.

Mr. Eichenberg drafted this version for Executive Director review. After further discussion, it was determined the position description accurately describes how the role of Executive Director has and will continue to evolve as we move toward new challenges and opportunities integral to the success of Spokane County Library District.

If during discussion you find the recommended revisions acceptable, and/or agree upon additional changes, you can approve the revised position description at this meeting with a formal motion.

For comparison below, the suggested draft position description is followed by the current version below.

Recommended Action: Motion to approve the revised Executive Director position description.

DRAFT

Spokane County Library District

CLASSIFICATION: E

POSITION TITLE:

Executive Director

GENERAL PURPOSE:

Serves as Chief Executive Officer of Spokane County Library District. Provides leadership and vision to fulfill the mission of the Library District. Implements policies and directives of the Board of Trustees and supports the Board's governance and fiduciary responsibilities. With the support of the Executive Leadership Team, the Executive Director is responsible for all operations of the District including Human Resources, Finance, Technology, Communication, Collection Development, and Public Services.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership in developing and implementing a strategic framework; directs District-wide strategic planning and annual plans for services, facilities, staffing, and technology; broadly communicates goals and objectives and monitors progress utilizing relevant metrics. Routinely interprets goals and objectives to staff and the public and actively solicits input from the Board, staff and current/potential community constituents.

Oversees the District organizational structure; manages and directs major functions, activities and services; reviews and evaluates results and initiates corrective action as needed.

Creates a climate of acceptance for new library concepts, programs and services. Encourages use of new and expanding technologies to improve members' experiences, and staff productivity; presents a positive image of the District through effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations and the general public.

Actively participates in representing and promoting the library in a variety of venues, organizations and activities within the community. Engages the library in cooperative activities and partnerships with other libraries, agencies and organizations.

Serves as secretary to the Board of Trustees. Works with the Board Chair to develop meeting documents such as agendas, resolutions, reports, and/or consultant or staff presentations; attends Board meetings; advises the Board regarding library system policies, procedures, and operations. Ensures all Board meetings comply with the Open Meetings Act and official records maintained according to the State's Records Retention Schedule.

Develops and/or recommends new or revised policies, programs, services or operational procedures for Board action or approval; ensures the Board is provided with the information

necessary to meet its fiduciary responsibilities; ensures the policies, goals and directives of the Board are implemented; interprets policies, plans and decisions of the Board of Trustees to District personnel and the general public.

Develops and administers the District's annual budget. Works with staff and the District's Chief Financial Officer to develop accurate forecasts of revenue and expenditures designed to be understood by Board members and the general public; recommends reallocation of resources as needed.

Oversees the employment, retention, promotion, transfer, and termination of library personnel consistent with approved personnel policies, rules and regulations, and serves as final authority on all personnel matters.

Serves as an official spokesperson for the District. Represents the library system at professional conferences, public meetings, activities and events; makes presentations, gives speeches, attends and chairs meetings.

Participates in professional library organizations. Maintains current knowledge of developments, trends and issues in librarianship, library administration, public administration and technology.

Maintains current knowledge of existing and proposed state and federal laws and regulations affecting the District; communicates real and potential impacts, and the District's position, to appropriate parties.

Interacts in a professional and respectful manner with the Board of Trustees, District staff and the public.

Attends work on a regular and dependable basis.

Performs other duties as may be assigned to meet the needs of the District.

SUPERVISION:

Work is performed under general direction of the Library Board of Trustees: Supervision extends to the entire staff of the library system, but is exercised directly through key professional subordinates who manage organizational divisions of the library system.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.

Knowledge of:

- Principles, methods, and practices of professional library science and administration.
- Public management principles as they relate to library operations and administration—budgeting, planning, fund raising, etc.

Skill in:

- Sensitively and effectively responding to inquiries and complaints from members, regulatory agencies and the business community.

Ability to:

- Analyze library system services in relation to needs of the community and to redirect library services consistent with changing public needs and established library policy.
- Establish and maintain effective working relationships with community leaders, public officials, professional groups, and the general public.
- Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with a variety of abstract and concrete variables.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, speak and listen to effectively communicate with individuals or groups.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Minimal physical exertion is required.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by RCW 27.04.055, and eight years progressively responsible professional library management experience with at least five

years recent professional senior level management experience in a public library. Multiple-site management experience preferred and experience in an independent library district preferred. Advanced professional-level training in the areas of administration and leadership may be substituted for up to two years of experience (Certificate of Completion required).

Possession of a valid driver's license and normal risk insurability preferred.

TOOLS AND EQUIPMENT USED:

Personal computer, mouse, keyboard, monitor, and associated software. Cell phone and motor vehicle.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a variety of venues, including an office environment while sitting at a desk and using a computer; meeting and conference rooms; and community libraries. Travel to different locations, local, in-state and out-of-state, including overnight stays, to perform work and/or attend meetings is required. Requires personal interaction with elected officials, employees, representatives of businesses, civic, and government organizations and the general public. Meeting business and statutory deadlines, ability to adapt to changing conditions, interruptions, and working under moderate to high stress levels are requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt Salary Range: E

Revised 12/19/06; 04/19/11; 08/20/13 (Board of Trustees)

Spokane County Library District

CLASSIFICATION: E

POSITION TITLE: Executive Director

GENERAL PURPOSE:

Under the general direction of the Board of Trustees, serves as chief executive officer of Spokane County Library District and secretary to the District's Board of Trustees.

POSITION SUMMARY:

The executive director plans, develops, directs and administers all operations and activities of the District; implements and/or administers Board of Trustees policy; and provides administrative support to the Board of Trustees. The director represents the District to local governments, civic and community organizations, professional associations and the general public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership and strategic direction for the District. Develops the District organizational structure; manages and directs major functions, activities and services; reviews and evaluates results and initiates corrective action as needed. Directs short- and long-term strategic planning for programs, services and activities; library facilities, technology, finance and staffing.

Serves as Board of Trustees secretary and provides administrative support to the Board of Trustees. Develops and/or recommends new or revised policies, programs, services or operational procedures for Board consideration; ensures the Board is provided with all information necessary to conduct its responsibilities; implements, administers, and interprets policies, plans and decisions of the Board of Trustees to District personnel and the general public.

Develops and administers the District's annual budget; recommends reallocation of resources as needed.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Encourages use of technologies to improve customers' experiences and enable staff to be more productive.

Directs the District's advocacy efforts.

Establishes and maintains continuous effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations and the general public. Participates in the activities of area civic and community organizations.

Serves as an official spokesperson for the District.

Participates in professional library organizations.

Maintains current knowledge of developments, trends and issues in librarianship, library administration, public administration and technology.

Maintains current knowledge of state and federal laws and regulations, existing and proposed, affecting the District; communicates new impacts and the District's position to appropriate parties; actively participates in state legislative planning activities.

Interacts in a professional and respectful manner with the Board of Trustees, District staff and the public.

Attends work on a regular and dependable basis.

OTHER JOB FUNCTIONS:

Other duties as may be assigned to meet the needs of the District.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principles and practices of library and information science as applied to public libraries;
- Principles and practices of public administration as applied to public libraries;
- The principles and practices of goal setting, program planning/implementation/budgeting, and management by objectives and results;
- Library district organization, authority, functions, and relationships with other governmental jurisdictions preferred.

Ability to:

- Attend work on a regular and dependable basis;
- Establish and maintain cooperative and harmonious working relationships with elected officials, employees, representatives of business, civic, and government organizations and the general public;
- Provide leadership to District managers and staff;
- Develop and prepare effective and complete correspondence and administrative reports;
- Speak effectively before groups;
- Build coalitions and develop consensus;
- Appraise the quality of library services through inspection and review of work reports and to develop and effectively implement improvements;
- Analyze complex problems and conduct necessary research in solving them;
- Lead, coach and motivate managers and coordinate their efforts at the policy/program implementation level;
- Comprehend and interpret laws, ordinances, rules and regulations;
- Adapt to and work within the prevailing political and social environments;
- Delegate responsibility;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by R.C.W. 27.04.055, and eight years progressively responsible professional library management experience with at least five years recent professional senior level management experience in a public library. Multiple-site management experience preferred and experience in an independent library district preferred. Advanced professional-level training in the areas

of administration and leadership may be substituted for up to two years of experience (Certificate of Completion required).

Possession of a valid driver's license and normal risk insurability.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, database, spreadsheet, e-mail and calendar programs; smart phone; and motor vehicle.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a variety of venues, including an office environment while sitting at a desk and using a computer; meeting and conference rooms; and library branches. Travel to different locations, local, in-state and out-of-state, including overnight stays, to perform work and/or attend meetings is required. Requires personal interaction with elected officials, employees, representatives of businesses, civic, and government organizations and the general public. Sufficient powers of observation are required to analyze and review financial and statistical records, reports and recommendations, and observe the work of subordinate employees. Hearing, speaking, and listening to individuals and groups in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate to high stress levels are illustrative of the mental and physical requirements of the position.

Minimal physical exertion is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt Salary Range: E

Revised: 12/19/06; 04/19/11 (Board of Trustees)

FUTURE BOARD MEETING TENTATIVE AGENDAS: SEPTEMBER-OCTOBER 2013

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

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

- Mid-Year Review #2
- Purchasing Policy
- Library Spotlight – North Spokane
- Overview Know Your Community/Partnerships
- Bond Options Discussion and Direction – Following a break for dinner with guests Roy Koegen and Dick Schober

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, September 3, for inclusion in the preliminary agenda sent Wednesday, September 4. The meeting packet will be mailed Wednesday, September 11.

October 15, 2013: Argonne Library (4:00 p.m.)

- Personnel and Public Records Policies
- Library Spotlight – Virtual Library
- Overview Explore and Discover/Life After 50
- 2014 Budget

SPECIAL MEETINGS AND ACTIVITIES

- | | |
|---------------------|---|
| September 11 | GSI Annual Meeting (Spokane Convention Center, 11:30am-1:30pm) |
| September 12 | Sprague Avenue Library and Park Project Public Workshop (Project site, 4pm) |
| October 10 | Spokane is Reading (Spokane Convention Center at 1pm and CenterPlace, Spokane Valley, at 7pm) |

EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2013

Administration

Business Office, Finance and Facilities (Bill Sargent)

- The 2013 inventory of controlled assets has started. The entire inventory process should be completed by early August 2013.
- Preliminary planning has begun for both the 2014 Budget and Mid-Year #2 for the 2013 Budget.
- The first cost analysis has started, which will compare the 2013 health care costs offered by the current provider, WCIF, and AWC, the potential new provider. The initial savings based on 2013 rates is about \$117,000. After factoring in 2014 District costs, approximately \$66,000, for providing full medical coverage for employees working 30-39 HPW, there are still potential savings of nearly \$51,000. These figures will be updated once the actual 2014 rates are identified.
- District policies for Disposal of Surplus Property and Capital and Controlled Assets were updated and presented to the Board of Trustees for approval.

Human Resources (Paul Eichenberg)

The Washington Health Care Authority (HCA) oversees eight health-care programs.

1. Basic Health: State program providing affordable health care to low-income WA residents.
2. High Technology Assessment: Ensures medical treatments and services are safe and proven to work.
3. Medicaid and Medical Assistance Programs: Medicaid covers approximately 1.2 million residents, about two-thirds are children covered by Apple Health for Kids.
4. Prescription Drug Program: Makes prescription drugs more affordable to WA residents and state health-care programs.
5. Public Employees Benefit Board: Provides medical, dental, life, and long term disability insurance through private health insurance plans to state and higher education employees.
6. Uniform Medical Plan: UMP is a self-funded preferred provider plan available to PEBB enrollees worldwide.
7. Washington Health Program: Mechanism to offer residents affordable health care coverage.
8. Washington Wellness: Works to make healthy choices easier for state employees, retirees, and their dependents.

Information Technology (Priscilla Ice)

- Our system administrator experienced a serious medical event and has been away from work for the month. We expect him to return in July.
- We moved to a new Internet Service Provider on June 21. This is a many-step process beginning with physical installation and culminating in our website being findable in its new location. All of our database vendors were given our new IP address range so that they would be able to recognize us as a subscriber. Our network administrator worked mostly at night for a week to make the necessary changes after libraries were closed and most members were asleep. There was some interruption of access to the website and some disruption in database access caused by a configuration error made by our new ISP. Everything settled down after a few days. We have a five-year contract with the new ISP. This is obviously not a change made lightly or often.

- We also moved our telephone trunk line to the same company that is providing the Internet access. Unexpectedly, the change required that all outgoing calls be done with 10-digit dialing. Apparently that change is coming to everyone in Spokane County soon.
- We finalized the general configuration for new software station computers, consulting with public services throughout the planning. An order for 98 new computers was placed near the end of the month. This is the largest single purchase for the year in IT. The total order was about \$100,000. We have our computers on a five-year replacement cycle.
- Beginning early in the month, Unique Management attempts to call members about items for pick-up and will only mail a notice if they cannot connect by phone. IT staff worked closely with Public Services to prepare for this change that should result in significant cost savings.
- We worked with the Virtual Services Manager and Technical Services Coordinator to plan adding electronic records from some of our databases to the catalog. This change should make this information more easily available to members.
- Each library now has at least one projector in the building. This will make it easier to set up programs with one less piece of equipment to carry.
- Development of the new website continues. Our Web Services Administrator continued to work with NXNW to prepare our server for the new site design.

Collection Services (Andrea Sharps)

- We ordered 1,876 titles and 7,599 copies in June. This is down from last month.
- We processed, added to the system, and sent out to the branches 6,487 items in June. This is down from last month.
- Downloadable lending in June was up from May. A total of 20,403 audiobook, eBook and music items circulated in June. Members placed a total of 6,102 holds.
- We loaned 284 items to other libraries and borrowed 357 items from other libraries for 641 total Interlibrary Loan transactions processed in June.
- Adult Collection Development Librarian Debra Park received notification from Random House that she won a scholarship covering the 2013 OverDrive Digipalooza International User Group Conference registration fee of \$199. Digipalooza takes place in Cleveland, OH, from 8/1 – 8/4, and we decided that Debra will attend to represent the District. I attended this conference in 2011 and found it beneficial.

Executive Director Report & Community Activities (Nancy Ledeboer)

American Library Association (ALA) hosted a membership meeting via webinar. The national association is concerned about providing value to members, balancing its budget with declining revenues while continuing to provide leadership in the areas of eBook publishing and distribution, leadership training and professional development. Many of these themes were echoed in the Washington Library Association (WLA) meetings held in June.

WLA held a one-day Leadership Retreat in Newcastle to review its strategic plan and set goals for the coming year. With a decline in revenues the association has reduced its planning retreat from a two-day fully-funded event to a non-funded one-day meeting. Attending the retreat provided background for the Board meeting which was held online via Blackboard. As President-elect, I will serve on the finance, nominations/leadership development and legislative planning committees. I have also agreed to

chair a task force to raise funds for the scholarships that WLA provides to library school students. I have been advocating for WLA to hold a conference in Spokane in 2016.

In preparation for the July Director's meeting, I worked with the Executive Committee of the Early Learning Public Library Partnership (ELPLP) to prepare the agenda for the upcoming meeting. The State Auditor's report outlined a number of areas where the ELPLP needs to improve its practices. To meet these recommendations the Executive Committee worked on revising the Bylaws, preparing budgets for 2012-13 & 2014, and developing a number of resolutions to present to the Joint Board for its approval. With these steps taken, the ELPLP should be in full compliance with Open Meeting laws.

Trustee Mary Lloyd and former Trustee Ann Apperson and I met to discuss fund raising options. We identified several potential opportunities including working with the Spokane Public Library Foundation, working with our own Friends groups, or creating an independent foundation. Highlights of this discussion were presented to the Board at the June meeting.

I attended the graduation ceremony for Leadership Spokane and celebrated the end of this year-long program. I gained insights about many aspects of the Spokane community and made some invaluable friendships in the process. Jane Baker was accepted to the class of 2014; however, due to a scheduling conflict she will not be able to attend. In her place Patrick Roewe was accepted into the program for the coming year. As the District turns outward to increase its role in building community, this is an excellent program to support. I know that Mr. Roewe will benefit from his participation, as will the District.

During the summer we have scheduled visits with several city councils to update them on the Community Impact Plan and share how each library is working to engage with its local community. I attended presentations at Millwood and Deer Park. Staff did an excellent job sharing the four service priorities and providing examples of services being offered at libraries. Council members expressed interest at the variety of services provided as well as appreciation for the manner in which the library is helping to connect community members.

I completed annual performance reviews for Patrick Roewe and Doug Stumbough. We discussed the reorganization and their new areas of responsibility for the coming year. Mr. Roewe and Mr. Stumbough held numerous meetings to discuss changes with staff. While the major changes will be felt by Public Services staff, there will be implications for staff across the District. To support the Community Impact Plan we will all be taking on new responsibilities and letting go of others. Staff have been encouraged to ask questions and offer suggestions.

Two projects are underway, a website survey and CommunityConnect. The website survey revealed many people (37%) visit the website more than once a week. Most people are able to find what they need. The primary reasons (58%) for visiting the website are to browse the catalog, place holds and manage accounts. Downloading content was the second most common purpose (17%) for visiting the website. Among those (8.5%) who reported difficulty using the site, the highest area of criticism involved problems with downloading digital content. This indicates a need to make it easier to download content. The survey indicated people are interested in online learning; however, only a small percent are currently taking advantage of the online learning products offered. The survey will be taken into consideration as we re-design the new website and evaluate new services and online content. We continue to work with CommunityConnect to upload data that will show patterns of use by area residents. We have not had a chance to review the data at this point.

I attended the American Library Association Annual Conference in Chicago from June 27-July 1. Attending the author presentations of Jaron Lanier, Temple Grandin and Khaled Hossieni reminded me why libraries are essential. Each of these unique individuals is able to share their knowledge, experience and expertise through the books that we make available to members of our communities. Parents of autistic children can read about what it is like to grow up autistic and become a well-known scientist or people who have grown up in this country can better understand what it was like to be a refugee from a country in turmoil. While these authors didn't have advice about improving library services today or in the future, they all expressed gratitude to libraries for making this information available for free to everyone. I perused the exhibits for furniture and ideas as well as the Public Relations Forum where libraries share examples from successful information campaigns.



**ITEM AND TITLE MONTHLY REPORT
JUNE 2013**

	<u>ITEMS</u>			<u>TITLES</u>		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
Total Materials						
Print	191896	161348	353244	86128	49259	135387
Nonprint	54352	24193	78545	21884	6393	28277
Subtotal	246248	185541	431789	108012	55652	163664
Periodicals	13730	2387	16117	333	44	377
Total	259978	187928	447906	108345	55696	164041

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			16081			13967
Licensed eBOOKS			2407			2407
Audiobooks			13407			11358
Digital music			1643			1643
OverDrive: Total			33538			29375
GRAND TOTAL			481444			193416

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	9927	5814	15741
Nonprint	3075	803	3878
TOTAL	13002	6617	19619
DELETIONS			
Print	11400	11255	22655
Nonprint	88	-187	-99
TOTAL	11488	11068	22556

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1473	-5441	-6914
Nonprint	2987	990	3977
Periodicals	-2053	-225	-2278

NOTES: PRINT = Book, Bkbag, Large type, Paperback
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia, MultCass, MultCD, VHSVideo, Playaway
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet
TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)
ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

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

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

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

EXECUTIVE DIRECTOR'S REPORT FOR JULY 2013

Administration

Business Office, Finance and Facilities (Bill Sargent)

The Maintenance Supervisor has been working with the Spokane Valley Library leadership group on a facility upgrade. Essentially focused around the existing circulation desk and adjacent areas, the scope of the project includes new carpeting, replacement of some Furniture, Fixtures and Equipment and in redesigning the general work areas and traffic flow in that portion of the building. Carpet installation is scheduled for Veterans Day, with project completion tentatively set for before Thanksgiving.

The 2013 inventory of controlled assets continues. The initial physical count and inspection of all control assets have been completed. The next phase of the project is to reconcile the recently completed inventory with written records and reconcile any discrepancies. The entire inventory process should be completed by late August, or early September 2013.

The 2014 budget for the Moran Prairie LCFA Debt Service has been completed and forwarded to the Spokane County Board of County Commissioners (BOCC) for approval. Budget approval is currently scheduled for September 10.

The process continues for both the 2014 Budget and Mid-Year Review #2 for the 2013 Budget. A "Schedule of Events" has been distributed for both budget projects and the appropriate documentation and financial information has been distributed to the Leadership Team.

Mid-Year Review #2 will be completed by mid-September. Current budget requirements can be accommodated within the existing budget authority. Accordingly, no resolutions will be required to amend the 2013 budget. The Board will be presented with an updated version of the 2013 budget at the September Board Meeting.

At the October 2013 Board of Trustees Meeting, there will be a presentation of the 2014 Budget and Trustees will be asked to provide further direction to the staff.

Negotiations were completed for a new service agreement with the local office of Otis Elevator Company for maintaining the elevator at the Spokane Valley Library. This was handled as a sole-source transaction, since Otis Elevator is the original manufacturer of the equipment. Significant changes to the new agreement include:

1. The service agreement is now on a calendar-year basis.
2. The new monthly service cost is approximately \$265/month less than the current rate, for a potential annual saving of \$3,180.
3. The District now can terminate the agreement for non-performance issues.

The District can also terminate the service agreement in the event the current Spokane Valley facility is sold or vacated.

Human Resources (Paul Eichenberg)

The Executive Leadership Team has had all its position titles changed and position descriptions revised or updated. I have begun to revise job descriptions for the District's remaining positions. We are going to have employees sign off on revised job descriptions, which will now include a signature line. Human Resources will have new hires sign job descriptions; managers/supervisors can print new job descriptions for signature for newly promoted or reclassified employees as needed.

HR Assistant Debbie Rhodes and I attended the July workshop on Health Care Reform presented by WCIF. Health Care Reform continues to be a major consideration. The Employer Mandate to offer full-time employees health insurance coverage has been suspended for a year; consequently, full-time employees remain defined at those working 40 hours per week. Nevertheless, the Exchanges are still scheduled to go live October 1, and the individual mandate is still in effect. Initially, individuals without health insurance, and/or full-time employees whose employer provided health insurance coverage that exceeded 9.5 % of household incomes, were to access the Exchange and be eligible for a subsidy. However, verification of income has also been suspended. Individuals, employees, and family members will be on the honor system.

Information Technology (Priscilla Ice)

- Our system administrator returned to work mid-July.
- We received 98 computers to replace our five-year-old "Software Stations" with new Internet Stations. They'll be deployed starting late in August. This purchase adds 14 computers for public use. They will continue to provide access to Microsoft Office 2010 and WinWay Resume software along with the Internet. All of the computers will run Windows 7 Professional. We hope a more organized desktop layout will help members to more easily find what they're looking for on the computer. This is the major project for the year for our Desktop Administrator and IT Technician. We worked with the Communications Department on a new strategy to sign the Internet Stations so that members can find them more easily, and with Public Services staff who work directly with members who use this equipment, to assure input was provided from our staff.
- Other Microsoft software and licenses were purchased for deployment later this year, including updates to Exchange (our e-mail server) and SharePoint.
- Preparations were made for an update to the new catalog scheduled for August.
- Development of the new website continues. Our Web Services Administrator continued to work with NXNW to backend services for the new site design.

Collection Services (Andrea Sharps)

- We ordered 1,869 titles and 6,798 copies in July. This is down from last month.
- We processed, added to the system, and sent out to the libraries 8,221 items in July. This is up from last month.
- Downloadable lending in July was up from June. A total of 21,451 audiobook, eBook and music items circulated in July. Members placed a total of 6,270 holds.
- We loaned 293 items to other libraries and borrowed 410 items from other libraries for 703 total Interlibrary Loan transactions processed in July.

- The District's Interlibrary Loan Clerk received a call from an Information Specialist at NS thanking her for the job she is doing. The Information Specialist stated that "Interlibrary Loan is a great service and very much appreciated. Items are arriving very quickly, and both he and our members are delighted with the service."

Executive Director Report & Community Activities (Nancy Ledeboer)

Over the summer we continue to gather information that will assist the Board in making a decision regarding a future bond issue for capital improvements. Bill Sargent and I met with Vicky Dalton and Mike McLaughlin from the Elections Office to discuss potential LCFA boundaries. We reviewed the timeline for putting a bond proposal before the voters. There are four options next year. Mr. McLaughlin is preparing shape files that adapt School District boundaries to conform with Library District boundaries. We anticipate an LCFA for the Valley would include 70,000 registered voters, with 28,000 for the North side, and 20,000 for West Plains. These maps will be shared with our financial advisors to confirm the cost of a bond measure.

The District received letters of agreement from Koegen Edwards LLC to serve as bond counsel, and Securities Northwest to provide bond financial advice and underwriting. Both firms have agreed to assist with preparations for a bond issue and will be paid for their services pending a successful election. The District has worked with these advisors in the past, most recently to refinance outstanding debt for the Moran Prairie LCFA. Mr. Koegen and Mr. Schober will be present at the September Board meeting to review potential options for a bond issue in 2014 and to answer questions from Board members.

Doug Stumbough and I attended the Spokane City Council meeting on July 30. Architects from Bernardo Wills Associates updated the Council on the Park/Library site plan. Based upon public input and Steering Committee comments, the team sited the library on the southeast corner of the property. The next step is to overlay a site survey and make adjustments or modifications accordingly. The consultants met with the Fire Department to discuss the parking lot and access on Balfour. They also met with the City's traffic engineer to review parking requirements and to discuss traffic concerns.

The next public meeting will be Thursday, September 12, on the site. I have scheduled a meeting with City Manager Mike Jackson to discuss a potential bond election in 2014 to fund the library project.

Staff made presentations to Airway Heights City Council and Cheney City Council sharing both the District's Community Impact Plan and performance activities for their respective local libraries over the past year. Comments from council members indicate they appreciate the role the library plays in their community and recognize the value the library brings. The Cheney Mayor commented that he hopes the District will build a larger library to serve Cheney residents in the future.

I attended the Washington Library Directors' meeting in Federal Way in July. The agenda was packed with information on Washington Reading Corps, Early Learning Public Library Partnership, and details about the IT Academy, for which the State Library will coordinate. Foundation Directors from three libraries shared different strategies for fund raising. The Washington Library Association's lobbyist, Steve Duncan, provided a wrap up on the legislative session and gave a quick update on progress with the Auditor's Office. Mr. Duncan arranged a meeting between several Library Directors and representatives from the Auditor's Office. They agreed that as long as a library documents how programming relates to strategic goals and the purpose of a library as a learning center, activities could be supported with operating funds. Mr. Duncan expects the coming legislative session to be similar to

the past one and is not aware of any issues at this time that will impact libraries directly. The Directors' meeting is an opportunity to network with other library directors and share information both formally and informally.

I met with SPL Director Andrew Chanse following the Directors' meeting to discuss ways we can continue to collaborate. SPL is advertising for a Foundation Director; Mr. Chanse expects the focus of the position will be on grant writing. I also met with Liberty Lake Librarian, Pamela Mogen, and shared information on IT Academy with her, as she was unable to attend the Directors' meeting. To further foster collaboration among area librarians, Jane Baker, Sonia Gustafson and I invited library staff from libraries in the area to join us for an informal gathering at a local restaurant. We hope to organize quarterly events to encourage libraries to share information and work together to create seamless services that benefit community members.

Since we are not holding Staff Day this year, I am delivering service awards to staff at their places of work. This month I met with staff from several locations and presented years of service pins for a combined 215 years of service. The recipients were Doug Berstler, Amy Fair, Jennifer Foglesong, Aaron Grider, De Griffith, Sara Hanson, Jill Hjerpe, Carlie Hoffman, Priscilla Ice, Kim Kerlin, Judy Luck, Kathleen Nelson, David Rennick, Laurie Schmehl, Darrell Wagner and Kenney Shiosaki. Presenting pins in this manner gives me an opportunity to get to know the staff in a more personal setting than on a stage. We are looking into the way that service years are calculated to ensure that people are recognized in a timely manner. Each month staff will be recognized as they reach their anniversary date with the District

Debbie Rhodes and I met with Kevin Rasler, United Way volunteer, and Lisa Curtis, United Way representative. They both thanked the District for participating last year and encouraged us to participate again in 2014. Ms. Rhodes will lead the District's participation and we hope staff will once again increase participation to support the United Way campaign. Their priorities are very similar to the District's Community Impact Plan, by support of programs that promote early learning, healthy living and financial sustainability.

**ITEM AND TITLE MONTHLY REPORT
JULY 2013**

	<u>ITEMS</u>			<u>TITLES</u>		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
Total Materials						
Print	190876	162076	352952	85504	49253	134757
Nonprint	54893	24389	79282	22182	6481	28663
Subtotal	245769	186465	432234	107686	55734	163420
Periodicals	13536	2312	15848	331	43	374
Total	259305	188777	448082	108017	55777	163794

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			16540			14352
Licensed eBOOKS			2541			2541
Audiobooks			13654			11559
Digital music			1668			1668
OverDrive: Total			34403			30120
GRAND TOTAL			482485			193914

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	13428	9020	22448
Nonprint	4057	1335	5392
TOTAL	17485	10355	27840
DELETIONS			
Print	15921	13733	29654
Nonprint	529	149	678
TOTAL	16450	13882	30332

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2493	-4713	-7206
Nonprint	3528	1186	4714
Periodicals	-2247	-300	-2547

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.

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Public Services Report June 2013

Summary (Patrick Roewe/Doug Stumbough)

Customer Use Analysis

In-Library Circulation

In-Library circulation activities decreased -1.4% compared to the same month last year. For the first half of 2013, in-library circulation activity is down slightly compared the same period in 2012 (-1.8% through June), with 1,096,588 items circulated through the libraries versus 1,116,915 in 2012 (-20,357). In June, Airway Heights (+15%), Fairfield (+11%), Moran Prairie (+3.8%) and Spokane Valley (+0.7%) all saw an increase over June 2012, while Cheney (-15%), Argonne (-4.4%) and North Spokane (-3.6%) experienced drops.

2013 Measures at a Glance

- Door count through the first half of 2013 (685,853) is down from the same period in 2012 (689,856; -1%).
- Programming attendance (35,079) is down slightly (-1%) compared to last year (35,335), while the number of programs offered increased 3% (1402 in 2013 vs. 1344 in 2012).
- Total software station bookings increased for the first six months of the year 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	237,283		1,373,385	237,201		1,385,908	82		-12,523
Self-Check	86,954	37%	486,812	90,909	38%	501,111	-3,955	-2%	-14,299
Digital Collection	20,403	9%	116,978	16,067	7%	93,710	4,336	2%	23,268
Total Holds	49,717		291,646	46,735		281,402	2,982		10,244
By Customer	36,951	74%	213,906	33,392	71%	205,710	3,559	3%	8,196
Digital Collection	6,102	12%	35,205	5,622	12%	33,708	480	0%	1,497
Total Payments	\$23,337.84		\$140,152.29	\$25,927.53		\$155,465.18	-\$2,589.69		-\$15,312.89
Online	\$8,140.68	35%	\$48,378.12	\$8,964.80	35%	\$50,355.78	-\$824.12	0%	-\$1,977.66

Security Incident Reports

There were 18 Security Incident reports filed in this month, two less than last month (20) and six less than June 2012 (24). Spokane Valley had the most incidents reported with 10. The most frequently reported incidents related to potential problems (6) and vandalism (3).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, two requests to review websites being blocked were received by staff, two less when compared to May 2013 (4), and both for the same website. We requested that the site be reclassified to allow access at the basic level.

Adult Services (Stacey Goddard)

Support Job Seekers and Local Businesses:

- Our three computer classes had a combined attendance of 20, an average of 6.7. This is up from last June, when 16 attended the three classes offered, an average of 5.3. This will be the last month I report computer class statistics for a while—we are taking a break over the summer to revamp and update our class curriculum.
- Librarians Kandy Brandt and Ellen Peters presented our quarterly Business Resources Overview to the Spokane Valley Chamber of Commerce's NxLevel entrepreneur training class. There were 11 in attendance.
- We did 35 Book-a-Librarian sessions this month throughout the district, up from last month's total of 27. (We are using a more accurate method to track these statistics, as it came to my attention "walk-up" sessions had not been previously captured.)
- We proctored 28 tests for members throughout the district in June, up from last month's 22.

Explore and Discover:

- June means the start of adult summer reading, and we had several offerings for our members this month. We kicked off the month with the first of librarian Kandy Brandt's *Digging Up Murder* book talking programs. 18 people attended.
- Our *Stories in Stone: Travels through Urban Geology in Washington* program, sponsored by Humanities Washington, had a combined attendance of 42 for the four programs offered.
- The first two of our *Basic Landscape Design* programs had a combined attendance of 28.
- Book discussion attendance averaged 9.75 in June, up from last month's average of 9.25

Connect Communities:

- We visited 48 facilities in June, the same number as last month. Residents checked out 1964 items—up from last month's circulation of 1797 items.
- The monthly WorkSource meetings for June and July have been cancelled due to summer vacations. However I did hear from Bob Everett (the man who's been working with me to schedule WorkSource classes at Spokane Valley Library) that, due to budget constraints, they will be unable to continue to offer content outside of their downtown location. I'll be following up with him to determine exactly what this means in the long term.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Develop Young Learners:

- We provided 104 in-library storytimes this month, for a total of 3238 children and families, an average of 31 per Play and Learn Storytime.
- We provided 49 out-of-library storytimes to a total of 666 children at 20 childcare facilities.

Explore and Discover:

- Zaniac! Alex Zerbe kicked off our first week of summer reading programming. STCU co-sponsored and co-promoted the programs. The inclement weather at the beginning of the week brought families out in droves, and we had a total attendance of 1594 over the programs, or an average attendance of 133. Some of our meeting rooms were so full that we have taken the precaution of planning to offer encore programs if attendance for the rest of the summer is equally high. Traditionally, the first week of the summer is the highest in attendance.
- 50 teens attended the Anime Clubs at Spokane Valley and North Spokane.
- 54 Tweens and Teens attended the craft programs in June.
- The first of 3 SCRATCH programs was a big hit, with a full roster of 23. We are already having requests for more programs at other libraries.

- Tutor.com one-on-one sessions dropped from 313 in May to 52 in June as school ended for the summer. Skills Center usage also dropped from 8 to 3.

Connect Communities:

- Mary Ellen promoted Early Learning and Library Services at the Engaging Fatherhood Conference (43) and also at the Strengthening Families Conference (30).
- Staff provided programs at Windsor Elementary Family Night (36) and Let's Move, Cheney Family Day (19).
- Staff visited Central Valley Kindergarten Center (227), University Elementary (292) and Otis Orchards Elementary (315), to promote summer reading programs at the library. Sunset Elementary (240) visited the Airway Heights Library for a tour and to learn about summer reading.

Virtual Services (Carlie Hoffman)

Explore and Discover:

- Ed2go changed to Learn4Life with a corresponding change in service. The Learn4Life welcome page was updated to inform members of the change in service.
- I compiled and summarized QuestionPoint virtual reference statistics to help determine whether to continue with chat as a reference format.
- I added a notice to the web picks pages that links are not being updated and will change format with the new web design.
- I tested Science in Context in preparation for its July 1 release to the public.

Connect Communities:

- I began entering events for testing the new Evanced SignUp calendar.
- I met with Jane to discuss the coordination of workflow for the new website and calendar.
- I created a training document for librarians and information specialists to provide tips and resources and to prepare them for blog writing for the new website.
- I attended a meeting with Interpersonal Frequency to discuss the results of the website survey they conducted on the website.

Circulation services (Judy Luck/Gina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2013	2012	1-yr ago	3-yrs ago	5-yrs ago	2013	2012	Diff
AH	7060	6114	15.47%	39.14%	51.89%	38005	34917	8.84%
AR	14836	15516	-4.38%	-4.76%	17.85%	90025	89815	0.23%
CH	14114	16667	-15.32%	-12.69%	4.80%	80691	94646	-14.74%
DP	13264	13409	-1.08%	-1.68%	13.80%	81534	83187	-1.99%
FF	1390	1255	10.76%	-11.63%	-16.82%	7686	8106	-5.18%
ML	5043	5182	-2.68%	-8.87%	26.93%	29654	29742	-0.30%
MP	18295	17624	3.81%	-2.64%	19.02%	103596	100619	2.96%
NS	53520	55490	-3.55%	-3.23%	19.38%	312295	313126	-0.27%
OT	7358	7563	-2.71%	-8.83%	16.20%	41772	42614	-1.98%
SV	55452	55086	0.66%	-1.83%	13.95%	310956	320143	-2.87%
TOT	190332	193906	-1.84%	-2.93%	16.62%	1096588	1116915	-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	4143	380	2529	8	7060	540	7600
AR	8995	538	5271	32	14836	2211	17047
CH	10350	447	3293	24	14114	2049	16163
DP	8898	562	3771	33	13264	1591	14855
FF	808	66	514	2	1390	118	1508
ML	2329	252	2423	39	5043	486	5529
MP	10057	567	7651	20	18295	2717	21012
NS	22313	2174	28723	310	53520	8241	61761
OT	4108	205	3026	19	7358	1211	8569
SV	24148	2038	29070	196	55452	7055	62507
TOT*	96149	7229	86271	683	190332	26219	216551

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2537	35.93%	2569	42.02%	-6.08%
AR	5303	35.74%	5593	36.05%	-0.30%
CH	3317	23.50%	3867	23.20%	0.30%
DP	3804	28.68%	3406	25.40%	3.28%
FF	516	37.12%	235	18.73%	18.40%
ML	2462	48.82%	2732	52.72%	-3.90%
MP	7671	41.93%	7391	41.94%	-0.01%
NS	29033	54.25%	32142	57.92%	-3.68%
OT	3045	41.38%	3473	45.92%	-4.54%
SV	29266	52.78%	29501	53.55%	-0.78%
TOTAL	86954	45.69%	90909	46.88%	-1.20%

NEW CUSTOMER REGISTRATIONS			
	June 2012	June 2013	% Diff.
AH	76	92	21.05%
AR	152	159	4.61%
CH	128	145	13.28%
DP	56	105	87.50%
FF	6	13	116.67%
ML	46	42	-8.70%
MP	158	165	4.43%
NS	403	443	9.93%
OT	31	45	45.16%
SV	485	672	38.56%
TOTAL	1541	1881	22.06%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	89	1.26%	2914	41.27%	341	4.83%
AR	398	2.68%	4142	27.92%	1299	8.76%
CH	301	2.13%	4040	28.62%	835	5.92%
DP	248	1.87%	4752	35.83%	581	4.38%
FF	59	4.24%	341	24.53%	92	6.62%
ML	80	1.59%	1857	36.82%	272	5.39%
MP	352	1.92%	5064	27.68%	1270	6.94%
NS	965	1.80%	14062	26.27%	3111	5.81%
OT	177	2.41%	2140	29.08%	500	6.80%
SV	922	1.66%	14482	26.12%	3843	6.93%
TOTAL	3591	1.89%	53794	28.26%	12144	6.38%

HOLDS FILLED					
		% of circulation		% of circulation	% Diff
	June-12		June-13		
AH	1190	19.46%	1445	20.47%	1.00%
AR	2557	16.48%	2776	18.71%	2.23%
CH	2923	17.54%	2781	19.70%	2.17%
DP	2257	16.83%	2407	18.15%	1.31%
FF	253	20.16%	341	24.53%	4.37%
ML	931	17.97%	1091	21.63%	3.67%
MP	3491	19.81%	3882	21.22%	1.41%
NS	9160	16.51%	9950	18.59%	2.08%
OT	1838	24.30%	2008	27.29%	2.99%
SV	8626	15.66%	9415	16.98%	1.32%
Zsupport*			1179		
TOTAL	33226		37275		2.45%

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

CASH COLLECTION	2012	2013	Difference	% change
Cash	\$11,719.88	\$9,906.41	-1,813.47	-15.47%
Check	5242.85	4479.99	-762.86	-14.55%
Credit	8964.8	8140.68	-824.12	-9.19%
Total	\$25,927.53	\$22,527.08	-3,400.45	-13.12%

- Phone notification for Holds started on June 4. So far there have been few comments, other than some libraries receiving calls from members asking if someone had just called and left a message. When we explain that it is our new automatic Holds notification, they are happy to realize that their Holds are here and ready for them. We are carefully updating phone numbers in the records, and some members are opting to give us an email address instead, which is helpful and cost-saving.
- The change to hold notification by phone also has a positive impact on the budget. In June of 2012 we mailed 3782 hold notices at a cost of \$0.596 each, a total of \$2254.07. In June of 2013 we had 3543 hold notices generate for members without email. The new service started June 4, so 281 of these notices were mailed the first few days of the month at a cost of \$170.29. Subsequently, phone calls were attempted for 3262 hold notices. There were 2977 successful calls (successful defined as a person or voicemail answer) for which we were charged \$0.12 each for a total of \$357.24. The remaining 285 unsuccessful calls received notices in the mail at a cost of \$0.606 each, a total of \$172.71. This represents a savings of \$1446.03 compared to what we would have paid if all the notices had been mailed.

Develop Young Learners:

- The new Child Only profile allows applicants 17 and under to have access to library services without requiring a parent's presence in the library to get a card. Since the member with this profile can have only two items checked out on his/her card and the card blocks at \$10, it is a safe deal for youth and SCLD. At some of the smaller community libraries with heavy use from surrounding neighborhoods, young people are taking advantage of this new way to readily access our services and materials.

Support Job Seekers and Local Businesses:

- Mead School District sent 8th grade students to various businesses around the area on June 3 to get a taste of a specific career path. One young lady from Northwood Middle School chose SCLD and spent a day at North Spokane Library to job-shadow circulation staff. She learned a lot about the daily routines and public service opportunities at a busy library and followed up with a written report about her day. Maybe someday she will want to make library work her career.

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance at Play & Learn Storytime in June 2013 averaged 35.5 people per storytime, which is comparable to the previous month and also continues the trend of noticeably higher attendance compared to the previous year (June 2012 averaged 18.75 people per storytime).

Explore and Discover:

- Our meeting room was near capacity with 80 people in attendance for our first Summer Reading program of the year, Zaniac! Alex Zerbe. This is comparable to the crowd of 85 for the Bubbillusionist in June 2012.

Connect Communities:

- 240 students in grades K through 3 participated in walking field trips to the library where they learned more about Summer Reading and toured the library building. In subsequent weeks, staff saw a noticeable increase in students requesting Child Only library cards and a number of students commented about remembering library staff from their field trip.
- The display case featured a quilt created by an Airway Heights community member.
- Stacy attended an Airway Heights Kiwanis Club meeting where members brainstormed ideas about supporting a Talent Show featuring contestants from the community at the Airway Height's Festival in August. The Kiwanis Club will also be hosting vendors and a beer garden to raise funds for the Club's service projects.

Argonne: Mary Kay Anderson

Develop Young Learners:

- There was a slight up-tick in average attendance at storytime this month continuing our growth from last year (23.75 in 2013 vs 20.75 in 2012).

Support Job Seekers and Local Businesses:

- We continue to proctor a number of tests each month, and also assisted one member in renewing a license online. When another member asked about books on resumes, we showed him the resume programs available on the software stations.

Explore and Discover:

There were a number of Summer Reading Programs for all ages offered this month:

- Geologist David B Williams was featured in the program *Stories in Stone* with 7 adults in attendance.
- The first children's program drew 95 children and adults who laughed their way through the *Zaniac!* Program. This was the first time we offered a Summer Reading Program in the morning and we were very pleased with the turnout.
- Nine tweens attended our first *Make It At the Library* program—something we will have once each month this summer.

Connect Communities:

- Staff participated in the West Valley/Scope Parade. We had four walkers handing out pencils and telling everyone that Summer Reading starts at the end of the month.
- Mary Kay, with Nancy Ledebauer and Kelsey Hudson in attendance, made a presentation to the Millwood City Council at its regular June meeting about the Community Impact Plan.
- A Centennial Trail user stopped in one evening hoping we would know who to call because a faucet in the restroom at the Maringo parking lot was overflowing and they could not turn it off. We discovered that Riverside State Park supervises the trail and has its own ranger with whom we left a voice message. The trail user who stopped said she was so sure we would have the answer.

Cheney: Pat Davis

Develop Young Learners:

- Preschool Play and Learn attendance averaged 30 this year compared to 38.25 last year.
- Toddler Play and Learn average attendance increased slightly to 31.25 from 28.75 last year.
- Baby Play and Learn attendance remained the same at 13.8.
- Lori, our PSC, presented storytimes at Giggling Guests for five classes, Infant to PreK.

Support Job Seekers and Local Businesses:

- We proctored eleven exams in June, assisted a member with an online job application, and showed another how to use the online resume program.

Explore and Discover:

- A young member who is 8, came up to check out our Chess set. Very impressed that someone his age was playing chess, Lori asked him how he learned to play. He said, " I met a friend here and he taught me how to play and now I am teaching my grandma."
- *Microcrafting* attracted six.
- Attendance for our first Summer Program, *Zaniac!*, totaled 81.
- Our Humanities Washington program, *Stories in Stone*, attracted three.
- Three people attended our Computer Basics class.

Connect Communities:

- The Cheney Library participated in Let's Move, Cheney's Family Day. Families picked up a schedule and had a number of activities around Cheney to try. Nineteen people came to the library to try our building activity.
- Laura Baird and I attended the West Plains Chamber breakfast and heard about upcoming festivals and events on the West Plains.
- I attended Kiwanis.

Deer Park: Kris Barnes

Develop Young Learners:

- Our storytime attendance of 110 suffered a decrease of 57% compared to last year's attendance of 256.
- Our first summer reading program featured *Zaniac!* comic Alex Zerbe, attended by 55 participants. Since our air conditioning failed that morning, the fact that the audience stayed until the end of the program was a strong indicator that his performance was appreciated.
- 5 teens attended our *Game On* program.

Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting. We heard a presentation by the mayor of Deer Park regarding the city's summer road paving improvement projects.
- I attended a meeting of the Deer Park Tourism committee this month. We continued the discussion regarding writing a mission and vision statement.
- We proctored three exams for students this month.

Explore and Discover:

- The Deer Park Book Club attendance was 9 compared to last year's attendance of 7.

Connect Communities:

- Patrick Roewe and I presented SCLD's Community Impact Plan to the Deer Park City Council members. Patrick Roewe, Nancy Ledeboer, and I then fielded questions from Mayor Whisman and the council members.
- The Friends of the Library's book sale raised \$1,437.86.
- 27 groups used the Deer Park meeting rooms this month, up 28% from last year's use.

Fairfield: Bev Bergstrom

Develop Young Learners:

- With an average attendance at Storytime of five children, we were down three from last year's June average of eight.
- We had 22 children at our first summer reading program. This is down from last year's June program average of 28.

Explore and Discover:

- We have a small box of arts and crafts available for in-house use to any member who asks. We have recently restocked this box and it has been a hit as children pull tissue paper, popsicle sticks and other items out to create.

Connect Communities:

- We participated in the Fairfield Flag Day parade, the biggest event of the year for the town. With the beautiful weather, staff and helpers gave out almost two full boxes of pencils.
- Cindy U. attended a youth event in the community center, handing out youth cards and invitations to come to the library. The following open day, a father and child came in to set up two new cards.
- Nine groups used the meeting room.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 22, up from 21 in June 2012.
- 75 people attended the first Summer Reading program, *Zaniac!*, compared to 90 attending last year's *Bubblusionist* program.
- 18 adults attended the Adult Summer Reading program, *Digging Up Murder* compared to last year's *Fat Quarter Exchange* attendance of 1.

Support Job Seekers and Local Businesses:

- I attended the West Plains Chamber breakfast with Pat Davis and heard about the summer events coming up in the communities of Medical Lake, Cheney, and Airway Heights.

Explore and Discover:

- The book discussion group met this month to listen to Kandy Brandt's Summer Reading presentation, *Digging Up Murder*. One of the attendees approached Kandy after the program and asked her for book recommendations that have Down syndrome characters or themes about this special needs group. Kandy is putting together a book list for her.

Connect Communities:

- Four groups used the meeting room this June compared to two last June.
- The display case is showing off a huge collection of Bioncles that two young members assembled and arranged.
- Jennifer, Amber Williams, and I participated in the Medical Lake Founder's Day parade. Three boxes of promotional pencils were given out to the crowd.

Moran Prairie: Jason Johnson

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 74 attendees this month, up from 62 last month and 61 in June of 2012.
- Preschool Play and Learn averaged 51 for the month. This is a significant increase from 34 last month and 29 in June 2012.
- Baby Play and Learn had an average attendance of 20. This is the same as last month and slight drop from 26 in June 2012.

Support Job Seekers and Local Businesses:

- We proctored 1 exam in June and signed up to proctor a couple new students in the near future.

Explore and Discover:

- 15 members attended *Basic Landscape Design* presented by Kurt Madison.
- 14 members were in attendance for *Stories in Stone: Travels through Urban Geology in Washington State* presented by David B. Williams.
- The Moran Prairie Book Club had 7 members on hand to discuss *Wild* by Cheryl Strayed.
- A full house of 121 members attended *Zaniac! Alex Zerbe*.
- 8 teen and tween members attended *Make it at the Library*.

Connect Communities:

- 8 staff and volunteers took part in the Spangle Harvest Parade this month.
- 54 groups used the meeting rooms, up from 50 in June 2012.

North Spokane: Patrick Roewe

Develop Young Learners:

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

Explore and Discover:

- 18 members attended the *Stories in Stone: Urban Geology in Washington State* program presentation by David B. Williams.
- 12 members attended the *North Spokane Book Club*.
- 444 school-age members attended the two *Zaniac! Alex Zerbe* events.
- 18 teens and tweens participated in the *Anime Club* program.

Connect Communities:

- 53 groups used the North Spokane meeting rooms this month, up 29% from June 2012 (41).
- I attended weekly Rotary meetings.
- I attended the GSI North Spokane Advisory Group meeting.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- Our average attendance for Storytime was 23, which is two less than last June.
- A member who homeschools her children, 6 and 10, uses the Library's ILL service to supplement her curriculum. She said she doesn't know what she would do without her library. She mentioned that she would always be happy if she had her family and her library card. Recently at a church event the congregation was asked to bring in one of their favorite things and she brought her library card.

Support Job Seekers and Local Businesses:

- We referred a member to the upcoming WorkSource Call Center job fair, as that was the precise job he was looking for. The promotional flyer was posted on our bulletin board. He was thrilled with this opportunity.
- Recently a member inquired if there was a way to scan photos and insert them into a class project she was writing for a college course. I was able to show her how to scan the photos on to her flash drive and then insert them into her paper. She returned later to thank us for all of our help and let us know she received an "A" on the paper.

Explore and Discover:

- The Friends purchased an ant farm and ants to coincide with the Summer Reading theme. Many members commented on the ants as they maneuvered fake sand around on their plastic hill.

- We had 112 children attend our *Zanaic!* outdoor summer reading program. This was more than we had at any other summer reading program last year. The venue was very suitable...behind the building where cement and grass met.
- We had a terrific crowd of 16 for the *Make It at the Library* tween/teen program.

Spokane Valley: Doug Stumbough

Develop Young Learners:

- Baby Play and Learn averaged 32, up from last June (18).
- Toddler Play and Learn had 45 attendees on average, up slightly from 44 last year.
- Preschool Play and Learn was also up , averaging 46 compared to 39 in June 2012.
- Family Play and Learn drew an average of 11, which is down from 31 last June.

Support Job Seekers and Local Businesses:

- Kandy Brandy attended this month's Greater Spokane Valley Chamber of Commerce breakfast for the quarterly Biz Buzz networking event.
- The GSVCC NxtLevel entrepreneurial class visited once again, bringing 11 aspiring business owners in to learn about the resources offered through the library.

Explore and Discover:

- Summer Reading programs kicked off this month. A total of 509 school-age members attended the two *Zaniac! Alex Zerbe* programs, while 13 interested adults came to check out *Basic Landscape Design*.
- This month, 11 members attended the discussion of *The Snow Child* by Eowyn Ivey.
- The Teen Anime Club drew 32 this month for a viewing and discussion of *xxxHolic/Tsubasa*.
- 23 Tweens & Teens attended the Summer Reading *Scratch Lab* programs to experience creating their own computer games.

Public Use Measures

June 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,824	118,814		1%	
Door count	119,133	119,547	685,853	-1%	-1%
Circulation	237,283	237,201	1,373,385	-1%	0%
Digital Media Catalog	20,403	16,067	116,978	25%	34%
Programs					
Number	237	243	1,402	3%	5%
Attendance	6,785	7,949	35,079	-2%	3%
Group Visits					
Number	7	3	30	200%	111%
Attendance	254	81	801	445%	283%
Software Station bookings	18,806	18,434	112,504	3%	-2%
Meeting room bookings	277	252	1,881	-1%	0%
Holds placed					
By customers	36,951	33,392	213,906	4%	2%
By staff	6,664	7,721	42,535	1%	-1%
Digital Media Catalog	6,102	5,622	35,205	4%	16%
Database use					
Searches	109,229	17,071	489,190	329%	171%
Retrievals	19,232	22,467	219,752	54%	45%
Website use (Remote)					
User sessions	76,715	86,678	507,874	-2%	4%
Page views	194,214	289,061	1,387,484	-15%	1%
Catalog	55,825	62,630	349,980	-8%	5%
Database Access	4,987	3,815	34,915	-1%	-19%
Interlibrary loans					
Loaned	284	284	1,802	18%	6%
Borrowed	357	416	2,492	11%	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.*

Public Services Report July 2013

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

In-Library Circulation

In-Library circulation activities increased 3.5% compared to the same month last year. For the first seven months of 2013, in-library circulation activity is down slightly compared the same period in 2012 (-1 % through July), with 1,297,413 items circulated through the libraries versus 1,311,027 in 2012 (-13,614). However, due to the high circulation numbers posted in July (detailed in the Circulation Services section below), that decline has been reduced by nearly a percentage point year to date. In July, Airway Heights (+10%), Argonne (+12%), and Fairfield (+11%) posted double digit increases, while Cheney (-7%) and Medical Lake (-5%) were the only two libraries to experience drops.

2013 Measures at a Glance

- Door count through the first seven months of 2013 (817,260) is essentially flat compared to the same period in 2012 (814,747). This is the first month in 2013 where there's been a positive increase compared to the previous year.
- Programming attendance (43,441) is up slightly (1%) compared to last year (42,294), while the number of programs offered increased 1% as well (1,674 in 2013 vs. 1,548 in 2012).
- Total software station bookings are up year-to-date 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	252,203		1,625,588	242,439		1,628,347	9764		-2,759
Self-Check	86,590	16%	538,568	83,781	15%	549,471	2,809	1%	-10,903
Digital Collection	21,451	9%	138,429	16,453	7%	110,163	4,998	2%	28,266
Total Holds	52,209		343,855	46,114		327,516	6,095		16,339
By Customer	38,700	74%	252,606	32,709	71%	238,419	5,991	3%	14,187
Digital Collection	6,270	12%	41,475	6,160	13%	39,868	110	-1%	1,607
Total Payments	\$22,669.89		\$162,822.18	\$25,117.68		\$180,582.86	-\$2,447.79		-\$17,760.68
Online	\$8,373.37	37%	\$56,751.49	\$7,846.23	35%	\$58,202.01	-\$527.14	2%	-\$1,450.52

Security Incident Reports

There were 35 Security Incident reports filed this month, 17 more than last month (18) and 2 fewer than July 2012 (37). Spokane Valley and North Spokane tied for the most incidents reported with 8 each. The most frequently reported incidents related to potential problems (21) and disruptive behavior (3).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, two requests to review blocked websites were received by staff, the same number when compared to June 2013. One site was determined to be correctly categorized and filtered at all levels; we requested that the other site be reclassified to allow access at all levels.

Adult Services (Stacey Goddard)

Support Job Seekers and Local Businesses:

- WorkSource called mid-month to see if we had meeting room space available for them to present information on engineering programs at Community Colleges of Spokane. We were able to book them into Argonne meeting room on July 30th, where two attendees participated in the presentation. Brad Johnson, the WorkSource contact, was happy with the turnout given the scant amount of time they'd had to publicize it (less than a week). He also indicated WorkSource's future intention to host more of these events in District library meeting rooms.
- We did 35 Book-a-Librarian sessions this month throughout the District, the same number as last month.
- We proctored 50 tests for members throughout the District in July, up substantially from last month's 28.

Explore and Discover:

- Adult summer reading program offerings continued this month. We had several for our members to choose from:
 - The remaining five (of six) of librarian Kandy Brandt's *Digging Up Murder* book talking programs had a combined attendance of 38.
 - The third and final of our *Basic Landscape Design* programs had 11 in attendance.
 - The four *Gardening for Birds & Butterflies* programs (presented by Master Gardener and former SCLD employee Eva Lusk) had a combined attendance of 18.
 - The two *Our Urban Forest—Spokane Trees* programs had a combined attendance of 15.
 - The three *Dahlia Care* programs had a combined attendance of 7.
 - The first two of our *Worm Composting (Vermiculture)* programs had a combined attendance of 13.
 - The first two of our *Emergency Preparedness* programs had a combined attendance of 11.
- A drop-in craft class at Fairfield on making rose petal jelly, which was not featured in our adult summer reading promotional materials, had zero attend.
- Book discussion attendance averaged 10 in June, up from last month's average of 9.75. (This number reflects the two libraries that had a book discussion program, and does not include the two libraries that hosted Kandy's *Digging Up Murder* program.)

Connect Communities:

- We visited 46 facilities in July, down from last month's 48. The owner of a pair of adult family homes we visit (At Home, and At Home Again) has decided to cease service with us for the time being while she deals with some staffing issues. Residents checked out 1892 items—down from last month's circulation of 1964 items.
- Librarians Vanessa Strange, Michelle Booth, and I each attended one of WorkSource's weekly Biz Buzz meetings this month. This is another way for us to make connections with the various entities within WorkSource, and to learn about upcoming available jobs and what training/assistance SCLD might be able to provide to job seekers.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Develop Young Learners:

- We provided 103 in-library storytimes this month, for a total attendance of 2868, and an average attendance of 28 per Play and Learn Storytime.
- We provided 14 out-of-library storytimes to a total of 214 children at 8 childcare facilities. This drop off is normal for us, as ECEAPs and Preschools break for summer.

Support Job Seekers and Local Businesses:

- We provided a STARS training this month, *Flannel Stories for Early Literacy*, to a total of 8 participants. This was the first training we have done since officially approved as State Trainers. Mary Ellen was randomly selected to be observed by the Department of Early Learning during this training. This is part of the new Merit system that the observation of trainers will happen once or twice a year. It all went well and the training coach offered some good advice and is able to share some resources that will help with developing future trainings.

Explore and Discover:

- The summer reading programs continued with healthy numbers throughout July, though crowds were not large enough to necessitate encore performances. *Cecil the Magician*, a new performer for us this year, was a big hit at all libraries. He was filling in last minute, as the *Bubbillusionist* had cancelled. We had a total attendance of 1678 over the 12 programs he provided, or an average attendance of 139. This is slightly higher than our first week of the program with *Zaniac! Alex Zerbe*. For the month of July we provided 58 children's programs for a total attendance of 4505.
- We offered 27 tween/teen programs this month for a total attendance of 447. Our numbers ranged from 5-39 teens at the programs for an average of 16 per program.
- Our routine teen programs, Anime Club and T.W.I.N.E., brought in 63 teens.
- The second SCRATCH program was full with 20 tweens. We continue to get requests to do this program at other libraries and offer it more times.
- *Spy Training* has been a hit. We offered 7 Spy programs this month with a total attendance of 169 for an average of 24 per program. We still have one more Spy program in August.
- 81 Teens and Tweens attended the craft programs in July.
- The Zombie program at North Spokane drew in 16 Teens.
- The 5 Ingredient Cooking programs brought in 87 Tweens and Teens.
- 11 Teens attended the Jiu-Jitsu program.

Connect Communities:

- Mary Ellen attended a meeting at Mobius Kids with the Department of Early Learning. They did a nice presentation on Early Achievers—the quality improvement rating system for child cares.
- Mary Ellen attended the Northwest Early Learning Coalition Action Team meeting.
- Mary Ellen attended a meeting for Love Talk Play planning for another teen parent event in August.

Virtual Services (Carlie Hoffman)

Explore and Discover:

- Wording for BookMyne and SCLD to Go apps on the website were updated.
- I viewed prototype and provided feedback for new website.

Connect Communities:

- I attended an online meeting with Interpersonal Frequency to discuss Podium, its product for online class creation by members and their pilot projects. I also met with Nancy, Jane, Gwendolyn, and Stacey to discuss the product and pricing.
- I provided talking points and discussed upcoming blogging contributions with librarians.

Circulation Services (Judy Luck/Gina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2013	2012	1-yr ago	3-yrs ago	5-yrs ago	2013	2012	Diff
AH	6811	6191	10.01%	26.29%	18.76%	44816	41108	9.02%
AR	16937	15065	12.43%	4.91%	22.09%	106962	104880	1.99%
CH	14563	15664	-7.03%	-8.18%	0.93%	95254	110310	-13.65%
DP	13646	13482	1.22%	2.59%	4.89%	95180	96669	-1.54%
FF	1396	1254	11.32%	-11.76%	-26.95%	9082	9360	-2.97%
ML	5109	5362	-4.72%	1.23%	8.08%	34763	35104	-0.97%
MP	19091	18092	5.52%	9.22%	16.83%	122687	118711	3.35%
NS	57640	56481	2.05%	6.32%	14.79%	369935	369607	0.09%
OT	7436	7412	0.32%	-12.00%	-7.70%	49208	50026	-1.64%
SV	58196	55109	5.60%	1.21%	14.85%	369152	375252	-1.63%
TOT	200825	194112	3.46%	-0.44%	12.21%	1297413	1311027	-1.04%

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	3700	594	2514	3	6811	809	7620
AR	9834	692	6379	32	16937	2275	19212
CH	10206	686	3645	26	14563	2142	16705
DP	9318	561	3745	22	13646	1613	15259
FF	867	54	471	4	1396	122	1518
ML	2312	306	2459	32	5109	620	5729
MP	10730	802	7518	41	19091	3207	22298
NS	23542	2546	31205	347	57640	9587	67227
OT	4171	225	3001	39	7436	1365	8801
SV	24033	2437	31440	286	58196	7863	66059
TOT*	98713	8903	92377	832	200825	29603	230428

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2517	36.95%	2667	43.08%	-6.12%
AR	6411	37.85%	5807	38.55%	-0.69%
CH	3671	25.21%	3641	23.24%	1.96%
DP	3767	27.61%	3539	26.25%	1.36%
FF	475	34.03%	386	30.78%	3.24%
ML	2491	48.76%	2756	51.40%	-2.64%
MP	7559	39.59%	7543	41.69%	-2.10%
NS	31552	54.74%	31513	55.79%	-1.05%
OT	3040	40.88%	3353	45.24%	-4.36%
SV	31726	54.52%	29916	54.29%	0.23%
TOTAL	93209	46.41%	91121	46.94%	-0.53%

NEW CUSTOMER REGISTRATIONS			
	June 2012	June 2013	% Diff.
AH	64	77	64
AR	160	130	148
CH	120	121	152
DP	80	68	71
FF	6	4	13
ML	30	41	46
MP	128	161	147
NS	416	413	444
OT	56	40	40
SV	480	453	547
TOTAL	1540	1508	1672

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	77	1.13%	2812	49.03%	327	4.80%
AR	450	2.66%	4574	32.97%	1255	7.41%
CH	317	2.18%	4339	30.07%	853	5.86%
DP	292	2.14%	4487	34.49%	637	4.67%
FF	70	5.01%	414	21.66%	82	5.87%
ML	86	1.68%	1827	38.65%	301	5.89%
MP	378	1.98%	5558	34.01%	1482	7.76%
NS	1113	1.93%	15392	30.65%	3589	6.23%
OT	175	2.35%	2207	27.40%	520	6.99%
SV	1061	1.82%	15584	30.75%	4132	7.10%
TOTAL	4019	2.00%	57194	31.96%	13178	6.56%

HOLDS FILLED					
		% of circulation		% of circulation	% Diff
	June-12		June-13		
AH	1109	17.91%	1451	21.30%	3.39%
AR	2635	17.49%	3275	19.34%	1.85%
CH	2726	17.40%	3238	22.23%	4.83%
DP	2217	16.44%	2943	21.57%	5.12%
FF	270	21.53%	372	26.65%	5.12%
ML	1046	19.51%	1197	23.43%	3.92%
MP	3099	17.13%	3922	20.54%	3.41%
NS	9121	16.15%	10928	18.96%	2.81%
OT	1736	23.42%	1919	25.81%	2.39%
SV	8908	16.16%	10859	18.66%	2.50%
Zsupport*			249		
TOTAL	32867	16.93%	40353	20.09%	3.16%

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

CASH COLLECTION	2012	2013	Difference	% change
Cash	\$11980.19	\$10955.76	\$1024.43	-8.55%
Check	\$5291.26	\$3340.76	\$1950.5	-36.86%
Credit	\$7846.23	\$8373.37	-\$527.14	6.72%
Total	\$25117.68	\$22669.89	\$2447.79	-9.75%

- July 2013 circulation figures were up this month compared to July 2012 at all but Cheney and Medical Lake libraries.
- Airway Heights, Argonne, Moran Prairie and North Spokane libraries all broke all-time circulation records for the month of July.
- Spokane Valley Library had the highest in-library circulation this month at 58,196 items. That couldn't quite beat the record from July of 1997 when circulation hit 60,272. It should be noted that circulation statistics in 1997 included all renewal of materials. Our current method separates out any renewals that our members do online. If we count the same thing, including online renewals for items checked out originally at Spokane Valley the circulation would be 66,509. That number is noted above for all libraries in the table above called Breakout by Checkout Method.

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- An average of 22.7 people attended each Storytime Play and Learn during the month of July for a combined monthly total of 68 people. Although this is a decrease compared to June 2013's average attendance of 35.5, a similar decrease occurred between June and July in 2012. Overall, July 2013 had an uptick of 10.4 more people per storytime compared to July 2012.

Support Job Seekers and Local Businesses:

- 4 exams were proctored during the month of July; a notable increase compared to only 2 other exams proctored between the months of January – June 2013.

Explore and Discover:

- A total of 251 people were in attendance at the 5 children's Summer Reading programs offered at Airway Heights Library. An average attendance of approximately 50 people per event in July 2013 is comparable to July 2012's average attendance of approximately 47.
- July 2013's Tween programming attracted an average of 10 teens per program, which is comparable to 2012's average program attendance of 9.7.
- The adult Summer Reading event *Digging Up Murder* book talk attracted an audience of 4, an increase compared to a 1 person audience at the 2012 adult Summer Reading book talk program.

Connect Communities:

- The display case featured paintings and wood carvings created by a community member.
- I attended two Airway Heights Kiwanis Club meetings (one of which was held in the Airway Heights Library meeting room). Members continued to plan for events at the Airway Heights Festival, and a slate was created for the Fall 2013 officer elections. I am slated to retain my position as a board member for an additional year. A guest speaker also provided information about starting a Farmer's Market in the Airway Heights Community.
- Patrick Roewe and I presented information about Airway Heights Library and Spokane County Library District's Community Impact Plan to the Airway Heights City Council.
- I attended the July West Plains Chamber breakfast on the Campus of Eastern Washington University (EWU). The keynote speaker was Virginia Hinch from EWU, who shared information about Business and Higher Education partnerships. SCLD was selected as the Member of Month, which will provide unique public relations opportunities for the District at a future West Plains Chamber event.

Argonne: Mary Kay Anderson

Develop Young Learners:

- We are well ahead of average storytime attendance compared to July 2012: 34 compared to 20. There were two more Wednesdays this year (last year July 4th landed on Wednesday) and that consistency might have made a difference.

Support Job Seekers and Local Businesses:

- Argonne, along with WorkSource hosted a presentation by Community Colleges of Spokane and its engineering program. Two people attended.
- We continued to proctor tests for two students.

Explore and Discover:

- There were three programs from the Summer Reading series for adults this month. Nine attended *Gardening for Birds and Butterflies*, ten for *The Urban Forest* and seven for *Digging up Murder*. Like last year, the Friends of Argonne Library provided funds for refreshments for the book discussion event. There were only two adult offerings last year for the entire summer and we are quite a bit ahead attendance-wise this year.
- Summer reading programs for K-5th grade stayed strong and manageable all month. Only *Cecil the Magician* attracted an over-capacity crowd; the one group who came at the end actually thought the evening program would work better for them anyway. The average attendance for the month was 57 compared to 34 last year.
- We changed the day we held the children's programs from Friday afternoon to Tuesday morning. It appears that this was a very popular time and I would certainly recommend it for next year.
- *Make It at the Library* attracted 13 crafting teens and parents.

Cheney: Pat Davis

Develop Young Learners:

- Preschool Play and Learn attendance averaged 18, compared to 28 in July 2012.
- Toddler Play and Learn attendance averaged 23, compared to 27 in July 2012.
- Baby Play and Learn attendance averaged 12, compared to 11 in July 2012.

Support Job Seekers and Local Businesses:

- We proctored 15 exams this month, 4 more than June.

Explore and Discover:

- Summer Reading program total attendance was 353, with *Cecil the Magician* (163) and *Mobius Science Fun* (107) attracting the most participants.
- *Basic Landscape Design* attracted 11 members.

Connect Communities:

- The Cheney Library participated in the Cheney Rodeo Parade.
- Stacy Hartkorn and I attended the West Plains Chamber breakfast.
- I attended Kiwanis.

Deer Park: Kris Barnes

Develop Young Learners:

- Our total storytime attendance was 136 this July compared to last July's attendance of 185.

Support Job Seekers and Local Businesses:

- We proctored two exams this month compared to last year's total of 0.
- We received a thank-you from one of our members who told me that due to our help offering Internet services, he was offered and accepted a job. He asked me to extend a huge thank-you to all the staff at Deer Park. He also asked me to tell everyone "you are all awesome!"

Explore and Discover:

- Our adult summer reading program *Digging up Murder* replaced our regular adult book club meeting this month. According to the evaluations turned in, 16 participants thoroughly enjoyed Kandy Brandt's presentation. Last year's adult book club attendance was 4 compared to the 16

we saw this year. The Friends of the Library provided cookies and lemonade for this program as well.

- Our worm composting program attracted one interested participant.
- Our Summer Reading total attendance was 436 compared to last year's attendance of 410.
- Our teen programs attracted 24 participants compared to last July's attendance of 5.

Connect Communities:

- The Friends of the Library held another book sale this month at the Deer Park Auto Freight building.
- Seven community groups used our meeting room this month compared to last July's total of 12.
- Four staff members and seven teens marched in the parade to represent Spokane County Library District. We handed out 2000 pencils and received several cheers from the crowd. Librarian Diane Brown and I carried the District banner and at one point when I stopped to pull pencils from the bag I was carrying, I was quickly surrounded by children who wanted pencils.
- Diane Brown and I set up a booth at Mix Park here in Deer Park during the Settler's Day celebration to promote our programs and services. We interacted with 101 people compared to last year's total of 56. I spoke with the coordinator of the event who said that this year's celebration attracted ½ the amount of vendors than last year, even though we were twice as busy as last year.
- Our local quilt group, the "Fat Quarter Quilters" decorated our display case with quilts to publicize their upcoming quilt show in Clayton, Washington.

Fairfield: Bev Bergstrom

Develop Young Learners:

- Average attendance at storytimes dropped from eight to five. Our average summer reading program attendance also dropped from 19 to 13.

Explore and Discover:

- Our adult gardening program brought in three people. A community-generated craft class on making jelly from rose petals had zero attendees.
- Our only teen program, *Make It at the Library*, brought in five kids.

Connect Communities:

- The town hall clerk telephoned several families she knew in town to let them know a summer reading program was in progress. Her phone calls brought in a few more people for that program. The following week's program was well attended (19 members).
- Michelle made an impromptu visit to the community center "free lunch for kids" and discovered that 30 people were in the center. We are now working on a plan to coordinate with the town on some version of children's programming.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 29, up from 20 in July 2012. We have four new families who began attending this program.
- Our children's Summer Reading programs averaged 59, the same as last year.

Support Job Seekers and Local Businesses:

- A member who had been working for several weeks at the software stations to update her resume and seek employment told staff she was recently hired for a job. She expressed her gratitude for their assistance and offering the Internet to the public.

Explore and Discover:

- Two adults attended the Adult Summer Reading program, *Gardening for Birds & Butterflies*.

Connect Communities:

- Four groups used the meeting room this month compared to two in July 2012. Staff received a written thank-you note for the use of the meeting room from the instructor for the Northwest Carry & Defend organization; 25 people attended the event.

Moran Prairie: Jason Johnson

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 45 attendees, a significant drop from last month's average of 74, but a slight increase from the July 2012's average of 41.
- Preschool Play and Learn Storytime had an average attendance of 38, down from 51 last month, and up slightly from 36 in July 2012.
- Baby Play and Learn Storytime averaged 27 this month, up from 20 last month and exactly the same as July 2012's average.

Support Job Seekers and Local Businesses:

- This month we proctored 7 exams at the library.

Explore and Discover:

- Summer Reading programs continued to attract large numbers with *Cecil the Magician* drawing the biggest crowd of 227.
- *Digging up Murder* had an attendance of 7.
- 18 Tweens and Teens attended *Spy Training*.

Connect Communities:

- 46 groups used the meeting rooms this month, the exact same total as last July.

North Spokane: Patrick Roewe

Develop Young Learners:

- 818 children and their parents and caregivers attended an early learning program this month.

Explore and Discover:

- 18 members attended the four adult summer reading programs. *Our Urban Forest* attracted the most with five in attendance.
- 1226 school age members attended 11 summer reading events. *Cecil the Magician* (222) and *Mobius Science Fun* (184) attracted the most participants.
- 137 participated in the teens and tweens programs. *Spy Training* attracted the most participants with 39.

Connect Communities:

- 45 groups used the North Spokane meeting rooms this month, up 73% from July 2012 (26).
- Paintings by local artist Bobbie Wieber were displayed in the library.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- Our average attendance at storytime was 17, which was a drop from last year's average of 25.
- Our Summer Reading program attendance increased from an average of 48 to 86 for this year. *Cecil the Magician* drew the largest crowd of 148.

Explore and Discover:

- Eight teens attended the *Make It at the Library* craft program.
- Our adult *Dahlia Care* program drew five members. The very knowledgeable presenter was well-received.

Connect Communities:

- The display case featured wood carvings from a local woodcarving group.

Spokane Valley: Doug Stumbough

Develop Young Learners:

- Baby Play and Learn averaged 32, up from last July (18).
- Toddler Play and Learn had 45 attendees on average, up slightly from 44 last year.
- Preschool Play and Learn was also up, averaging 46 compared to 39 in July 2012.
- Family Play and Learn drew an average of 11, which is down from 31 last July.

Support Job Seekers and Local Businesses:

- Kandy Brandt attended this month Greater Spokane Valley Chamber of Commerce breakfast for the quarterly Biz Buzz networking event.
- The GSVCC NxtLevel entrepreneurial class visited once again, bringing 11 aspiring business owners in to learn about the resources offered through the library.

Explore and Discover:

- Summer Reading programs kicked off this month. A total of 509 school-age members attended the two *Zaniac! Alex Zerbe* programs, while 13 interested adults came to check out Basic *Landscape Design*.
- This month, 11 members attended the discussion of The Snow Child by Eowyn Ivey.
- The Teen Anime Club drew in 32 this month for a viewing and discussion of *xxxHolic/Tsubasa*.
- 23 Tweens & Teens attended the Summer Reading *Scratch Lab* programs to experience creating their own computer games.

Public Use Measures

July 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,966	118,915		1%	
Door count	131,407	124,891	817,260	0%	-1%
Circulation	252,203	242,439	1,625,588	0%	0%
Digital Media Catalog	21,451	16,453	138,429	26%	32%
Programs					
Number	274	205	1,677	7%	8%
Attendance	8,377	6,961	43,481	1%	3%
Group Visits					
Number	1	0	31	210%	128%
Attendance	14	0	815	454%	301%
Software Station bookings	19,914	18,775	132,418	3%	-1%
Meeting room bookings	232	205	2,113	1%	1%
Holds placed					
By customers	38,700	32,709	252,606	6%	3%
By staff	7,239	7,245	49,774	1%	-1%
Digital Media Catalog	6,270	6,160	41,475	4%	12%
Database use					
Searches	106,297	17,581	596,049	353%	217%
Retrievals	17,255	15,609	238,108	50%	46%
Website use (Remote)					
User sessions	77,883	85,310	585,757	-3%	3%
Page views	177,944	277,443	1,565,428	-18%	-5%
Catalog	57,396	76,126	407,376	-11%	-1%
Database Access	3,098	3,002	38,013	0%	-18%
Interlibrary loans					
Loaned	293	192	2,095	21%	13%
Borrowed	410	389	2,902	11%	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 June 2013

Traditional Media

- SCLD in the news:
 - June 1 – Summer Reading for Youth & Adults Ad in *The Current**
 - June 1 – The Current: Four listings for SCLD on calendar of events
 - June 2 – Spokesman-Review: Libraries, publishers struggling to get on same digital page
 - June 2 – Spokesman-Review: Literary Calendar Spokane Valley Library book club
 - June 3 – Spokane7.com: Make it at the Library (Summer Reading program)
 - June 4 – Spokane7.com: Summer Camp Crafts
 - June 5 – Deer Park Tribune: Storytimes
 - June 5 – Spokane7.com: Make it at the Library
 - June 7 – Summer Reading full-page ad in *Kids Newspaper**
 - June 9 – Spokesman-Review: Literary Calendar Digging Up Murder
 - June 12 – Deer Park Tribune: Storytimes
 - June 13 – Summer Reading ¼ page ad in *The Inlander**
 - June 13 – Spokesman-Review: County libraries launch summer reading program
 - June 16 – Spokesman-Review: Basic Landscape Design at various county libraries
 - June 19 – Deer Park Tribune: Storytimes
 - June 21 – Valley News Herald: Library summer reading
 - June 21 – Spokesman-Review: Kids and Family Scratch Lab at Spokane Valley Library
 - June 23 – Spokesman-Review: Home Calendar Basic Landscape Design at various libraries
 - June 25 – Examiner.com: Eight fun science fiction novels from Spokane County Library District

- June 26 – Deer Park Tribune: Storytimes
- June 28 – Valley News Herald: Library summer reading
- June 30 – Spokesman-Review: Home Calendar Gardening for Birds & Butterflies, Our Urban Forest

Estimated media value:

Approximate media value for SCLD in the news: \$1200

*Not included in estimate

Press Releases

June 6 – Spokane County Library District Offering Summer Reading Programs for Youth and Adults

June 18 – Human Interest Story promotion to KREM, KXLY and KHQ for Stories in Stone presentation

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 1715
 - Twitter: # followers: 501
 - Pinterest: followers: 524

Facebook team restructured in June in an effort to increase engagement and reach – Team reorganized to emphasize individual’s specialty areas and daily topics assigned to specific days to ensure correct ratio of promotional posts and engagement posts. Number of daily postings reduced to focus stronger messages on remaining post times.

- Website updates:
 - May 31 – June 25 – Interpersonal Frequency used the iPerceptions website survey platform to conduct a survey on sclid.org. The purpose of this survey is to understand how SCLD online users use the website, and their overall satisfaction with that experience, and their attitudes towards online learning. Survey results provide some directional guidance to staff for the new website work in progress.
 - June 17– Website maintenance notice
Work continues with NXNW on the new website, anticipated live date in late July.

Community Involvement

June 27 – Met with Director of Business Development for *Kids Newspaper* and secured monthly advertorial placement for the District beginning in September. Each month, one of our blog entries, along with promotion of an event, will be included in the paper. *Kids Newspaper* has been in business for 20 years and is distributed to all area school children through the school districts.

Current & Upcoming Projects

June 26 – Spokane Is Reading meeting: Reviewed budget and planned promotion of the October event.

Communication Report July 2013

Traditional Media

- SCLD in the news:
 - July 1 – Summer Reading for Youth & Adults Ad in *The Current**
 - July 1 – The Current: Libraries gear up to help kids ‘Dig Into Reading’
 - July 1 – The Current: Calendar listings for 12 of our Summer Reading events
 - July 3 – Deer Park Tribune: Storytimes
 - July 4 – Cheney Free Press: Spokane County Library District July 4 closures
 - July 8 – lakespokaneoutpost.com: Friends of Deer Park Library Book Sale
 - July 10 – Fort Mills Times: Intellicheck Mobilisa Subsidiary wins two Enterprise Wireless Contracts (high-speed broadband to Deer Park Library)
 - July 10 – Deer Park Tribune: Storytimes
 - July 10 – Deer Park Tribune: DP Library group plans book sale
 - July 11 – Cheney Free Press: Book sale at Cheney Library
 - July 12 – Spokesman-Review: Kids and family: several summer programs mentioned
 - July 14 – Spokesman-Review: several summer programs mentioned
 - July 17 – Deer Park Tribune: Storytimes
 - July 18 – Spokane Valley City Hall options mulled
 - July 19 – Spokesman-Review: Kids and family: several summer programs mentioned
 - July 21 – Spokesman-Review: Literary Calendar: Digging Up Murder
 - July 21 – Spokesman-Review: Home Calendar: several summer program mentioned
 - July 24 – Deer Park Tribune: Storytimes
 - July 25 – Spokesman-Review: Family Calendar: several summer programs mentioned
 - July 25 – Spokesman-Review: STCU hosts credit workshop
 - July 25 – Cheney Free Press: STCU Financial Workshop (at Cheney Library)
 - July 26 – Spokesman-Review: Kids and family: Scratch Lap at Spokane Valley Library
 - July 28 – Spokesman-Review: Literary Calendar: several summer programs mentioned
 - July 31 – Deer Park Tribune: Storytimes

Estimated media value:

Approximate media value for SCLD in the news - \$1300

*Not included in estimate

Press Releases

No press releases in July 2013

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 1748
 - Twitter: # followers: 545
 - Pinterest: followers: 554

- Email: next edition set to go out August 2013

- Website updates:
 - July 3 – Update Cheney Book Club info
 - July 15 – Updated Moran Prairie, North Spokane, Deer Park, and Spokane Valley Book Club information
 - July 15 – Updated Friends of the Library Book Sales info
 - July 22 – updated Park/Library page info with survey results
 - July 22 – Behavioral Interviewing image and news item added
 - July 30 – Added Savvy Social Security class info
 - July 31 – updated Park/Library page info with preferred plan image

Community Involvement

July 19 - Attended Spokane Valley Chamber of Commerce monthly meeting. Presentation on Med-Star program.

Week of July 8 & 15: Completed library visits to review signage and other marketing perspectives

Current & Upcoming Projects

September is Library card sign-up month – promotion planned for the month

Park/Library Conceptual Site Project – third & final public comment session on September 12

Spokane Is Reading – October 10

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF June 30, 2013
[PERCENT OF YEAR = 50.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	#####	#####	100.52%
CONTRACTED CITIES, SERVICES & FEES	347,893	701,200	49.61%
MISCELLANEOUS REVENUES	112,796	208,600	54.07%
INTEREST EARNINGS	11,255	36,000	31.26%
TRANSFERS IN	-	164,100	0.00%
TOTAL REVENUES	#####	#####	94.75%
EXPENSES:			
SALARIES	\$ 2,817,721	\$ 5,742,800	49.07%
FRINGE BENEFITS	792,164	1,683,400	47.06%
SUPPLIES	137,996	576,600	23.93%
SERVICES	834,517	1,640,200	50.88%
CAPITAL EXPENDITURES	12,939	70,000	18.48%
LIBRARY MATERIALS	776,157	1,704,300	45.54%
INTEREST EXPENSE	3	500	0.60%
OPERATIONAL CONTINGENCIES	-	233,700	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
TOTAL EXPENSES	\$ 5,371,497	#####	46.10%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 5,211,010	\$ (483,200)	
CHANGES TO GENERAL FUND BALANCE:			
	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 5,211,010	\$ (483,200)	
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568	
ENDING FUND BALANCE - 6/30/13 & ESTIMATED BALANCE 6/30/13	<u>\$ 8,874,578</u>	<u>\$ 3,180,368</u>	

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF June 30, 2013

ASSETS:	
CASH	\$ 4,346,289
ACCOUNTS RECEIVABLE	563
TAXES RECEIVABLE	4,853,269
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	131,941
TOTAL ASSETS	\$ 9,383,606
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 269,093
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	239,935
TOTAL LIABILITIES	\$ 509,028
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	8,488,524
ENDING FUND BALANCE June 30, 2013	<u>\$ 8,874,578</u>
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 9,383,606
FUND BALANCE CAPITAL PROJECTS FUND - June 30, 2013	\$ 1,318,371

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

INCOME STATEMENT - "FINAL"

AS OF JULY 31, 2013

[PERCENT OF YEAR = 58.3%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,108,689	\$ 10,058,400	100.50%
CONTRACTED CITIES, SERVICES & FEES	371,308	701,200	52.95%
MISCELLANEOUS REVENUES	116,754	208,600	55.97%
INTEREST EARNINGS	14,008	36,000	38.91%
TRANSFERS IN	164,100	164,100	0.00%
TOTAL REVENUES	\$ 10,774,859	\$ 11,168,300	96.48%
EXPENSES:			
SALARIES	\$ 3,302,946	\$ 5,742,800	57.51%
FRINGE BENEFITS	935,857	1,683,400	55.59%
SUPPLIES	257,889	587,600	43.89%
SERVICES	931,280	1,640,200	56.78%
CAPITAL EXPENDITURES	13,241	70,000	18.92%
LIBRARY MATERIALS	905,179	1,621,300	55.83%
INTEREST EXPENSE	3	500	0.60%
OPERATIONAL CONTINGENCIES	-	305,700	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
TOTAL EXPENSES	\$ 6,346,395	\$ 11,651,500	54.47%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 4,428,464	\$ (483,200)	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 4,428,464	\$ (483,200)
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568
ENDING FUND BALANCE - 7/31/13 & ESTIMATED BALANCE 7/31/1	\$ 8,092,032	\$ 3,180,368

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

BALANCE SHEET - "FINAL"

AS OF JULY 31, 2013

ASSETS:	
CASH	\$ 3,693,202
ACCOUNTS RECEIVABLE	563
TAXES RECEIVABLE	4,772,897
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	140,735
TOTAL ASSETS	\$ 8,658,941

LIABILITIES:	
ACCOUNTS PAYABLE	\$ 339,434
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	227,475
TOTAL LIABILITIES	\$ 566,909

GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 321,106
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	7,705,977
ENDING FUND BALANCE JULY 31, 2013	\$ 8,092,032

TOTAL LIABILITIES AND GENERAL FUND BALANCE: \$ 8,658,941

FUND BALANCE CAPITAL PROJECTS FUND - JULY 31, 2013: \$ 1,154,995

Spotlight Deer Park Library

Library Supervisor Kris Barnes will share highlights about Deer Park Library and the community it serves.

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

OVERVIEW - SUPPORT JOB SEEKERS AND LOCAL BUSINESSES

Library Services Manager Stacey Goddard and Librarian Vanessa Strange will provide an overview of District programming to support job seekers and local businesses.

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