

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

September 17, 2013 4:00 p.m. North Spokane Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of August 20, 2013, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of August 2013 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    - 1. Sprague Avenue Library and Park Project Update [4:05-4:10]
  - D. New Business [4:10-4:30]
    - 1. 2013 Budget Mid-Year Review #2
    - 2. Purchasing Policy: Approval recommendation
- IV. REPORTS**
  - A. Trustees [4:30-4:35]
  - B. Executive Director [4:35-4:40]
    - Administrative
    - Community Activities
  - C. Public Services [4:40-4:45]
  - D. Communication [4:45-4:50]
  - E. Fiscal [4:50-4:55]
  - F. Spotlight North Spokane Library [4:55-5:05]
- BREAK (Catered sandwiches and soft drinks)**
- V. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Bond Options Discussion and Direction [5:35-6:50]
  - B. Future Board Meeting Agenda Items [6:50-7:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**  
[Estimated meeting length: Three hours, plus public comment.]

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

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: AUGUST 20, 2013**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 20, 2013, in the public meeting room at Deer Park Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 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 - Executive Director and Secretary

**EXCUSED:**

None.

Also Present: Jane Baker, Communication Manager; Kris Barnes, Library Supervisor; Stacey Goddard, Library Services Manager; Priscilla Ice, IT Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Vanessa Strange, Librarian; Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF JUNE 18, 2013, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the June 18 regular meeting minutes. Following a typographical error correction in the third paragraph of page seven, the minutes stand approved as written.

**APPROVAL OF JUNE and JULY 2013 BILL PAYMENT VOUCHERS**

Mr. Davis moved and Mr. Hattenburg seconded approval of the June and July 2013 bill payment vouchers as follows:

Fund - June

L01	Voucher numbers: 44328 through 44485 and	
	W00122-W00126 totaling	\$ 480,892.00
	Payroll numbers: 06102013PR and 06252013PR totaling	\$ 342,845.05
		Total
		\$ 823,737.05
L08	Voucher number: 009510	\$ 1,956.17

	Total	\$ 1,956.17
<u>Fund - July</u>		
L01	Voucher numbers: 44487 through 44641 and W00127-W00131 totaling	\$ 582,322.76
	Payroll numbers: 07102013PR and 07252013PR totaling	\$ 331,795.67
	Total	\$ 914,118.43
L08	Voucher number: 009511	\$ 62.06
	Total	\$ 62.06

In response to a Trustee's question about payment for a parking lot lease for staff parking at Spokane Valley, Mr. Sargent said the voucher was reissued as payment to replace a lost check. There were no further questions. The motion was unanimously approved.

#### UNFINISHED BUSINESS

**SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE.** Ms. Ledebor reported advance preparation is underway in anticipation of the conceptual open house that will be held on-site at Balfour Park, Thursday, September 12, from 4-6 p.m. The District and City of Spokane Valley will send an email blast to invite participants. Ms. Ledebor has met with mayors, Elections Office, and has meetings scheduled with school superintendents for Monday, August 26. Currently, conceptual site plans fit well within 2.5 acres and the representational drawings. However, voter approval is needed to begin further building design plans. There were no further questions.

**HEALTH BENEFITS TRANSITION (RESOLUTION 13-04).** Mr. Davis moved and Mr. Morrow seconded approval of Resolution 13-04, authorizing transition from Washington Counties Insurance Fund (WCIF) to Association of Washington Cities (AWC) for District group health and welfare benefits. Ms. Ledebor clarified Resolution 13-04 represents a formal action to follow information provided to the Board over the last three months about potential changes to health and welfare benefits for staff. Following research conducted by staff, AWC Employee Benefits Trust offers the best pricing options available for comparable coverage of what the District previously offered through WCIF. It is anticipated this transition will save the District approximately \$114,000 in 2014. Ms. Ledebor informed Trustees the requirement to consider employees working 30 or more hours per week as full time was delayed until 2015. There were no further questions. The motion was unanimously approved.

#### NEW BUSINESS

**FRIENDS OF THE LIBRARY POLICY.** Mr. Hattenburg moved and Ms. Lloyd seconded that the Friends of the Library Policy be revised as presented. Ms. Ledebor reviewed changes that officially recognize that Friends groups support District goals and programming, and the District may in turn promote Friends activities through social media or other means. There were no questions.

The motion was unanimously approved.

**GIFTS POLICY.** Mr. Davis moved and Mr. Hattenburg seconded that the Gifts Policy be revised as presented. Ms. Ledebouer said revisions specify how gifts are handled, and grants the District the option to decline a gift if determined inconsistent with District mission and goals. In response to a Trustee's question, Ms. Ledebouer said the District does not utilize appraisal services and accepts no responsibility for establishing or verifying the value of donations for charitable tax deduction purposes. There were no other questions.

The motion was unanimously approved.

**EXECUTIVE DIRECTOR POSITION DESCRIPTION UPDATE.** Ms. Lloyd moved and Mr. Johnson seconded a motion to approve revisions to the Executive Director Position Description as amended. Ms. Ledebouer said leadership and strategic vision additions resulted from the Community Impact Plan. Position descriptions have also been updated for Public Services staff and the Leadership Team. Mr. Davis suggested changes to the employment clause to reflect the Executive Director reports to the Board of Trustees, not SCLD, and board approval is required in advance of any changes to job responsibilities. Trustees agreed by consensus to amend the clause. There was no further discussion.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **FUTURE BOARD MEETING AGENDA ITEMS**

Mr. Hattenburg reviewed the list of tentative agenda items for September and October meetings to be held at North Spokane and Argonne respectively. He noted the overview on community partnerships planned for September will be postponed to allow more time for discussion of bond options. Roy Koegen and Dick Schober will join the regular meeting next month to provide information and answer questions about bond options. Because the meeting will be extended, there will be a break for dinner scheduled into the agenda.

## **REPORTS**

### **TRUSTEES**

There were no reports; however, Ms. Lloyd commented how fortunate she thought it was for Ms. Ledebouer to have the opportunity to hear author Temple Grandin speak at the ALA Annual Conference held in Chicago in June.

### **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. Ledebouer commented work has been steady through the summer months gathering information to prepare for a potential bond issue. IT has been busy with replacement of public network computers. In response to Mr. Morrow's question, Ms. Ledebouer clarified it was a Spokane Valley City Council Meeting that she and Mr. Stumbough attended on July 30. Mr. Hattenburg noted he will join Ms. Ledebouer on visits to meet with East, West and Central Valley school

superintendents, to begin conversations about a potential bond issue. In lieu of Staff Day, Mr. Hattenburg said he thought it presented a great opportunity to individually award years-of-service pins to staff. Ms. Ledeboer noted she enjoyed meeting with and learning more about staff.

## PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided written reports for June and July 2013 prior to the meeting, with customer use measures, programming and library activities as related to the Community Impact Plan. Library Services Manager Stacey Goddard was available to answer questions about Public Services. Ms. Lloyd pointed out the impressive summer programming statistics and expressed kudos to staff. In response to Mr. Morrow's suggestion to share members' stories about library services, Ms. Ledeboer said we are looking into the potential for adding testimonials to the District website.

## COMMUNICATION

Communication Manager Jane Baker provided written reports for June and July prior to the meeting. In response to Mr. Hattenburg's question about Kids Newspaper, Ms. Baker said the cost will be less than \$200 for monthly advertorial promotion of an event as well as a blog entry. Kids Newspaper has been in business for 20 years. It is distributed to all area school children throughout the regional school districts.

## FISCAL

Revenue and Expenditure Statement through June 30, 2013.

### Fund 001

Revenues	\$ 10,582,507
Expenditures	\$ 5,371,497
Ending Fund Balance	\$ 8,874,578
Fund Budget Expended	46.10%

Revenue and Expenditure Statement through July 31, 2013.

### Fund 001

Revenues	\$ 10,774,859
Expenditures	\$ 6,346,395
Ending Fund Balance	\$ 8,092,032
Fund Budget Expended	54.47%

There were no questions.

## SPOTLIGHT

Library Supervisor Kris Barnes reported on Deer Park Library and how it serves the community in relation to the four service initiatives of the Community Impact Plan. Her report was supported by a PowerPoint presentation and photographs. Weekly toddler and preschool storytimes are provided to develop over 200 young learners each month. There are three interactive discovery stations that can be used in the library, mobile play tubs and a barn set. Ms. Barnes noted these items serve third-generation library users. Library staff supports job seekers and local businesses by proctoring tests for students (seven already this month), Internet and Wi-Fi for job searches, bulletin board space for local businesses, and meeting room space for businesses and community organizations. Outdated newspapers from the library collection are recycled at Deer Park Veterinary Hospital. Friends of Deer Park Library are dedicated and active and provide an example of partnerships that connect communities. To make book sales possible, Friends connect with Deer Park Auto Freight for storage and space to hold its sales from June through October. Similarly participative, both the Chamber of Commerce and Deer Park School District keep the library informed of events and invite staff to attend. A library favorite is its prime location next to the cotton candy booth at the school district's open house each year. Partnerships also include local churches and the Deer Park Tourism Committee. The latter holds monthly meetings with intent to connect and promote all volunteer organizations, for which Ms. Barnes is a part. Settler's Parade and Picnic, Deer Park Airport DEW Fly-in, Deer Park Winterfest, and a first Relay for Life were some of the events held this year. The library's display case also promotes these local organizations, such as the Clayton Fair Association. Ms. Barnes noted she partners with Stevens County Library District as well. A standing-room-only Celtic Knots music program, summer reading programs for members of all ages, and Science Saturday provide options for Explore and Discover. Also, the library's DVD collection is considered essential, as there are only two other sources for movies in Deer Park.

In response to Mr. Hattenburg's question about the parade and its attendance, Ms. Barnes said it is popular and well attended. She and other staff handed out over 2,000 pencils this year. Trustees expressed appreciation to Ms. Barnes for her informative report.

## OVERVIEW:

Library Services Manager Stacey Goddard and Librarian Vanessa Strange provided an overview on how District programming supports job seekers and local businesses. Local unemployment and its regional impact prompted District programming goals to be established during strategic planning and development of the Community Impact Plan. These goals are to provide resources to support teens and adults to attain meaningful employment, and local businesses and non-profits to have tools to develop and maintain successful enterprises. Regional services already available became formal partnerships as well. For example, library workstations provide access to resume software used by WorkSource, and the District has officially become an affiliate site for WorkSource class offerings. Libraries also host free workshops offered and presented by STCU in meeting rooms free of charge for individuals and businesses.

Future partnerships include Tincan, which offers free technology classes, and SCORE, which offers mentorships and business-focused classes to entrepreneurs. Potential partnerships include LaunchPadINW and SNAP, which has programming potential for small business development. The kickoff of Washington State Library Microsoft IT Academy funded by the legislature is on the horizon. Members will be able to choose from hundreds of tech-related courses available in the library and remotely, with Microsoft certifications available for several programs. Area high schools will also make these programs available. Upon completion, the new SCLD website will host a business blog, local employment and business links. District programming will expand to work with partners to bring content into communities. Libraries will continue to offer Book a Librarian sessions, databases, OCLC Web Junction Project Compass, Wi-Fi, test proctoring, and many other services. Ms. Goddard concluded the presentation by saying staff looks forward to connecting members to additional resources. Trustees expressed appreciation for the informative report.

#### **PUBLIC COMMENT**

There were no public comments.

#### **ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

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Tim Hattenburg, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of August 30, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$944,003.00 and that we are authorized to authenticate and certify these claims.

DATE: September 3, 2013

SIGNED: *[Signature]*

TITLE: BUSINESS MANAGER

SIGNED: *[Signature]*

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
044642	AVISTA UTILITIES UTILITIES	\$ 3,721.01
044643	BAKER AND TAYLOR INC. LIBRARY MATERIALS	116.46
044644	BRODART CO. OFFICE/LIBRARY SUPPLIES	244.62
044645	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	6.07
044646	CENTURYLINK TELEPHONE	83.48
044647	CENTURYLINK TELEPHONE	932.26
044648	CENTURYLINK TELEPHONE	41.79
044649	CENTURYLINK TELEPHONE	42.54
044650	CENTURYLINK TELEPHONE	144.89
044651	COUNCIL OF STATE GOVERNMENTS LIBRARY MATERIALS	124.61
044652	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	526.68
044653	FRONTIER COMMUNICATION TELEPHONE	103.58
044654	FRONTIER COMMUNICATION TELEPHONE	405.00
044655	GALE/CENAGE LEARNING LIBRARY MATERIALS	7,487.29
044656	GREATER SPOKANE VALLEY CHAMBER BUSINESS TRAVEL	60.00
044657	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	129.90
044658	GREY HOUSE PUBLISHING LIBRARY MATERIALS	976.55
044659	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	7,442.36
044660	MIKE MCCARTNEY, STORYTELLER LIBRARY PROGRAMS	4,000.00
044661	MIDWEST TAPE LIBRARY MATERIALS	2,810.27
044662	OVERDRIVE, INC. LIBRARY MATERIALS	6,708.80
044663	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	335.88
044664	PENGUIN RANDOM HOUSE LLC LIBRARY MATERIALS	47.56
044665	RECORDED BOOKS, LLC LIBRARY MATERIALS	918.73
044666	SPOKANE CO. WATER DISTRICT #3 UTILITIES	12.25
044667	U.S. BANK CORP. PAYMENT SYSTEM CHARGE CARD PAYMENT	7,947.30
044668	WASTE MANAGEMENT OF SPOKANE UTILITIES	1,103.06
044669	ARC ELECTRIC BUILDING REPAIR & MAINTENANCE	264.74
044670	AVISTA UTILITIES UTILITIES	2,885.54



044671	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	14.31
044672	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	52.16
044673	BUDGET-RENT-A-CAR	CAR RENTAL	135.00
044674	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
044675	CENTURYLINK	TELEPHONE	92.94
044676	CENTURYLINK	TELEPHONE	1,999.20
044677	CHEVRON U.S.A. INC.	VEHICLE FUEL	53.07
044678	CITY OF SPOKANE	UTILITIES	609.18
044679	CITY OF AIRWAY HEIGHTS	UTILITIES	546.24
044680	CITY OF CHENEY	UTILITIES	905.54
044681	CITY OF DEER PARK	UTILITIES	158.78
044682	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	29.96
044683	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	26.03
044684	EMPIRE DISPOSAL INC.	UTILITIES	17.26
044685	FERRYBOAT MUSIC	LIBRARY PROGRAMS	100.00
044686	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	82.48
044687	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
044688	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
044689	GALE/CENAGE LEARNING	LIBRARY MATERIALS	297.63
044690	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,584.82
044691	INTERNAT'L PUBLIC MGMT ASSOC.	MEMBERSHIP DUES	149.00
044692	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	452.81
044693	MIDWEST TAPE	LIBRARY MATERIALS	5,882.42
044694	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,977.85
044695	NEW YORK TIMES	LIBRARY MATERIALS	65.60
044696	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	351.58
044697	OVERDRIVE, INC.	LIBRARY MATERIALS	6,658.30
044698	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	280.81
044699	QWEST CORPORATION	TELEPHONE	2,071.38
044700	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,153.01
044701	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	186.45
044702	ANGELA PARRIS	P R PHOTOGRAPHY	400.00
044703	THAT TREE	LIBRARY MATERIALS	93.84
044704	SUZANNE S. BAMONTE	LIBRARY MATERIALS	29.25
044705	UPS	FREIGHT	16.01
044706	U.S. BANK	H S A ACCOUNT EXPENSES	63.00
044707	FREE PRESS PUBLISHING	LIBRARY MATERIALS	24.00
044708	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,279.45
044709	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,194.32
044710	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044711	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
044712	APS, INC.	OFFICE/LIBRARY SUPPLIES	157.62
044713	ARTCRAFT PRINTING	OFFICE/LIBRARY SUPPLIES	258.73
044714	AVISTA UTILITIES	UTILITIES	556.99
044715	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	166.08
044716	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	60.62
044717	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,794.16

044718	CENTURYLINK	TELEPHONE	89.95
044719	CITY OF MEDICAL LAKE	UTILITIES	159.99
044720	DELL MARKETING L.P.	D.P. HARDWARE AND SOFTWARE	1,339.54
044721	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	553.87
044722	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,824.00
044723	EVANCED SOLUTIONS, LLC	D.P. HARDWARE AND SOFTWARE	6,300.00
044724	ERON R. FOOTE	BUILDING REPAIR & MAINTENANCE	1,434.84
044725	FRANCO POSTALIA	POSTAGE METER LEASE	129.20
044726	GALE/CENAGE LEARNING	LIBRARY MATERIALS	214.57
044727	GRAYBAR	D.P. HARDWARE AND SOFTWARE	772.53
044728	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,360.01
044729	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,872.29
044730	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,666.22
044731	MIDWEST TAPE	LIBRARY MATERIALS	3,224.66
044732	OVERDRIVE, INC.	LIBRARY MATERIALS	4,353.80
044733	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	201.53
044734	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,116.26
044735	SIERRA CLUB MEMBER SERVICES	LIBRARY MATERIALS	12.00
044736	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
044737	COWLES PUBLISHING CO	LIBRARY MATERIALS	416.00
044738	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	997.50
044739	VERIZON WIRELESS	TELEPHONE	251.90
044740	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,096.92
044741	WHITWORTH WATER DISTRICT #2	UTILITIES	146.23
044742	THE ACTIVE NETWORK, INC.	SOFTWARE SUPPORT	15,285.94
044743	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	544.41
044744	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	252.18
044745	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	111.89
044746	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
044747	CENTURYLINK	TELEPHONE	92.98
044748	CENTURYLINK	TELEPHONE	35.25
044749	CENTURYLINK	TELEPHONE	59.85
044750	CENTURYLINK	TELEPHONE	93.68
044751	CENTURYLINK	TELEPHONE	134.77
044752	CENTURYLINK	TELEPHONE	9,219.04
044753	FREE PRESS PUBLISHING, INC.	LIBRARY MATERIALS	24.00
044754	COBRA BEC, Inc.	BUILDING REPAIR & MAINTENANCE	610.89
044755	DELL MARKETING L.P.	D.P. HARDWARE AND SOFTWARE	1,540.24
044756	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,320.43
044757	EARTHWORKS RECYCLING,INC	UTILITIES	140.00
044758	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	16.61
044759	E-LEARN LIBRARIES	TRAINING & TRAVEL	6,000.00
044760	GALE/CENAGE LEARNING	LIBRARY MATERIALS	507.00
044761	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	240.09
044762	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,251.54
044763	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,414.57
044764	INTEGRA	TELEPHONE	2,272.59

044765	INLAND POWER AND LIGHT	UTILITIES	1,148.80
044766	COREY JENKINS	LIBRARY PROGRAMS	1,200.00
044767	JOURNAL NEWS HERALD	LIBRARY MATERIALS	96.00
044768	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	100.78
044769	MIDWEST TAPE	LIBRARY MATERIALS	3,782.06
044770	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	200.00
044771	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,657.20
044772	OVERDRIVE, INC.	LIBRARY MATERIALS	14,625.14
044773	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,532.18
044774	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	521.50
044775	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	10.87
044776	RECORDED BOOKS, LLC	LIBRARY MATERIALS	32.55
044777	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	620.00
044778	SOFTWARE.HARDWARE.INTEGRATION	SOFTWARE SUPPORT	23,612.83
044779	SOLARWINDS, INC.	SOFTWARE SUPPORT	1,199.00
044780	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	57.50
044781	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,232.91
044782	UPS	FREIGHT	42.00
044783	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044784	AMSAN CUSTODIAL SUPPLY	MAINTENANCE SUPPLIES	13.82
044785	AVISTA UTILITIES	UTILITIES	2,782.85
044786	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	636.33
044787	CENTURYLINK	TELEPHONE	29.03
044788	CENTURYLINK	TELEPHONE	43.13
044789	CENTURYLINK	TELEPHONE	41.98
044790	CRAIG BARNETT	LIBRARY MATERIALS	225.49
044791	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	130.35
044792	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	201.09
044793	FRONTIER COMMUNICATION	TELEPHONE	102.96
044794	GALE/CENAGE LEARNING	LIBRARY MATERIALS	621.99
044795	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	352.11
044796	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,902.55
044797	MIDWEST TAPE	LIBRARY MATERIALS	3,379.73
044798	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	192.74
044799	ORBIS CASCADE ALLIANCE	COURIER SERVICE	5,926.00
044800	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,141.35
044801	OVERDRIVE, INC.	LIBRARY MATERIALS	6,621.81
044802	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	315.20
044803	THOMAS S SMITH	PARKING LOT LEASE	200.00
044804	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	488.21
044805	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	93.76
044806	RECORDED BOOKS, LLC	LIBRARY MATERIALS	438.01
044807	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,787.34
044808	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,107.24
044809	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	536.73
044810	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,103.06
W00132	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,339.96

W00133	US BANK	H S A CONTRIBUTIONS	1,405.83
W00134	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,086.39
W00135	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,901.44
W00136	US BANK	H S A CONTRIBUTIONS	<u>1,405.83</u>

**Total Non-Payroll General Operating Fund** \$ **572,125.99**

**PAYROLL VOUCHERS**

08092013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 181,343.99
08232013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>170,887.02</u>

**Total Payroll General Operating Fund** \$ **352,231.01**

**TOTAL GENERAL OPERATING FUND** \$ 924,357.00

**CAPITAL PROJECTS FUND**

009512	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL SERVICES	\$ 9,196.00
009513	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL SERVICES	<u>10,450.00</u>

**TOTAL CAPITAL PROJECTS FUND** \$ 19,646.00

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

<u>Card Category</u>		<u>Amount</u>
General Purchases	\$	6,771.87
Maintenance		3,266.13
Travel		3,293.74
Acquisitions		3,525.04
Information Technology		197.76
Total Purchases	\$	<u>17,054.54</u>

## **SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE**

The Site Development Advisory Committee met to discuss the final community meeting which will be held Thursday, September 12, from 4-6 p.m. This will be an outdoor open house held on site to give people an opportunity to experience the scale of the project and visualize how the library and park will inter-relate. To promote the open house, the District sent out email invitations to all cardholders living in Spokane Valley. The City of Spokane Valley plans to hand out invitations at the Spokane Interstate Fair on September 10, and a mailer will be sent to all households within the City of Spokane Valley. There will be an opportunity for people to comment at the meeting or on the library website, [www.scl.d.org](http://www.scl.d.org).

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

## **MID-YEAR REVIEW #2**

Chief Financial Officer Bill Sargent will review 2013 budget revisions as reflected in the August Executive Director's report.

Recommended Action: A resolution is not required to amend the 2013 Budget. Amendments are provided as information.

## **PURCHASING**

### **BACKGROUND:**

Other than reformatting, substantive changes to the Purchasing Policy include:

1. Increases of the purchase thresholds for “Direct Buy” (under \$5,000), “Request for Quote” (\$5,000 and up to \$50,000), and “Competitive Sealed Bid” (Over \$50,000). The new thresholds are all in agreement with the current state purchasing guidelines.
2. Allowance of the automatic increase of these thresholds as the Department of Enterprise Services revises the State purchasing guidelines and changes the established thresholds.
3. Requirement that all quotations for “Request for Quote” will be in writing and that all appropriate documentation will be retained.
4. References of the State’s Environmentally Preferable Purchasing (EPP) Programs (“Buying Green”) and declares the District’s intent to follow the spirit of the program when economically feasible.

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 Purchasing Policy as revised.



SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

**POLICY: Purchasing**

Approval Date: July 15, 1982

Revision Date: September 17, 2013

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.210; RCW 39.80; RCW 43.09.2855

**Purpose**

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

**General Policy**

1. Purchase Methods

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

a. Direct Buy

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

b. Request for Quote

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

c. Competitive Sealed Bidding

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

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

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

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

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

5. Purchase Contracts

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

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

6. Purchasing and Vendor Payment Processing

a. Purchase Orders

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

b. Credit Cards

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

7. Grants

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

The Executive Director is responsible for establishing administrative procedures 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: PURCHASING**

It is the policy of Spokane County Library District to solicit competition when procuring goods and services. The objective of competition is to promote confidence in the integrity and cost effectiveness of the District's procurements while maximizing economic benefits. To this end, the purchasing method for most goods and services shall be based upon a triad of cost, quality, and availability.

1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time.

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b. Request for Quote

Purchases between \$3,500 and up to \$49,000 (before sales tax and freight charges) shall be competitively solicited and documented.

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A formal, competitive process "Invitation for Bids" (IFB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$49,000.

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- e. Insurance
- f. Original equipment manufacturer repair services
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For purposes of this policy, purchase orders are not considered purchase contracts and may be executed by the District's business manager.

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

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6. Grants

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

7. Procedures

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

8. Authority

The authority for the adoption of this Purchasing Policy is RCW 27.12.210.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: JULY 15, 1982  
LATEST REVIEW AND REVISION: APRIL 19, 2011

**EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2013**

Administration

Business Office, Finance and Facilities (Bill Sargent)

The Maintenance Supervisor continues to work with Spokane Valley Library leadership group concerning the SV facility upgrade project. 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 redesigning the general work areas and traffic flow in that portion of the building. The carpet installation is scheduled for Veterans Day, with completion of the entire project planned prior to Thanksgiving.

The 2013 inventory of controlled assets is completed. The physical count has been reconciled with the inventory records; no discrepancies were noted.

Mid-Year Review #2 has been completed. The identified budget revisions can be accommodated within the existing budget authority. Accordingly, no resolutions will be required to amend the 2013 budget. The MYR #2 budget revisions follow.

Spokane County Library District

Review of Mid-Year #2 Budget Revisions

<u>Revenues</u>	<u>MYR #1</u>	<u>Changes</u>		<u>MYR #2</u>
Lost & Damaged	\$36,100	(\$12,000)	(a)	\$24,100
Retail Sales	1,200	800	(a)	2,000
Employee Programs	2,600	927	(a)	3,527
Gifts & Donations	10,000	8,000	(b)(l)	18,000
Total Revenues	\$49,900	(\$2,273)		\$47,627
<u>Expenses:</u>				
Non-Capitalized D. P. Hardware & Software	\$189,500	(\$9,600)	(c)	\$179,900
Office & Library Supplies	200,800	(5,375)	(d)	195,425
Software Support & Consulting	182,300	21,600	(e)	203,900
Data Communications: WAN	155,000	2,100	(f)	157,100
Data Communications: Internet	24,000	2,700	(g)	26,700
Telephone	25,200	(2,800)	(h)	22,400

Repair & Maintenance: DP Equipment	30,000	11,700	(i)	41,700
Library Programs	61,500	3,000	(j)	64,500
Library Materials	1,704,300	(83,000)	(k)	1,621,300
Operational Contingencies	233,700	51,675	(l)	285,375
Total Expenses	\$2,806,300	(\$8,000)		\$2,798,300

- (a) Adjusts to anticipated 2013 accruals
- (b) Reflects actual amounts collected in 2013
- (c) Microsoft Support charges reallocated to "Software Support" cost account
- (d) Reduction of support for PS Toner Cartridges & Reduced Expenditures
- (e) Additional Software requiring ongoing support & Maintenance
- (f) Actual costs, plus drop at SV & additional circuits at DP
- (g) Extra cost to one-month overlap while switching ISPs
- (h) Actual costs are less than budget amounts & consolidated cell phone bills and July reduction of trunk line
- (i) Increase due to printer maintenance & cabling work
- (j) Donation from Humanities Washington for Library Programs
- (k) Elimination of 2012 Balance Carry-Over
- (l) Net Changes to District Contingencies

The 2014 Moran Prairie LCFA Debt Service budget is scheduled for approval at the September 10 meeting of the Spokane County Board of County Commissioners (BOCC).

The process continues for the 2014 SCLD Budget. A preparation schedule and appropriate documentation and financial information were distributed to the Leadership Team. The current schedule is directed toward the October 2013 Board of Trustees' Meeting. At that meeting, there will be a major presentation on the 2014 Budget, and Trustees will be asked to provide further direction to staff.

Human Resources (Paul Eichenberg)

1. Recruited for Library Supervisor positions at Cheney and Moran Prairie, and Library Operations Assistant, Spokane Valley.

2. Two in-house candidates were selected for Library Supervisor positions, and another in-house candidate was selected for Library Operations Assistant at Spokane Valley.

#### Information Technology (Priscilla Ice)

- New Internet computers were installed at Spokane Valley and North Spokane libraries. All other libraries are scheduled to have new computers by September 6. This is a major project for 2013, which involved considerable time commitments from several IT staff members for planning and installation.
- Arrangements were made to donate 84 surplus computers to Mead School District. Trish Henry, Mead's sole school librarian, asked about this possibility earlier in the year. SCLD has been donating surplus computers to local school districts for several years. These surplus computers are the former Internet computers being replaced in August and September.
- Search was enabled for SharePoint, the staff Intranet. It now works well. Our network administrator who also administers our SharePoint servers has been getting extensive training to allow us to manage this product more effectively. Staff really use and appreciate this search feature now that it is working well.
- Our CommunityConnect site became available for testing early in the month. A training session was scheduled for late September to train 10 people who will in turn train others to use this tool.
- IT staff supported plans for office moves at Administration and Spokane Valley.
- Preparations are underway to participate in the Microsoft IT Academy beginning this fall.
- We met with our new sales team from CenturyLink.
- Several staff members got early looks at new products we plan to purchase from SirsiDynix—eResource Central, which will improve access to downloadable resources within the catalog, and Mobile Circ for use on iPads and other mobile devices.
- We began orienting the new Managing Librarian for training to tools she has available such as our classroom software (Blackboard) and conference calling.
- I began budget planning for 2014 and attended the Leadership Training retreat held afternoons toward the end of the month.

#### Collection Services (Andrea Sharps)

- We ordered 2,206 titles and 8,618 copies in August. This is up from last month.
- We processed, added to the system, and sent out to the libraries 6,225 items in August. This is down from last month.
- Downloadable lending in August was up from July. A total of 22,283 audiobook, eBook and music items circulated in August. Members placed a total of 6,676 holds.
- The District received one 'Request for Review of Library Materials Form' in August.
- We loaned 249 items to other libraries and borrowed 423 items from other libraries for 672 total Interlibrary Loan transactions processed in August.
- Youth Collection Development Librarian Sheri Boggs was interviewed by Cindy Hval of *The Spokesman-Review* for an article about the Diane Zahand book collection of more than 5,000 items which was donated to the District in her memory by her husband Jim Zahand in late 2012. The article appeared in the 8/29 issue of *The Voice*.
- All of the Collection Services position descriptions were reviewed in August/early September and submitted to Human Resources for final review and approval.



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

Recently I met with East Valley Superintendent John Glenewinkel, Central Valley Superintendent Ben Small, and West Valley Superintendent Gene Sementi. With school gearing up, it was a good time to offer our support for local schools. I offered to have librarians come and share information about the student cards that provide access to digital resources to students, and informed Superintendents that the SCLD Board of Trustees is considering a bond issue for capital improvements in 2014. The response from all three Superintendents was positive. They provided suggestions for groups and individuals that we may want to talk with once the Board makes a decision to move forward.

The Revised Code of Washington requires any city or town within a proposed LCFA to have the opportunity to pass a resolution regarding the LCFA. To prepare for the eventuality of the Board moving forward to request that the County Commissioners put an issue before the voters, I met with City Clerk/Planner Tom Richardson and Mayor Dan Mork at Millwood City Hall and with Mike Jackson at City of Spokane Valley. I informed them the SCLD Board of Trustees will be considering the formation of a Library Capital Facilities Area (LCFA). Should the Board of Trustees pass a resolution to form an LCFA, both City of Spokane Valley and Town of Millwood are prepared to put this item on Council agendas.

Jane Baker and I met with the presidents of Friends of Argonne and Spokane Valley libraries to discuss ways for SCLD to support their efforts. The Friends are operated by volunteers and the District can help by promoting book sales. Ms. Baker will include information about the Friends on the new District website and in future newsletters. The District can also assist the Friends by putting stories in its newsletter and promoting membership in Friends groups. They expressed interest in helping to plan another Friends Helping Friends day in 2014, and they are interested in working together to build a broader membership of library supporters including business sponsorships.

The Park/Library Advisory Committee met to review plans for the on-site open house scheduled for Thursday, September 12, at the Sprague Avenue property. The library will assist in promoting the event and will have volunteers on site to answer questions about the proposed siting of the library. I also met with architect Gary Bernardo to discuss cost estimates for building new libraries. This information will be used in preparing cost estimates for a bond issue. KREM ran a story about the proposed project and encouraged people to come out for the open house on September 12.

The District is a member of the Early Learning Public Library Partnership (ELPLP) which has contracted with the Foundation for Early Learning (FEL) to keep libraries in the forefront of initiatives that support early learning across the state. A merger of FEL and Thrive by Five has been proposed. Both organizations are in the process of replacing their executive director positions and this would be an ideal time for a merger to take place. I was interviewed by the consulting firm conducting the search for the new Executive Director about the leadership qualities needed to help ensure the new organization succeeds. The two organizations share many of the same goals and the merger should result in a stronger voice for early education that brings together a broad inclusive network of people and organizations.

Service pins were awarded to Nan Noyer in Collection Services, Paul Eichenberg and Debbie Rhodes in Human Resources, Cindy Slaton at Otis Orchards and Mary Meg Van Antwerp at Spokane Valley.

In August we completed a major reorganization of Public Services. The District has been organized geographically with staff assigned to regular locations and floating as needed within a region.

Patrick Roewe and Doug Stumbough served as the Regional Branch Services Managers. The Community Impact Plan established District-wide goals and objectives. To fulfill those goals, staff has been re-organized to support the four service priorities. Mary Ellen Braks, formerly Youth Services Manager for Region II, is now the Library Services Manager leading efforts to Develop Young Learners. Gwendolyn Haley, formerly Youth Services Manager for Region I, is now Library Services Manager leading Explore and Discover. Stacey Goddard, formerly Adult Services Manager for Regions I and II, is Library Services Manager leading initiatives to support Job Seekers and Local Business. Carlie Hoffman, formerly Virtual Services Librarian, is Library Services Manager leading the effort to build digital resources and online services that support service initiatives and connect communities. As Deputy Director of Library Services, Patrick Roewe will supervise the librarians who have been assigned to serve on service teams and will lead efforts to connect communities. Librarians have been assigned to work in collaboration with the Library Supervisors who manage the day-to-day operations of each community library.

Doug Stumbough will serve as Deputy Director of Operations and he will supervise the Library Supervisors. Gina Rice and Judy Luck are now Library Operations Managers who will assist Doug in implementing operational efficiencies. Doug and Patrick will continue to work together to evaluate staffing levels to ensure we maintain excellent customer service within our libraries while developing new services that take the library beyond the walls of our buildings. In recognition of the district-wide scope of their positions, Doug and Patrick will no longer directly supervise the North Spokane and Spokane Valley libraries. Sonia Gustafson has been promoted to Managing Librarian for Spokane Valley and Jason Johnson was promoted to Managing Librarian for North Spokane. In addition to managing the day-to-day operations of Spokane Valley and North Spokane libraries, Ms. Gustafson and Mr. Johnson will provide district-wide collection maintenance support and contribute to service initiatives. Managing Librarian Kristy Bateman is responsible for training initiatives that prepare public services staff to be successful in meeting the needs of the public.

The success of this team-based structure will require effective communication at all levels of the organization. Toward that end, we held a Leadership Retreat to learn how we can support this complex structure and create an environment that fosters communication, innovation and leadership across the organization. The Retreat included Library Services Managers, Operational Managers, Managing Librarians and Library Supervisors. We also recently introduced an Innovation Initiative with thirty-six staff participating. Over the next few months staff will utilize online tools to develop new skills, improve communication and work in teams to initiate new services.

**ITEM AND TITLE MONTHLY REPORT**  
**August 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	19002	161038	<b>351060</b>		85075	48868	<b>133943</b>
Nonprint	55211	24469	<b>79680</b>		22369	6535	<b>28904</b>
Subtotal	<b>245233</b>	<b>185507</b>	<b>430740</b>		<b>107444</b>	<b>55403</b>	<b>162847</b>
Periodicals	13516	2308	<b>15824</b>		329	43	<b>372</b>
Total	<b>258749</b>	<b>187815</b>	<b>446564</b>		<b>107773</b>	<b>55446</b>	<b>163219</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>17343</b>			<b>15005</b>
Licensed eBOOKS			<b>2668</b>			<b>2668</b>
Audiobooks			<b>13964</b>			<b>11841</b>
Digital music			<b>1686</b>			<b>1686</b>
<b>OverDrive: Total</b>			<b>35661</b>			<b>31200</b>
<b>GRAND TOTAL</b>			<b>482225</b>			<b>194419</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	16786	10766	27552
Nonprint	4818	1695	6513
<b>TOTAL</b>	<b>21604</b>	<b>12461</b>	<b>34065</b>
<b>DELETIONS</b>			
Print	20133	16517	36650
Nonprint	972	429	1401
<b>TOTAL</b>	<b>21105</b>	<b>16946</b>	<b>38051</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3347	-5751	<b>-9098</b>
Nonprint	3846	1266	<b>5112</b>
Periodicals	-2247	-304	<b>-2571</b>

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

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

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

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

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

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

**ITEM AND TITLE MONTHLY REPORT  
AUGUST 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
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Audiobooks			<b>13964</b>			<b>11841</b>
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<b>TOTAL</b>	<b>21105</b>	<b>16946</b>	<b>38051</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3347	-5751	<b>-9098</b>
Nonprint	3846	1266	<b>5112</b>
Periodicals	-2267	-304	<b>-2571</b>

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

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

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

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

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

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

## Public Services Report August 2013

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

#### In-Library Circulation

Circulation at the libraries in August was up +1.6% from the same month in 2012, yet 2013 Y-T-D remains slightly behind last year's pace (-0.7%). Through the first two-thirds of the year, 1,493,367 items have checked out of libraries; 10,507 fewer than the same period last year (1,503,874). Fairfield (+83%) almost doubled their circulation (1963 vs 1067), while Medical Lake experienced the largest drop (-19%).

Usage of self-checkout stations accounted for 47% of all circulation in the libraries, equal to last August. Slightly more than half (55%) of in-library circulation at North Spokane and Spokane Valley came through self-checkout stations, while most members at Cheney (25%) and Deer Park (26%) showed a preference for staff-assisted checkout.

#### 2013 Measures at a Glance

- Door count through the first seven months of 2013 (945,975) is up slightly compared to the same period in 2012 (938,715).
- Programming attendance (49,476) is up modestly (4%) compared to last year (46,748), while the number of programs offered increased 7% as well (1,894 in 2013 vs. 1,746 in 2012).
- Total software station bookings are up year to date when compared to 2012 (+4%).

#### 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
<b>Total Circulation</b>	247,672		1,873,260	239,836		1,868,183	7,836		5,077
Self-Check	91,274	37%	630,842	91,016	38%	640,487	258	-1%	-9,645
Digital Collection	22,283	9%	160,712	16,458	7%	126,621	5,825	2%	34,091
<b>Total Holds</b>	51,530		395,385	45,841		373,357	5,689		22,028
By Customer	37,796	73%	290,402	33,580	73%	271,999	4,216	0%	18,403
Digital Collection	6,676	13%	48,151	5,570	12%	45,438	1,106	1%	2,713
<b>Total Payments</b>	\$22,590.48		\$185,412.66	\$26,315.08		\$206,897.94	-\$3,724.60		-\$21,485.28
Online	\$8,112.82	36%	\$64,864.31	\$8,327.72	32%	\$66,529.73	-\$214.90	4%	-\$1,665.42

#### Security Incident Reports

There were 28 Security Incident reports filed this month, 7 less than last month (35) and 10 more than August 2012 (18). Spokane Valley had the most incidents reported with 8. The most frequently reported incidents related to potential problems (6), disruptive behavior (5), and vandalism (5). One member at Spokane Valley was excluded for six months for an incident of harassment/intimidation of another member.

#### Internet Filtering Update

Per the Computer, Wireless Network, and Internet Use policy, seven requests to review blocked websites were received by staff, five more than July 2013. Two sites were determined as correctly categorized and filtered;

one site reported as filtered was not when investigated; we requested four sites to be reclassified to allow access.

### **Adult Services (Stacey Goddard)**

#### Support Job Seekers and Local Businesses:

- WorkSource presented its *Behavioral Interviewing Workshop* at Spokane Valley Library this month. Although they regularly offer this downtown for job seekers, this particular presentation was geared toward small business owners looking to hire and retain quality employees. 5 people attended.
- I attended the SCORE (Service Corps of Retired Executives) monthly chapter meeting, where I introduced myself and expressed SCLD's interest in working with SCORE. (They offer mentoring and other services to small business owners.) They were happy to hear of our interest, and were also pleased when they found out SCLD charges no fees for meeting room use. I'll be working with them on ways to offer SCORE content in our libraries.
- We did 31 Book-a-Librarian sessions this month throughout the District, down from 35 in July.
- We proctored 21 tests for members throughout the district in August, down substantially from last month's 50.

#### Explore and Discover:

- Adult summer reading program offerings continued this month, and we had several for our members to choose from:
  - The ten *One Trail, Many Voices: Songs of the Oregon Trail* programs had a combined attendance of 186. This includes zero attendance at the Fairfield presentation.
  - The final *Worm Composting (Vermiculture)* programs had 7 in attendance.
  - The final four of our *Emergency Preparedness* programs had a combined attendance of 19.
- Book discussion attendance averaged 9.5 in August, down from last month's average of 10.

#### Connect Communities:

- We visited 46 facilities in August, the same as the previous month. Residents checked out 1925 items—up from last month's circulation of 1892 items.
- Librarians Vanessa Strange, Michael Sierra, Kandy Brandt and I each attended one of WorkSource's weekly Biz Buzz meetings this month.

### **Youth Services (Gwendolyn Haley/Mary Ellen Braks)**

#### Develop Young Learners:

- We provided 113 in-library storytimes this month to a total of 3,224 children and families, for an average of 28 per Play and Learn Storytime.
- We provided 25 out-of library storytimes to a total of 379 children at 12 childcare facilities.
- The Develop Young Learners focus team met to plan the *Love Talk Play Soup* events in September and October. These programs are funded by the Department of Early Learning and the Washington State Library, from Race to the Tops funds as part of the Early Achiever Outreach Partnership Grants. We were awarded 10 grants (1 for each library). The programs will consist of a concert by Jenks, followed by Love Talk Play activities and an explanation for parents on Love Talk Play, Early Achievers, Kindergarten Readiness Calendars and the Washington State Early Learning and Development Guidelines. Each family will take home a bag of resources from these programs.
- Mary Ellen and Aileen attended the Starting Strong conference in Lynnwood. We went to some great sessions on "How Early Experiences Effect Child Development and Behavior," Increasing Opportunities to Learn for Academically Vulnerable Populations, Integrating for Impact: Promoting Language, Literacy and Social-Emotional Development," which focused on guided play, and "From Sounds to Sentences: How Everyday Experiences Support Language Development," to name a few. We came back to Spokane with at least two good ideas from each session to incorporate into our work. Mary Ellen and

Sandra Szamblem from NewESD101 also got to do an impromptu session on the Inland Northwest Early Learning Alliance for teachers on our Early Learning Coalition.

#### Support Job Seekers and Local Businesses:

- We provided a STARS training this month, *Music and Early Literacy*, to a total of 12 childcare providers and teachers.

#### Explore and Discover:

- Summer Reading wound down this month. We ended with *Indiana Bones* who had the kids laughing with his stories and the *Jenks Family Concert*. We provided 8 children's program for a total audience of 259.
- Camp Caslo brought in 6 groups of children for a total attendance of 74 for stories and crafts.
- We offered 11 tween/teen programs this month for a total attendance of 138. Our numbers ranged from 3 to 26 tweens and teens, for an average of 12 teens per program.
- The third SCRATCH program was full with 21 teens. The teens left asking for more SCRATCH programs.
- Our routine teen programs, *Anime Club* and *T.W.I.N.E*, brought in 58 teens.
- 34 Teens and Tweens attended the craft programs this month.
- The *Zombie* program at Spokane Valley brought in 12 teens and also received a write up in the Spokesman-Review.
- Tutor.com one-on-one sessions increased from 70 in July to 275 in August. We had 4 sessions in the Skills Center. The most used area was the ProofPoint Writing Center at the College Intro Level.

#### Connect Communities:

- Mary Ellen attended the Inland Northwest Early Learning Coalition Action Team meeting.
- Mary Ellen attended a Love Talk Play Teen Event at Franklin Park for an outdoor activity for teen parents and their children. Unfortunately, no one attended the event.
- Unity in the Community was great fun with Uni, the hands on STEM activity center that the Foundation of Early Learning brought to Spokane. Sally Chilson from Spokane Public Library as well as some of our staff from SCLD, including Mary Ellen, spent the day working with the Foundation of Early Learning on STEM activities with children and their adults. We had about 800 come through the booth throughout the day.

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

##### Explore and Discover:

- I am testing a book display widget from LibraryThing that provides an attractive way to display book covers and provides links to books in the catalog.
- Members are now able to see content from Gale resources when searching the catalog.

##### Connect Communities:

- I attended a webinar entitled "Blogging Beyond Book Recommendations" to gather additional tips on blogs for libraries.
- I met with NXNW (our website developer) to view the website prototype and provide initial feedback on the design and functionality. I am actively adding content to the new site and providing additional feedback for improvements to the site.
- I worked with IT to build profiles in Google Analytics to separate staff and public usage of the website in order to obtain a more accurate measurement of its use.
- I am actively uploading events into the new online calendar and working with Evanced (the software provided) to fix bugs in the software.



**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	15146	15734	-3.74%	1.20%	19.58%	122108	120614	1.24%
CH	15366	15190	1.16%	-2.81%	12.31%	110620	125500	-11.86%
DP	14524	13601	6.79%	2.80%	25.86%	109704	110270	-0.51%
FF	1963	1067	83.97%	25.75%	14.86%	11045	10427	5.93%
ML	4481	5526	-18.91%	-20.55%	-8.63%	39244	40630	-3.41%
MP	17780	17481	1.71%	0.65%	12.55%	140467	136192	3.14%
NS	56318	55236	1.96%	2.96%	23.36%	426253	424843	0.33%
OT	7129	7500	-4.95%	-7.82%	5.66%	56337	57526	-2.07%
SV	57033	55491	2.78%	-0.28%	21.10%	426185	430743	-1.06%
TOT	195954	192847	1.60%	0.79%	19.36%	1493367	1503874	-0.70%

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	3493	342	2365	14	6214	1014	7228
AR	8728	687	5685	46	15146	2094	17240
CH	10874	654	3805	33	15366	2114	17480
DP	10226	568	3692	38	14524	1758	16282
FF	1077	87	788	11	1963	124	2087
ML	2219	245	1998	19	4481	656	5137
MP	9612	581	7533	54	17780	3263	21043
NS	22718	2649	30651	300	56318	8676	64994
OT	3818	214	3071	26	7129	1335	8464
SV	23414	2474	30914	231	57033	8101	65134
TOT*	96179	8501	90502	772	195954	29135	225089

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2379	38.28%	2553	42.40%	-4.12%
AR	5731	37.84%	5697	36.21%	1.63%
CH	3838	24.98%	3796	24.99%	-0.01%
DP	3730	25.68%	3595	26.43%	-0.75%
FF	799	40.70%	297	27.84%	12.87%
ML	2017	45.01%	2774	50.20%	-5.19%
MP	7587	42.67%	6766	38.70%	3.97%
NS	30951	54.96%	31422	56.89%	-1.93%
OT	3097	43.44%	3489	46.52%	-3.08%
SV	31145	54.61%	30627	55.19%	-0.58%
TOTAL	91274	46.58%	91016	47.20%	-0.62%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	78	1.26%	2657	42.76%	355	5.71%
AR	439	2.90%	4298	28.38%	1146	7.57%
CH	281	1.83%	5076	33.03%	960	6.25%
DP	264	1.82%	5062	34.85%	654	4.50%
FF	89	4.53%	539	27.46%	118	6.01%
ML	112	2.50%	1667	37.20%	245	5.47%
MP	402	2.26%	4806	27.03%	1382	7.77%
NS	1093	1.94%	15110	26.83%	3522	6.25%
OT	188	2.64%	2067	28.99%	514	7.21%
SV	1106	1.94%	16066	28.17%	4099	7.19%
TOTAL	4052	2.07%	57348	29.27%	12995	6.63%

CASH COLLECTION	2012	2013	Difference	% change
Cash	\$12597.79	10429.51	-2168.28	-17.21%
Check	\$5389.57	4048.15	-1341.42	-24.89%
Credit	\$8327.72	8112.82	-214.9	-2.58%
Total	\$26315.08	22590.48	-3724.6	-14.15%

HOLDS FILLED					
	August-12	% of circulation	August-13	% of circulation	% Diff
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.

NEW CUSTOMER REGISTRATIONS			
	August 2012	August 2013	% Diff.
AH	59	87	47.46%
AR	153	143	-6.54%
CH	132	126	-4.55%
DP	70	64	-8.57%
FF	14	8	-42.86%
ML	46	47	2.17%
MP	129	126	-2.33%
NS	424	402	-5.19%
OT	28	52	85.71%
SV	473	497	5.07%
TOTAL	1508	1552	2.92%

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- A total of 133 people attended August storytimes, averaging 26.6 people per storytime. This continues the 2013 trend of noticeably higher attendance compared to the previous year (August 2012 had an average of 14.2 people per storytime).

#### Support Job Seekers and Local Businesses:

- A total of 3 exams were proctored during the month of August, which continued the noticeable increase observed last month (4 exams in August compared to only 2 in January through June).

#### Explore and Discover:

- *Vermiculture (Worm Composting)*, part of the Adult Summer Reading Program, drew an audience of 7 people, which is slightly higher compared to the average attendance of 4.8 people at gardening programs offered in 2012.
- Our final Summer Reading Program, *One Trail Many Voices: Songs of the Oregon Trail*, had a diverse audience of 16 people ranging from toddlers to retirees. Although a lower attendance compared to previous music programs, it was the highest attendance for Adult Summer Reading programs at Airway Heights this year.

#### Connect Communities:

- The display case featured original comic artwork and a self-published book from a local community member.
- I attended the Airway Heights' Friends meeting.
- I attended two Airway Heights' Kiwanis Club meetings, and assisted with their fundraising efforts at the Airway Heights Festival.
- I participated in the Airway Heights Festival 3<sup>rd</sup> annual Corporate Cup Watermelon Race. The Airway Heights Friends sponsored the watermelon, which featured a design based on the SCLD student card. The Parks and Recreation watermelon managed to crash slightly ahead of SCLD's racer. Losing watermelons were smashed by the "mallet of justice"!
- SCLD staff hosted a library information booth at the Airway Heights Festival where 130 people stopped by to decorate bookmarks, pick out a color change pencil, and learn more about the library.
- I attended the Back to School Link Night at Sunset Elementary where information about library resources, including Tutor.com, was shared with 155 people who stopped at the library's information table.

### Argonne: Mary Kay Anderson

#### Develop Young Learners:

- This month's average attendance at storytime was identical to last August: 24 per session.
- Our well-loved chair-and-a-half returned with a nice new upholstery job and was immediately put back into service with a mom and preschooler and a good book.

#### Explore and Discover:

- Argonne offered three Summer Reading events this month. 14 attended the *One Trail, Many Voices* music program, nine at the *Emergency Preparedness* program and 11 at the final, tween *Make It* program.

#### Connect Communities:

- A library neighbor asked us to post a flyer regarding stolen items from her yard and she informed us that there have been a rash of incidents all summer—vandalism, theft and even a lawn mower thrown into the river. She hoped the posting would give people a heads up about these activities.
- The Friends of Argonne Library participated in the Millwood Daze event. Like last year, volunteers read stories and members sold selected books from their huge stash of donations as a way to promote their book sale next month. At a follow-up meeting, I approached the group about a donation for the Lego event in 2014. At a future, better attended meeting, they will make a decision.

- A regular meeting room user, The Friends of Spokane House, asked me if there was a place on our website for groups to leave information about meetings and activities. He was pleased to hear that such a feature would be available in the future.

**Cheney: Pat Davis**

Develop Young Learners:

- Baby Play and Learn attendance dropped slightly this year to an average of 11.75 from 12.4 last year.
- Toddler average attendance nearly doubled from 18.6 last year to 34.5 this year.
- Preschool Play and Learn had a slight drop from 32.6 to 30 this year.

Support Job Seekers and Local Businesses:

- We proctored 3 exams.
- We helped a member with an online job application.

Explore and Discover:

- Our last program *Indiana Bones* attracted 53.
- Camp Caslo, a Park and Recreation day camp program, continued to visit the library weekly and Christie Onzay did 6 special craft programs for them in August. We received a thank-you note expressing the staff's appreciation for the programs and kindness shown the children over the summer.
- Our adult program, *One Trail, Many Voices*, had an attendance of eight.
- The *Jenks Family Concert* attracted 14.

**Deer Park: Kris Barnes**

Develop Young Learners:

- Total storytime attendance of 203 experienced a slight decrease compared to last August's total of 224.
- Public Services Specialist Merrilee and I attended the Deer Park Arcadia Elementary school's open house for Deer Park families. We connected with 259 people compared to last year's total of 119. We were thrilled to see the attendance more than double from last year. I spoke with one of the coordinators of this event who told me they gave out over 1000 free hot dogs in less than an hour at this event.

Support Job Seekers and Local Businesses:

- We proctored 6 exams this month compared to last August's total of 2.
- I met with the tourism committee this month. We debriefed regarding the events of the past month by discussing the success of the Deer Park Fly-in, Deer Park Settlers Day Parade and picnic at Mix Park. I took notes at the meeting and sent out reminder emails to the group.

Explore and Discover:

- *One Trail, Many Voices* program attracted 25 participants.
- The *Emergency Preparedness* program attracted 5 people.
- 16 attended the *Jenks family concert*.
- The *Adult Book Club* attendance was 8 compared to last year's total of 9.

Connect Communities:

- Friends of the Library had another book sale this month at the Deer Park Auto Freight building.
- 15 groups used our meeting room this month compared to last year's total of 16.
- Friends of the Deer Park library had a picnic at Mix Park in Deer Park to say thank you to all who volunteered at the book sales this year.
- The Deer Park/Clayton Fair Association put up an eye catching display in our display case this month to promote the local fair.

**Fairfield: Bev Bergstrom**

Develop Young Learners:

- 19 members attended the *Indiana Bones* program. At the end of the program, several kids didn't want to leave and hung around Indiana to ask questions and touch "artifacts." I particularly liked this program as it tied adventurous storytelling with history.

- Our average attendance at Storytime dropped from seven members to five.

Explore and Discover:

- Six enthusiastic teens created duct-tape purses and slime.

Support Job Seekers and Local Businesses:

- Bev proctored a test for one member.

Connect Communities:

- Cindy and Bev attended a town council meeting and learned that there will be a movie filmed in Fairfield in September, using Main Street as a film location. The library will probably be in at least one scene. Another piece of news was the removal of the asphalt on Main Street next June and July. Access down the road will be closed. We may need to think creatively to evaluate the level of service we can provide next summer.
- Our new OPEN sign has elicited comments. Members appreciate that they can instantly tell when we're open, even though it's only three days a week.
- We lent the museum key to visitors once this month.

**Medical Lake: Laura Baird**

Develop Young Learners:

- Storytime attendance averaged 21, up from 19 in August 2012
- I presented three outreach Storytimes this month to 49 children, compared to 20 last August.

Support Job Seekers and Local Businesses:

- I attended the West Plains Chamber breakfast with Stacy Hartkorn and Ellen Peters, held outside on Roos Field at Eastern Washington University. Beau Baldwin, head coach of the Eastern Eagles, and EWU Athletic Director Bill Chaves were the keynote speakers.

Explore and Discover:

- 32 people attended the *One Trail, Many Voices* program and 4 people attended the *Emergency Preparedness* program.
- Staff assisted 5 members in setting up their Kindles, Nook, and Nexus tablet in order to use the digital catalog and Zinio service.
- A member complimented one of the staff on his help finding some unpublished works by Stephen King via Proquest.

Connect Communities:

- The Medical Lake Historical Society displayed several items in the display case that were newly acquired for permanent preservation.
- A 4-H leader put a box out asking for donated magazines for use at the upcoming County Fair. The leader will help youngsters who come to the fair make collages with pictures cut from the magazines.
- Kristy Bateman and I gave an overview of the Community Impact Plan to the Medical Lake City Council at its August meeting. We also touched on the impact we hope the plan will have specifically on the community of Medical Lake.
- Six groups used the meeting room this month compared to none last August.

**Moran Prairie: Jason Johnson**

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 59 attendees this month. This is an increase from last month and last August's averages of 45.
- Preschool Play and Learn Storytime had an average attendance of 37, down from 38 last month, but up from 24 in August 2012.
- Baby Play and Learn Storytime averaged 25, down from 27 last month and 26 in August 2012.

#### Support Job Seekers and Local Businesses:

- We proctored 1 exam this month.

#### Explore and Discover:

- *Jenks Family Concert* attracted 47 attendees.
- *One Trail, Many Songs: Songs of the Oregon Trail* had 7 enthusiastic attendees.
- *Indiana Bones* had an attendance of 49.
- *The Moran Prairie Book Club* had 7 people on hand this month.

#### Connect Communities:

- Moran Prairie Friends of the Library donated to Spokane is Reading and to purchase Legos for an upcoming children's program.
- 51 groups utilized meeting rooms this month, up from 44 in August 2012.

### **North Spokane: Patrick Roewe**

#### Develop Young Learners:

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

#### Explore and Discover:

- 38 members attended the two adult programs: 12 for the *North Spokane Book Club* and 26 for *One Trail, Many Voices: Songs of the Oregon Trail*.
- 26 participated in the teens and tweens *Anime Club* program.

#### Connect Communities:

- 57 groups used the North Spokane meeting rooms this month, up 33% from August 2012 (43).
- Paintings by local artist Bobbie Wieber continued to be displayed in the library.
- I attended weekly Rotary meetings.

### **Otis Orchards: Bev Bergstrom**

#### Develop Young Learners:

- Storytime attendance this August was about half (14) of last year's August number (29).
- Kathy found a clever idea on Pinterest which she is able to use for Play and Learn. The concept involves animal identification and music. She passed her idea along to Brenda who successfully used it for her Play and Learn.

#### Explore and Discover:

- Our outdoor *Jenks Family Concert* was attended by 34 dancing children and adults. The day was windy and the fire juggling was affected as a few flaming batons were dropped on the grass. This only added to the enthusiasm of the crowd.
- 13 tweens/teens attended the *Spy Kids* program.
- Our second tweens/teens program, *Make it at the Library*, brought in 3 members.

### **Spokane Valley: Doug Stumbough**

#### Develop Young Learners:

- Baby Play and Learn averaged 36, significantly up from last August (23).
- Toddler Play and Learn had 37 attendees on average, up just slightly from 36 last year.
- Preschool Play and Learn was down slightly, averaging 34 compared to 40 in August 2012.
- Family Play and Learn drew an average of 10, which is up from 9 last August.

#### Support Job Seekers and Local Businesses:

- Five people attended the *Behavioral Interviewing Workshop* presented by WorkSource, which provided guidance to small business owners on finding great employees.

#### Explore and Discover:

- This month, 10 members attended the discussion of *Flight of the Eagle* by Conrad Black.
- The Teen Anime Club drew in 26 this month for viewing and discussion of *Trigun Badlands Rumble*.
- The *Scratch 101* program had 21 teen attendees, creating a wide variety of games and animations in the computer lab.

- 36 members of the community came to *One Trail, Many Voices*, which highlighted the history of the Oregon Trail through traditional folksongs of those who traveled it.

Connect Communities:

- The Friends of the Spokane Valley Library met and began planning its fall book sale, scheduled for October 5, with a special preview sale on the 4.
- I attended weekly Spokane Valley Sunrise Rotary meetings.

**Public Use Measures**

**August 2013**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,548	119,042		-1%	
Door count	128,697	123,968	945,957	1%	0%
Circulation	247,672	239,836	1,873,260	0%	0%
Digital Media Catalog	22,283	16,458	160,712	27%	32%
<b>Programs</b>					
Number	207	198	1,894	7%	8%
Attendance	5,781	4,454	49,476	4%	5%
<b>Group Visits</b>					
Number	1	0	32	220%	163%
Attendance	17	0	832	466%	348%
Software Station bookings	20,998	19,875	153,416	4%	1%
Meeting room bookings	281	229	2,394	3%	2%
<b>Holds placed</b>					
By customers	37,796	33,580	290,402	7%	4%
By staff	7,058	6,691	56,832	2%	0%
Digital Media Catalog	6,676	5,570	48,151	6%	10%
<b>Database use</b>					
Searches	106,861	20,433	708,756	366%	254%
Retrievals	35,802	32,519	316,901	66%	57%
<b>Website use (Remote)</b>					
User sessions	79,126	88,371	664,883	-4%	1%
Page views	187,284	275,583	1,752,712	-20%	-9%
Catalog	56,792	74,471	464,168	-13%	-6%
Database Access	3,466	3,340	41,479	0%	-17%
<b>Interlibrary loans</b>					
Loaned	249	240	2,344	19%	14%
Borrowed	423	424	3,325	9%	5%

**Public Use Measure Definitions**

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

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

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

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

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

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



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

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

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

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

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

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

**Searches:** Number of database searches.

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

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

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

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

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

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

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

## Communication Report August 2013

### Traditional Media

- SCLD in the news:
  - Aug 2 – Valley News Herald: Park, library plans coming into focus
  - Aug 3 – Spokane Valley Online: Park, Library plans moving forward  
[http://www.spokanevalleyonline.com/articles\\_svnews/2013/080213\\_Park%20library%20plans%20moving%20forward.html](http://www.spokanevalleyonline.com/articles_svnews/2013/080213_Park%20library%20plans%20moving%20forward.html)
  - Aug 3 – Cheney Free Press: Survey show growth at Cheney Library  
<http://www.cheneyfreepress.com/story/2013/08/01/more-news/survey-shows-growth-at-cheney-library/12365.html>
  - Aug 3 – Spokesman-Review: Songs of the Oregon Trail, Spy Training programs
  - Aug 7 – Deer Park Tribune: Storytimes
  - Aug 7 – KREM-TV: Spokane Valley leaders consider expanding park, adding library  
<http://www.krem.com/home/Spokane-Valley-looking-to-build-park-and-library--218763771.html>
  - Aug 8 – Spokesman-Review: Story times
  - Aug 9 – Spokesman-Review: Kids & family: Make It at the Library
  - Aug 10 – HispanicBusiness.com: Make it at the Library and Anime programs
  - Aug 10 – Spokesman-Review: Make it at the Library and Anime programs
  - Aug 14 – Deer Park Tribune: Storytimes
  - Aug 15 – Spokesman-Review: Family calendar: Anime, Make it at the Library, Zombies programs
  - Aug 18 – Spokesman-Review: Literary Calendar: Author Jess Steven Hughes speaks at Spokane Valley Book Club, Spokane Novelists Group meets at Otis Orchards Library
  - Aug 19 – Clear Channel Radio: September is Library Card Sign-up month\*
  - Aug 20 – KXLY: Students get souped up library cards
  - Aug 21 – Deer Park Tribune: Storytimes

- Aug 22 – Spokesman-Review: Zombie Day at the library  
<http://www.spokesman.com/stories/2013/aug/22/zombie-day-at-the-library/>
- Aug 22 – Spokesman-Review: Story times
- Aug 23 – Spokesman-Review: Kids and family: Make it at the Library , Scratch Lab Programs
- Aug 23 – Cheney Free Press: Medical Lake Library needs books for sale
- August 29 – Inlander Annual Manual: Advertisement on locations & services\*
- Aug 29 – Spokesman-Review: Volumes carry on teaching  
<http://www.spokesman.com/stories/2013/aug/29/donated-volumes-carry-on-teaching/>
- Aug 29 – Inlander newspaper: Spokane is Reading advertisement\*
- Aug 29 – Inlander newspaper (Give Guide): SCLD advertisement for donations\*
- Aug 29 – Cheney Free Press: Spokane County Offices closed for Labor Day
- Aug 30 – The Current newspaper: Spokane Is Reading Advertisement\*

**Estimated media value:**

Approximate media value for SCLD in the news \$1800

\*Not included in estimate

**Press Releases**

Aug 26 – SCLD Holiday Closure

Aug 27 – September is National Library Card Sign-Up Month

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

- Social Media:
  - Facebook: # of fans: 1768
  - Twitter: # followers: 578
  - Pinterest: followers: 570
- Email: August 15 – August eNewsletter
  - 59,462 recipients
  - 26,695 opened
  - 2,559 clicks – most on Social Security program info
- Email: Park on-site open house
  - 13,696 recipients
  - 2,084 opened

- Website updates:
  - Aug 6 – Updated OverDrive App coming soon news item
  - Aug 6 – Introducing Science in Context news item
  - Aug 20 – Updated OverDrive App available now news item
  - Aug 21 – Airway Heights Friends of the Library meeting
  - Aug 21 – Airway Heights Book Club selection updated
  - Aug 26 – Spokane Is Reading, Love talk play soup, & Nat'l Library Card Sign-Up month added to web features
  - Aug 29 – Park/Library meeting invite, Beyond Books: Building for War, Science in Context added to web features

### **Community Involvement**

Aug 16 - Attended Spokane Valley Chamber of Commerce monthly meeting. Presentation by Michael Ormsby

Aug 21 – Attended Spokane Valley Friends of the Library meeting

### **Current & Upcoming Projects**

Friends of the Library Book Sales

Argonne – September 21

North Spokane, Medical Lake, Spokane Valley, Deer Park – October 4 & 5

Spokane Is Reading – October 10

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

INCOME STATEMENT - "FINAL"

AS OF AUGUST 31, 2013

[PERCENT OF YEAR = 66.6%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,105,218	\$ 10,058,400	100.47%
CONTRACTED CITIES, SERVICES & FEES	451,201	690,000	65.39%
MISCELLANEOUS REVENUES	126,698	217,527	58.24%
INTEREST EARNINGS	16,149	36,000	44.86%
TRANSFERS IN	164,100	164,100	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 10,863,366</b>	<b>\$ 11,166,027</b>	<b>97.29%</b>
<b>EXPENSES:</b>			
SALARIES	\$ 3,780,645	\$ 5,742,800	65.83%
FRINGE BENEFITS	1,078,611	1,683,400	64.07%
SUPPLIES	284,131	572,625	49.62%
SERVICES	1,023,098	1,678,500	60.95%
CAPITAL EXPENDITURES	13,241	70,000	18.92%
LIBRARY MATERIALS	1,000,785	1,621,300	61.73%
INTEREST EXPENSE	6	500	1.20%
OPERATIONAL CONTINGENCIES	-	282,375	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 7,180,517</b>	<b>\$ 11,651,500</b>	<b>61.63%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 3,682,849</b>	<b>\$ (485,473)</b>	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 3,682,849	\$ (485,473)
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568
<b>ENDING FUND BALANCE - 8/31/13 &amp; ESTIMATED BALANCE 8/31/1</b>	<b>\$ 7,346,417</b>	<b>\$ 3,178,095</b>

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

BALANCE SHEET - "FINAL"

AS OF AUGUST 31, 2013

ASSETS:	
CASH	\$ 2,746,771
ACCOUNTS RECEIVABLE	503
TAXES RECEIVABLE	4,700,326
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	176,469
<b>TOTAL ASSETS</b>	<b>\$ 7,675,613</b>
<b>LIABILITIES:</b>	
ACCOUNTS PAYABLE	\$ 113,722
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	215,474
<b>TOTAL LIABILITIES</b>	<b>\$ 329,196</b>
<b>GENERAL FUND BALANCE:</b>	
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	6,960,362
<b>ENDING FUND BALANCE 08/31/13</b>	<b>\$ 7,346,417</b>
<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 7,675,613</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - 08/31/13</b>	<b>\$ 1,136,114</b>

## **Spotlight North Spokane Library**

Deputy Director Patrick Roewe will share highlights about North Spokane Library and the community it serves.

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

## **BOND OPTIONS DISCUSSION AND DIRECTION**

Guests will join us to present potential costs of a new Spokane Valley Library as well as bond options information for discussion and direction.

Gary Bernardo, AIA, Principal  
Bernardo Wills Architects PC

Roy Koegen, Attorney  
Debbi Haskens, Paralegal  
Koegen Edwards LLP

Richard Schober, Managing Director  
Piper Jaffray, Seattle-Northwest Division

**FUTURE BOARD MEETING TENTATIVE AGENDAS: OCTOBER-NOVEMBER 2013**

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

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

- (Tentative) Resolution 13-05: Requesting Establishment of the Greater Spokane Valley LCFA
- Preliminary Budget 2014
- Personnel and Public Records Policies
- Library Spotlight – Virtual Library Services
- Overview Explore and Discover/Life after 50

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, October 1, for inclusion in the preliminary agenda sent Wednesday, October 2. The meeting packet will be mailed October 9.

***November 19, 2013: Argonne Library (4:00 p.m.)***

- Preliminary Budget 2014
- Emergency Closure Policy
- 2014 Meeting Dates and Locations
- Library Spotlight – Cheney Library
- Overview Broadband
- (Tentative) Trustee Candidate Interviews

***SPECIAL MEETINGS AND ACTIVITIES***

- 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)