

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

April 15, 2014 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of March 18, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of March 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. 2014 Bond Election Update
 - D. New Business [4:10-4:25]
 1. Autism Society of Washington Spokane Chapter Presentation
 2. SAO Audit Financial Statements and Recommendation: Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:25-4:30]**
 - A. Future Board Meeting Agenda Items
 - B. May 2014 Meeting Date/Location
- V. REPORTS**
 - A. Trustees [4:30-4:35]
 - B. Executive Director [4:35-4:40]
 - Administrative
 - Community Activities
 - C. Public Services [4:40-4:45]
 - D. Communication [4:45-4:50]
 - E. Fiscal [4:50-4:55]
 - F. Spotlight – North Spokane Library [4:55-5:05]
 - G. Overview – ACA Program Navigators [5:05-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 25 minutes, plus public comment.]

This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 04/15/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 18, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 18, 2014, in the public meeting room at Argonne 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
John Craig - Trustee
Mark Johnson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Sean Morrow - Trustee

GUEST:

Julie Van Wormer, ALSC Architects

Also Present: Jane Baker, Communication & Development Officer; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Pat Davis, Library Supervisor; Carlie Hoffman, Virtual Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Sonia Gustafson, Managing Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Cindy Ulrey, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL-

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF FEBRUARY 18, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the February 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2014 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Hattenburg seconded approval of bill payment vouchers for February 2014:

Fund

L01 Voucher numbers: 45626 through 45778 and
W00164-W00168 totaling \$ 546,582.78

Payroll numbers:	02102014PR and 02252014PR totaling	\$ 352,447.80
	Total	\$ 899,030.58
L08	Capital Projects Fund: Central Valley SD Rental Fees	\$ 4.00
	Void Voucher	\$ --
	Koegen Edwards LLP Legal Srvcs	\$ 16,730.32
	Total	\$ 16,734.32

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2014 BOND ELECTION UPDATE. In addition to the detailed report provided in advance of the meeting, Ms. Ledeboer pointed out the three upcoming bond election informational meetings, for which an invitation to attend was sent to each voter residing in the LCFA. Media coverage has also been helpful, with a feature story in The Current, and stories, a column and letters to the editor in The Spokesman-Review. Several businesses have come forward with interest in helping to support the project as well.

NEW BUSINESS

CODE OF CONDUCT POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of revisions to the Code of Conduct policy. The primary suggested policy revision was to add overnight parking at District-owned facilities as conduct that would not be allowed. This change would allow the policy to support posted signage already in place at District-owned facilities. In response to a Trustee's question about current signage, Mr. Roewe responded that we have had a few occasions to ask people not to park in the library lot overnight. The revised policy will support current practice which does not allow overnight parking. In response to Mr. Davis' request, strikeout or underline will be used to distinguish between former and new policy language for future policy reviews. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months. The agenda for April, held at Argonne Library, will include an overview of the role of the ACA Navigator(s). Ms. Ledeboer noted members of the Spokane Chapter of the Autism Society may join us to officially make a donation to the District in recognition of Autism Awareness Month. Mr. Hattenburg also pointed out the dates and locations of the bond election informational open houses, and Hope in Hard Times reception planned for Friday, April 11, from 7-9 p.m. The SAO Audit Exit Conference will be held Monday, March 24. Trustees Hattenburg and Craig plan to attend.

REPORTS

TRUSTEES

Mr. Craig said he recently had the opportunity to stop at Medical Lake Library, where he received a nice tour led by Library Supervisor Laura Baird. As the only library in the District with a fireplace, Mr. Craig noted it was most pleasant on a cold and blustery day. Mr. Johnson commented on the professionally written responses by staff to emails from members with requests for information. Ms. Ledebouer reported Trustee Morrow recently attended the North Spokane Friends Meeting, where he was again volunteered to help out at the upcoming book sale.

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. As follow up to written correspondence shared previously with Trustees, Ms. Ledebouer reported that she and Chief Human Resources Officer Paul Eichenberg met with two representatives from Goodwill and a member of the community to discuss Library District hiring practices. Discussion included the possibility of working together to identify potential employment opportunities to fit the skills and capabilities of Goodwill clients.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for February 2014, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's question, Ms. Ledebouer said a list of programs offered by the library had not been compiled for distribution at information open houses, as it could be misinterpreted as promotional material. In response to Mr. Craig's question about SCORE, Ms. Goddard said the group's mission is to provide mentorship and workshops to small businesses. Ms. Ledebouer said in the future we hope to offer SCORE programs at District libraries. In response to Mr. Hattenburg, Ms. Goddard said offering meeting rooms for free has opened doors for more groups and individuals to use them. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2014 communication activities. Mr. Hattenburg commented on the list of top email clicks, with 1,021 clicks for Dr. Seuss. Ms. Ledebouer pointed out copies of the Hope in Hard Times exhibit brochure distributed to Trustees. The exhibit's arrival at North Spokane in April was mentioned in Spark, the newsletter for Humanities Washington, for which she routed a copy. The Prime Time Family Reading program was also mentioned.

FISCAL

Revenue and Expenditure Statement through February 28, 2014.

Fund 001

Revenues	\$ 10,483,369
Expenditures	\$ 2,094,058
Ending Fund Balance	\$ 12,321,982
Fund Budget Expended	18.60%

Chief Financial Officer Bill Sargent pointed out a new format he will continue to use for future financial reports. At the April meeting, he will present background supporting a recommendation to transition District accounting practices to a cash basis to streamline budgeting operations. Ms. Ledebor noted there are libraries with larger budgets using this format with success. Mr. Sargent announced his retirement from the District before the end of this year.

SPOTLIGHT ARGONNE LIBRARY

Library Supervisor Pat Davis and Librarian Kelsey Hudson reported on Argonne Library (AR), its history and the community it serves. Ms. Davis noted AR's 4.95 FTE staff provides service to members from Millwood and those living north of Spokane River from Argonne to Sullivan for a total of 54 hours over six days a week. New books and DVDs are this community's most popular checkouts. Ms. Davis highlighted activities held at the library in support of service priorities/goals since the first of the year. There were 14 Storytimes, two Early Learning workshops, 14 Explore and Discover programs, and five exams proctored. To develop young learners, there are an average of 35 participants weekly at Storytimes, with attendance as high as 57. Interactive discovery stations include a block table and "love, talk, play" shelving, with different activities and a coloring station, both popular and often used by young members. So far this year, seven outreach Storytimes were held at daycares, and Library Services Manager Mary Ellen Braks presented two Early Learning workshops for parents at Millwood Early Childhood Education and Assistance Program. The second area of focus, explore and discover, included six class tours with database demonstrations, two school visits by Ms. Hudson, three adult programs, three Kid's Explore and Discover Club, and a highly successful Lego Build Day, with over 350 participants. To support job seekers and local businesses, exams were proctored and local businesses provided programming. Use of meeting rooms has increased by 58% over five years. One of AR's goals is to increase partnerships with local businesses and experts for future programming. To connect with communities, AR participates in the West Valley SCOPE Parade, offers Food for Fines, and has hosted a Teddy Bear Drive collection box in support of an Early Childhood Education project and monthly displays of art from West Valley School District students. AR's goal is to continue to develop relationships and collaborate with area schools, service clubs and Millwood City Council. Additional programming goals include the Centennial Trail Series, DIY, financial planning, Millwood history and Lego Club. Based on Community Connect data and AR's demographic profile, the thematic statement for this community library is Your Path to the Future. In response to a Trustee's question, Ms. Davis said even in light of expanded Hillyard Library hours effective January 2014, residents continue to visit. Mr. Hattenburg expressed on behalf of the board how much they enjoy sharing with the community all the amazing work of libraries.

OVERVIEW ONLINE LEARNING

Virtual Services Manager Carlie Hoffman and librarians Diane Brown and Cindy Ulrey presented an overview of District online learning resources. Digital resources have been increasing, with many added in the past year. All are well received by members, though year over year comparisons are not yet available. Ms. Hoffman introduced CrowdCourse, brief and self-paced training sessions created by librarians in partnership with local experts. This is one of our first efforts at offering locally created educational content. Librarian Diane Brown presented Microsoft IT Academy courses funded by the Legislature, available for free to residents throughout Washington State. It is a great source for becoming more proficient on new equipment and software. Certificates of completion can be earned as well. Learn4Life offers free professional or personal development interactive courses. Courses run for approximately six weeks and new sessions begin each month. Ms. Brown noted District staff enrolled in grant-writing courses through this source. Ms. Hoffman said some of the most avid users enroll for certification in various health and technical courses. The Testing and Education Reference Center has all the up-to-date information and study guides needed for tests (SAT, GED, GRE, GMAT and LSAT, among others) and employment prep of all kinds, and allows access from home with a library card. Librarian Cindy Ulrey presented Pronunciator, an interactive self-paced training source for 80 languages, with unique features, such as flash cards, music, movies, poetry translation, interview questions and downloadable phrase books. Ms. Ulrey also presented Brainfuse tutoring products and services, which includes HelpNow and JobNow. With a library card, anyone can chat with a tutor, or join an online forum with other students to work on a group project from a library or home. The COMPASS placement exam is offered as well, the same exam used by Community Colleges of Spokane. In response to Mr. Hattenburg's question, Ms. Ulrey, who has presented this material to teachers, said the online homework help is particularly valued. Trustees expressed astonishment over the myriad sources of online help available to support students and the regional workforce.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:21 p.m.


Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

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 March 31, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$834,663.87 and that we are authorized to authenticate and certify these claims.

DATE: April 1, 2014

SIGNED 

TITLE: CHIEF FINANCIAL OFFICER

SIGNED 

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
045779	AVISTA UTILITIES	\$ 5,331.24
045780	BAKER AND TAYLOR INC.	42.43
045781	CLASSIC VENTURES LTD	38.03
045782	BUDGET-RENT-A-CAR	46.54
045783	CONSOLIDATED ELECTRICAL DIST.	26.35
045784	CENTURYLINK	82.04
045785	CENTURYLINK	144.89
045786	CENTURYLINK	91.01
045787	CITY OF SPOKANE	251.82
045788	CITY OF AIRWAY HEIGHTS	130.49
045789	CITY OF DEER PARK	67.37
045790	DIVCO INCORPORATED	1,340.27
045791	EBSCO INDUSTRIES, INC.	5.98
045792	FINDAWAY WORLD, LLC	358.64
045793	ANDREA A. FITZSIMMONS	170.00
045794	FRONTIER COMMUNICATION	405.00
045795	GALE/CENAGE LEARNING	589.46
045796	GREATER SPOKANE VALLEY CHAMBER	275.00
045797	GREENLEAF LANDSCAPING, INC.	4,708.30
045798	H&H BUSINESS SYSTEMS, INC.	1,324.57
045799	INGRAM DISTRIBUTION GROUP, INC	7,963.75
045800	IT1 SOURCE	8,036.74
045801	KENT ADHESIVE PRODUCTS CO.	756.86
045802	MIDWEST TAPE	5,428.73
045803	OFFICE DEPOT	95.92
045804	OVERDRIVE, INC.	5,829.37
045805	PARAGON MOTOR CLUB	389.85
045806	DEPT OF RETIREMENT SYSTEMS	603.81

045807	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	234.14
045808	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,544.00
045809	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH	78.10
045810	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	206.85
045811	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	23.40
045812	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
045813	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	58.48
045814	TANTOR MEDIA	LIBRARY MATERIALS	68.97
045815	RACHEL TUPPER	LIBRARY PROGRAMS	750.00
045816	U.S. BANK	H S A ACCOUNT EXPENSES	81.00
045817	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	670.23
045818	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,921.44
045819	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	30,923.01
045820	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
045821	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
045822	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	56.00
045823	APS, INC.	EQUIPMENT REPAIR & MAINTENANCE	157.62
045824	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	66,115.69
045825	AVISTA UTILITIES	UTILITIES	3,441.07
045826	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,055.60
045827	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
045828	CENTURYLINK	DATA COMMUNICATIONS	1,999.20
045829	CENTURYLINK	TELEPHONE	87.10
045830	JOURNAL NEWS PUB., INC. D.B.A.	LIBRARY MATERIALS	24.00
045831	CHEVRON U.S.A. INC.	VEHICLE FUEL	51.02
045832	CITY OF CHENEY	UTILITIES	660.99
045833	CRAIG BARNETT	LIBRARY MATERIALS	114.40
045834	CITY OF MEDICAL LAKE	UTILITIES	156.82
045835	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	59.07
045836	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,230.00
045837	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	2,020.66
045838	EARTHWORKS RECYCLING,INC	UTILITIES	156.50
045839	EMPIRE DISPOSAL INC.	UTILITIES	18.81
045840	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
045841	GALE/CENAGE LEARNING	LIBRARY MATERIALS	689.33
045842	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	165.27
045843	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,008.73
045844	INLAND POWER AND LIGHT	UTILITIES	618.40
045845	WEST PLAINS BEEKEEPERS ASSOC	LIBRARY PROGRAMS	300.00
045846	MIDWEST TAPE	LIBRARY MATERIALS	6,849.33
045847	MODERN ELECTRIC WATER COMPANY	UTILITIES	2,283.67
045848	MOORE WALLACE	OFFICE/LIBRARY SUPPLIES	803.66
045849	OCLC, INC.	LIBRARY MATERIALS	2,921.11
045850	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	112.39
045851	OVERDRIVE, INC.	LIBRARY MATERIALS	9,796.87
045852	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	189.12
045853	PRESSWORKS	PRINTING	2,773.22

045854	QWEST CORPORATION	DATA COMMUNICATIONS	2,071.38
045855	RECORDED BOOKS, LLC	LIBRARY MATERIALS	178.70
045856	SIRSIDYNIX	SOFTWARE SUPPORT	4,660.60
045857	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
045858	TOWN OF FAIRFIELD	UTILITIES	153.80
045859	UPS	FREIGHT	36.52
045860	VERIZON WIRELESS	TELEPHONE	276.08
045861	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	716.38
045862	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
045863	CHARLIE WILLIAMS	LIBRARY PROGRAMS	100.00
045864	AMPLIFY INC.	LIBRARY PROGRAMS	4,000.00
045865	APPLE COMPUTER, INC.	D. P. HARDWARE & SOFTWARE	7,648.14
045866	AVISTA UTILITIES	UTILITIES	1,622.22
045867	CORNERSTONE ASSOCIATES	BOOK BINDING	42.00
045868	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	82.83
045869	STEVEN BARCLAY AGENCY	LIBRARY PROGRAMS	284.00
045870	BLACK BOX NETWORK SERVICES	EQUIPMENT REPAIR & MAINTENANCE	519.75
045871	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	32.59
045872	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	200.11
045873	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	325.00
045874	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	907.14
045875	CENTURYLINK	TELEPHONE	90.51
045876	CENTURYLINK	TELEPHONE	34.73
045877	CENTURYLINK	TELEPHONE	59.85
045878	CENTURYLINK	TELEPHONE	91.01
045879	CENTURYLINK	TELEPHONE	130.63
045880	CENTURYLINK	DATA COMMUNICATIONS	9,219.04
045881	CITY OF AIRWAY HEIGHTS	LAND LEASE	10.00
045882	COEUR D'ALENE PRESS	LIBRARY MATERIALS	312.00
045883	COLE INFORMATION	LIBRARY MATERIALS	1,954.40
045884	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	254.02
045885	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	697.81
045886	GALE/CENAGE LEARNING	LIBRARY MATERIALS	839.06
045887	GREATER SPOKANE INCORPORATED	DUES & MEMBERSHIPS	425.00
045888	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,827.14
045889	INTEGRA	DATA COMMUNICATIONS	2,233.13
045890	INLAND POWER AND LIGHT	UTILITIES	303.73
045891	TERRY JORDAHL	LIBRARY PROGRAMS	100.00
045892	MIDWEST TAPE	LIBRARY MATERIALS	6,176.48
045893	NEW YORK TIMES	LIBRARY MATERIALS	68.80
045894	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	108.60
045895	DEPT OF RETIREMENT SYSTEMS	FICA ADMINISTRATIVE FEES	35.92
045896	PRESSWORKS	PRINTING	232.62
045897	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,129.04
045898	RECORDED BOOKS, LLC	LIBRARY MATERIALS	567.80
045899	STATE AUDITOR'S OFFICE	AUDIT FEES	2,800.60
045900	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	127.25

045901	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	521.44
045902	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,933.98
045903	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,470.88
045904	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
045905	ALLIED SAFE & VAULT CO, INC.	BUILDING REPAIR & MAINTENANCE	123.92
045906	AVISTA UTILITIES	UTILITIES	896.85
045907	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	175.49
045908	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	99.68
045909	CENTURYLINK	TELEPHONE	42.28
045910	CENTURYLINK	TELEPHONE	42.06
045911	CUSTOM ECO FRIENDLY	MERCHANDISE - TOTE BAGS	5,190.00
045912	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	628.29
045913	STATE OF WASHINGTON	LEASEHOLD EXCISE TAXES	290.16
045914	FRONTIER COMMUNICATION	TELEPHONE	107.60
045915	GALE/CENAGE LEARNING	LIBRARY MATERIALS	245.78
045916	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	24.79
045917	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	25.00
045918	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,046.26
045919	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	139.50
045920	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	2,793.90
045921	KNOWLEDGENET	TRAINING & TRAVEL	2,990.00
045922	MIDWEST TAPE	LIBRARY MATERIALS	3,018.57
045923	OPTO INTERNATIONAL, INC	FURNITURE, FIXTURES & EQUIPMENT	673.00
045924	OVERDRIVE, INC.	LIBRARY MATERIALS	10,002.89
045925	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,394.05
045926	RECORDED BOOKS, LLC	LIBRARY MATERIALS	97.99
045927	RICH'S BUSINESS DIRECTORIES	LIBRARY MATERIALS	348.00
045928	SOFTWARE.HARDWARE.INTEGRATION	D. P. HARDWARE & SOFTWARE	1,436.43
045929	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	191.71
045930	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES	243.00
045931	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	57.50
045932	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEES	3,058.20
045933	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,294.49
W00169	US BANK	H S A CONTRIBUTIONS	1,666.22
W00170	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	54,660.46
W00171	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	730.86
W00172	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,094.42
W00173	US BANK	H S A CONTRIBUTIONS	1,666.22

Total Non-Payroll General Operating Fund **\$ 482,853.17**

PAYROLL VOUCHERS

03102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 162,151.40
03252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>172,204.84</u>

Total Payroll General Operating Fund \$ 334,356.24

TOTAL GENERAL OPERATING FUND \$ 817,209.41

CAPITAL PROJECTS FUND

009522	WALTS MAILING SERVICE	SV LCFA INFORMATION	\$ 10,953.24
009523	CITY OF SPOKANE VALLEY	SURVEY SERVICES	4,675.00
009524	SPOKANE COUNTY TREASURER	GIS INFORMATION	93.00
009525	WALTS MAILING SERVICE	SV LCFA INFORMATION	1,604.68
009526	STANDARD DIGITAL PRINT CO, INC	SV LCFA INFORMATION	<u>128.54</u>

TOTAL CAPITAL PROJECTS FUND \$ 17,454.46

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

	<u>Card Category</u>	<u>Amount</u>
General Purchases		\$8,030.10
Maintenance		1,245.93
Travel		1,127.04
Acquisitions		1,733.55
Information Technolgy		157.87
Total Purchases		<u><u>\$12,294.49</u></u>

2014 Bond Election Update

In March we continued to provide information about the upcoming bond issue and the three library projects that would be funded if approved by voters. We held open houses at Argonne Library, Greenacres Middle School and Spokane Valley Library. Communication and Development Officer made presentations to the Sunrise Rotary, East Spokane Rotary and CenterPlace Senior Center. She was also invited to present information to the McDonald Elementary Parent/Teachers Organization.

Based on feedback from residents, a sign was placed on the Conklin property to let residents know that the District still owns this property. As we shared information about the three projects, it was clear that people did not know where the proposed library on Conklin Road would be built. Many residents are new to the area and were not aware that the District owned property at this location.

The Spokesman-Review sent a reporter and photographer to the open house at Spokane Valley Library. The article ran on Saturday, March 30, 2014, in the Valley Voice section. The Journal of Business printed an editorial supporting the bond issue in its March 27, 2014 edition. The April issue of The Current included several stories about SCLD, including the upcoming Food for Fines week. The Citizens for Valley Libraries paid for an advertisement in the April issue of The Current and a letter to the editor from the president of this group was also published.

Ballots were mailed the first week of April and results are expected to be announced April 22, 2014 or shortly after.

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

Autism Society of Washington Spokane Chapter Presentation

BACKGROUND

In recognition of National Autism Awareness Month, representatives of the Autism Society of Washington Spokane Chapter will join the meeting to present a donation check to the Library District. The purpose of the donation is for acquisition of additional materials on autism spectrum disorders for library members' use.

Recommended Action: Move to accept the donation of behalf of SCLD for the acquisition of library materials to support additional materials on autism spectrum disorders.

SAO Audit Recommendation

BACKGROUND

The State Auditors performed a financial audit and an accountability audit covering the fiscal years ending in 2011 and 2012. The team that worked with SCLD included Jennifer Seeman, Joel Gilrein, and Debbie Pennick. An exit interview to review their recommendations was held Monday, March 24. Board Chair Tim Hattenburg and Trustee John Craig attended the exit interview, along with Chief Financial Officer Bill Sargent and Executive Director Nancy Ledebor.

Overall the auditors issued an “unmodified opinion,” stating that all funds are accounted for and the District’s financial status is sound. During the process they identified two errors that were corrected. The first dealt with the purchase of the Sprague Avenue property. Since the title did not transfer to the District until January 2014, the financial statements were corrected to reflect that the asset was not yet held by the District. The second was corrected for the manner in which we accounted for capital assets after lowering the threshold for identifying capital assets.

While acknowledging that all District funds are accounted for, the auditors took issue with the manner in which financial statements were prepared. According to their interpretation, revenues were accounted for on a cash basis, and expenditures were accounted for on a modified-accrual basis. They did not approve of this inconsistency and also pointed out other minor errors.

Based upon the exit interview, we looked at the advantage of moving to the cash basis for financial statements. The submittal requirements are much simpler and there are templates for submitting notes. Many library districts in Washington use the cash basis, including Timberland, Pierce County and Sno-Isle. Chief Financial Officer Bill Sargent and I met with two accounting firms to discuss their qualifications in government accounting.

Since the State Auditor performs all the audits for government entities, not all firms in Washington have expertise in this area. Should the Board approve the recommendation to use the cash basis for financial statements, we will hire an accounting firm to review the conversion. We want an independent review to ensure that the 2013 ending year statements meet audit requirements. We are also seeking a firm to assist with the transition at the end of the year in the event that Mr. Sargent retires. If that event occurs, the firm that assists us now will provide continuity as a new CFO comes on board.

Official audit reports for SCLD are available on the Washington State Auditor’s website, sao.wa.gov. Choose “Search Reports.” SCLD report numbers are 1011557 and 1011558.

Recommended Action: Move to authorize the CFO to submit 2013 financial statements using cash-basis accounting. Move to authorize the Executive Director to enter into an agreement for professional services with an accounting firm to assist in the transition to cash-basis accounting and to provide additional services that may be needed at the end of the year.

FUTURE BOARD MEETING TENTATIVE AGENDAS: MAY-JUNE 2014

May 20, 2014: Cheney Library (4:00 p.m.) Date and location tentative

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

- BT Summer Meeting Schedule
- Bond Election Recap
- Personnel and Public Art in District Facilities Policies
- Library Spotlight – Cheney Library
- Overview – Single Service Desk
- Executive Session - Review Performance of Public Employee

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, May 6, for inclusion in the preliminary agenda to be sent May 7. Meeting packets will be mailed May 14.

June 17, 2014: Fairfield Library (4:00 p.m.)

- Architectural Firm selection (tentative)
- Computer Software Control, Membership Privileges and Responsibilities Policies
- Financial Forecast
- Library Spotlight – Fairfield Library
- Overview – Washington State Retirement System

SPECIAL MEETINGS AND ACTIVITIES

- | | |
|-----------------------|--|
| April 11 | Hope in Hard Times Opening Reception (NS Library, 7-9pm) |
| April 26 (Sat) | Second Annual Friends Helping Friends Day (SV Library, 9:00 a.m.-noon) |
| April 30-May 2 | WLA Conference 2014 (Coast Wenatchee Center Hotel) |
| September 26 | Staff Training & Development Day (CenterPlace, Spokane Valley) |

MAY 2014 MEETING DATE/LOCATION**Background:**

Deputy Director Patrick Roewe was informed Friday, April 4, that SCLD was selected among a highly competitive pool of applicants to be one of 10 libraries to participate in ALA's Libraries Transforming Communities (LTC) initiative as part of the LTC Public Innovators Cohort.

LTC is an ALA initiative created to support library-led community engagement and innovation, made possible through a \$1.5 million grant from the Bill & Melinda Gates Foundation. The District is honored to have been selected to participate and looks forward to working on this challenging and exciting initiative.

The first training lab will be held in Denver, CO, May 19-22, for which two of the five SCLD participants include Executive Director Nancy Ledeboer and Deputy Director Patrick Roewe. Because this training falls on the same date as the Board of Trustees meeting originally scheduled for May 20, the recommendation is to change the meeting location to Airway Heights Library and meet on Tuesday, May 27. Other options are available and will be open for discussion at the meeting, if necessary.

Recommended Action: Motion to revise the Board of Trustees' meeting schedule and select a new date and/or location for the May 2014 meeting.

EXECUTIVE DIRECTOR'S REPORT MARCH 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

- Work has commenced for the potential conversion of the District's financial records from "modified accrual" to the "cash basis" of accounting. The conversion project is currently being conducted on a "test company" and includes both 2013 and the first quarter of 2014. Pending Board approval to the conversion to the cash basis, the appropriate adjustment entries will be copied from the cash basis into the District's official accounting records. Local public accounting firms were interviewed, and one of the firms will be hired to review and report on the validity of the required accounting adjustments needed to accomplish the conversion to the cash basis. The May 2014 reports will be reflective of the new basis of accounting. As a point of information, the District's budget formulation and review process, along with the internal management reports, will not be impacted by the change in accounting methods.
- The process has started for preparing the District's 2013 financial statements. The statements need to be completed and filed with the State Auditor's Office by May 30, 2014.
- The 2011–2012 audit fieldwork and exit meeting have been completed, with formal audit reports published in early April 2014. A separate report on the audit will be presented to the Board.

Human Resources (Paul Eichenberg)

- The 2013 PLDS annual survey was completed March 7. The usual deadline is March 31; however, we were asked to complete the survey by March 7 to make our statistics available along with other libraries for the PLA Conference. Staff from IT, Collection Services, Public Services, the Administrative Assistant and other Administrative Offices staff contributed to ensure the information was submitted accurately and on time.
- Friday, March 21, 2014, at approximately 9:00 pm, the HR Analyst received information that the Pasadena Parks Water System, which encompasses the homes and businesses north of the Spokane River, Argonne Library included, was contaminated with E. coli. She notified appropriate staff including the Executive Director, Facilities Manager and Argonne Library staff. Sinks and water fountains were turned off and signs were posted to notify the public that the water was not safe to drink. Bottled water was provided for staff use. We received notification on the following Friday that the water was safe to drink. This was a team effort to address an unexpected situation.

Information Technology (Priscilla Ice)

- Our Network Administrator spent many nights during March working on issues related to the performance of our storage area network. Dell engineers were available at night when the work would not be as much of an inconvenience to staff or members.
- Routine desktop computer maintenance included switching the public computers to daylight savings time. These switches need to be done spring and fall on the computers which are locked down and reset between each user. Routine computer maintenance is now done on Sunday mornings.
- The replacement schedule this year includes replacing several laptops. We began testing the Microsoft Surface Pro 2 as a laptop and desktop replacement and purchased five in all. Several

staff members who need a portable device will use them. The laptops being replaced are still in good shape, even at five years old, so they will be assigned to libraries and used for programs. All of the libraries already have projectors.

- New iPads were ordered and distributed to several staff members. Their old iPads will be part of a project to provide iPads for in-library use by parents and their young children.
- Our Data and Web Services Administrator created a new Communications Request Form and database to help streamline submitting communications and graphics requests.
- After completing the above project, the same staff member began developing a new method for capturing usage statistics on Internet Station use. The statistics will help us know when the computers are busiest and which installed tools are used the most. We'll use the information to improve the offerings on the Internet Station.
- He also added "How-to" videos produced by Public Services staff to our website.
- Routine server updates included beginning to move some servers to Windows Server 2012.
- We continued to support the move to single service desks with further telephone changes for NS as they adapt to the new arrangement.
- We filed for E-rate reimbursement funds shortly after the last board meeting and have found that our application was already being reviewed before the March 26 deadline. We have typically gotten approval well after the start of the new E-rate year (July 1), so this was a surprise.
- Our IT technician created two tools to help Public Services staff handle little glitches independently. This makes it possible to resolve an issue for a member more quickly. These two tools relate to use of the Internet computers and printing.

Collection Services (Andrea Sharps)

- We ordered 1,978 titles and 5,834 copies in March. This is up from last month.
- We processed, added to the system, and sent out to the libraries 5,570 items in March. This is down a little from last month.
- Downloadable lending through OverDrive was up in March from February. A total of 26,440 audiobook, eBook and music items circulated in March. Members placed a total of 9,166 holds, and there were 3,964 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its second full month of service in March. A total of 1,071 titles including movies (568), full-length albums (316) and television shows (187) circulated in that period for a combined cost of \$2,083 and an average cost per circulation of \$1.95. A total of 163 new patrons registered in March.
- We loaned 344 items to other libraries and borrowed 489 items from other libraries for 833 total Interlibrary Loan transactions processed in March.
- On March 3, we changed our Interlibrary Loan practices to allow for lending and borrowing of physical audiovisual materials including audiobooks, videorecordings, and music and spoken word compact discs. This change is going very well, and we are borrowing many items requested by our members which previously we would have had to decline. Our Interlibrary Loan Clerk reports that we loaned 41 non-print items and borrowed 88 non-print items in March.

Executive Director Report & Community Activities (Nancy Ledeboer)

Early childhood education in Spokane County was the topic at the GSI K-12 Roundtable in March. It was reassuring to hear SCLD's efforts are considered an integral part of early learning in Spokane. **Kathy Thamm**, Executive Director of Community-Minded Enterprises, shared information about the formal

learning opportunities that serve approximately 40% of children, and information opportunities that serve over 64% of children. Libraries are recognized for the important role we play in working with “friends, family and neighbors” to prepare young children for school. **Sally Pritchard** from United Way talked about the various ways the community supports early learning. Spokane has one of the oldest early learning coalitions that began even before the state’s Department of Early Learning helped to create the ten coalitions across the state. Coalitions are engaged in creating a smooth transition between preschool and kindergarten and they place a high emphasis on quality care. SCLD staff has been actively involved in the Inland Northwest Early Learning Coalition and is seen as valued partners.

GSI also hosted a forum at the Spokane Valley Tech Center with Dr. Gene Sharratt, Executive Director of the Washington State Student Achievement Council, [wsac.wa.gov/state-work-study](http://www.wsac.wa.gov/state-work-study). He shared the Council’s newly adopted plan, “The Roadmap: A Plan to Increase Educational Attainment in Washington,” <http://www.wsac.wa.gov/the-roadmap>. SCLD is highly involved in helping students start school ready to learn and there may be other ways to support this ambitious plan. The goal of increasing educational attainment in Spokane continues to emerge as business, education and government work on economic development strategies.

Commissioner Al French was the speaker at the Valley Chamber Government Action Committee. His talk focused on the West Plains and efforts to bring several new businesses to the area. The hope is to create a hub for aeronautics that will bring well-paying jobs to Spokane. He also addressed issues concerning Fairchild Air Force Base and potential closures. Following shortly after his presentation, The Spokesman-Review reported on the addition of a new steel manufacturing company that will be locating near the airport.

I met with **Albert Tripp**, Airway Heights City Manager, to discuss their plans for a future community center. The city is interested in providing residents with a recreation center to provide a place for people of all ages to engage. The City Council is looking at several possible locations with the desire of purchasing land by the end of 2014. The next steps would be to seek funding from tax-payers and begin the design/build process. While this is still out in the future, it could impact plans for the Airway Heights Library. I did indicate that we do not have any plans to expand the current building unless the voters of Airway Heights were able to vote and help pay for the expansion. If City Hall moves its offices to a new location it would potentially open up space adjacent to the current library for an expansion. There might also be a possibility of building a new library on the campus of the new community center. Mr. Tripp indicated the City Council is happy with the contract arrangement. He understands that the District would be reluctant to make a significant capital investment in expanding the library without voter approval through an annexation and bond issue.

The Director for Region 10 of the Department of Health and Human Services, **Susan Johnson**, was visiting Spokane. She specifically asked her tour guides to arrange a meeting with library staff so that she could hear about our efforts to assist people in signing up for the Washington Health Benefit Exchange. **Aileen Luppert, Stacy Goddard, Kathryn Illback and Julianne Turner** shared their experiences offering assistance. Our partners from Community-Minded Enterprises and Empire Health Foundation expressed their appreciation for the library’s role. We reached many families and individuals that were not served by other health and social service agencies offering this assistance. I learned that apparently there are insurance brokers attempting to offer assistance at a much higher rate of cost to people who may not understand the difference between the Health Exchange and a commercial insurance broker.

Chief Human Resources Officer **Paul Eichenberg** and I met with Tammy Brown from Goodwill and a concerned parent to discuss employment opportunities at SCLD. We hope to work with Goodwill in the future if they identify potential candidates who can perform the work according to our job descriptions. Goodwill's overall goal in Spokane County is to assist workers in finding independent community-based employment. Toward that end, they offer job coaching to their clients who secure positions, and they work with employers to help clients succeed in meeting job expectations.

We concluded the second module of the Innovation Initiative by holding a meeting with participants. The second module has focused on putting ideas into practice. Each participant was assigned to a library team with the goal of developing an innovative service or program that could be implemented with a budget of \$600. Each project was to fulfill one or more of the Community Impact Plan goals and objectives, involve at least one community partner and identify the audience to be served. Teams shared their ideas with the group and there was follow-up discussion on what type of support will be needed as we move forward implementing new ideas. Communication and coordination are keys to successful implementation. Several ideas may be replicated or expanded to include more libraries over time.

Secretary of State Kim Wyman held a Community Advisory Committee meeting. I was honored to represent libraries in the group of active Spokane representatives. The committee included representatives from higher education, business, media, and local government. Ms. Wyman intends to hold similar meetings several times a year. She is looking for regional insights and suggestions and will use these meetings to communicate her priorities for the Office of the Secretary of State. She spent a bit of time reviewing the Heritage Fund and how it has been used for other purposes and can no longer support the original intention of building a new Archive and State Library building. This is of concern as space is running out and there are no plans on how to proceed in managing and maintaining these important records.

I served on a community member panel for East Valley High School seniors presenting their senior projects. As a part of the graduation requirement at EVHS, students put together a personal story and present research on a career that includes their plan for pursuing a career upon graduation. For many students this involves job shadowing, researching educational requirements and presenting their resume and college applications. This opportunity provided me with new insights on how our library resources can be used by students to complete this important graduation requirement. The other community member on my panel was Tim Moran, CEO of Valley Hospital. I attended one of the annual community information meetings in which Mr. Moran described the vision for Valley Hospital and its efforts to provide safe, high quality care for Valley residents.

In support of the bond issues, I met with **David Wasson**, Spokesman-Review reporter. Mr. Wasson also interviewed staff at Spokane Valley Library, people using the library and **Rick Lloyd** from Citizens for Valley Libraries. The article appeared in the Valley Voice on Saturday, March 30. We held three informational open houses and invited the public to attend and discuss the proposed projects.

Other meetings attended included the monthly meeting of Executive Women International (EWI). Three firms made presentations at its March meeting. Greenleaf Landscaping, which currently has the contract for landscape services at SCLD, provided information about its efforts toward "green" services for which I was impressed. The Better Business Bureau provided information about its educational classes to help prevent scams. Hopefully, we can invite them to present programs at libraries in the future. Planet

Beach Contempo Spa was the third firm. There was an after-hours meet and greet with local vendors held at Dishman Dodge. In addition, I attended my first STEM Network Executive Board meeting.

Chief Financial Officer **Bill Sargent** and I met with State Auditor's Office representatives, **Jennifer Seaman** and **Debbie Pennick**, to conduct the exit interview for the 2011 and 2012 audit. **Board Chair Tim Hattenburg** and **Trustee John Craig** were also in attendance. The audit report found that all funds are accounted for and they will issue an unmodified opinion. The auditors recommended that we move to an annual audit for the financial statements and that we provide greater oversight on the preparation of financial statements. Given that Mr. Sargent has stated his intention to retire later this year, this is an opportune time to secure professional services to provide continuity as we transition this key position. We interviewed two local accounting firms that have the capacity to assist us during this transition. We will bring a recommendation to the board at the April meeting to address recommendations in the audit report.

Communication and Development Officer **Jane Baker** and I attended the Otis Orchards and Deer Park Friends meetings. This was an opportunity to share information about the bond issue with the Otis Orchard Friends. They were concerned about increasing hours at Otis and did not realize bond funds are for capital improvements and cannot be used for operating costs. We were also able to brief the Deer Park Friends on the bond issue. While they will not be asked to vote on this funding issue, it is important for them to understand why the Board determined to move forward with a Library Capital Facilities Area and not a district-wide bond issue. We invited members of both groups to attend the Friends Helping Friends Day on Saturday, April 26, and shared information about the Hope in Hard Times exhibit programming in April. Each Friends group received a letter of appreciation in honor of their continued support along with a resolution approved by the Board of Trustees.

The District Memberships in Organizations policy was scheduled for review in April. It was last reviewed and reaffirmed by the Board of Trustees in April 2012, and upon recent review, it was determined that other than formatting, content changes were unnecessary. Thus, it will not be brought forward for Board review. It is the policy of SCLD to support through memberships those selected civic, business and library organizations whose purposes are consistent with the District's mission, values, and goals. The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

ITEM AND TITLE MONTHLY REPORT
March 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	188568	161987	350555		85320	49572	134892
Nonprint	58005	25191	83196		23684	6886	30570
Subtotal	246573	187178	433751		109004	56458	165462
Periodicals	11295	2102	13397		313	41	354
Total	257868	189280	447148		109317	56499	165816

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20528			17635
Licensed eBOOKS			3497			3497
Audiobooks			15287			12870
Digital music			1707			1707
OverDrive: Total			41019			35709
GRAND TOTAL			488167			201525

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	8542	5639	14181
Nonprint	2861	1137	3998
TOTAL	11403	6776	18179
DELETIONS			
Print	7916	4907	12823
Nonprint	1513	807	2320
TOTAL	9429	5714	15143

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	626	732	1358
Nonprint	1348	330	1678
Periodicals	-1470	-115	-1585

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

Public Services Report March 2014

In-Library Circulation

Circulation at the libraries in March saw a slight decline from the same month in 2013 (-1.73%) and 2014 Y-T-D is also down (-3.15%). Through the first three months of the year, 520,790 items have checked out of the libraries, 16,925 fewer than the same period last year (537,715). Fairfield (+33%) experienced the most significant increase, while Otis Orchards was down -8%.

Use of the Self-checkout stations accounted for 53% of all circulation in the libraries, up 8% from March 2013. More than half of in-library circulation at North Spokane (60%), and Spokane Valley (72%) came through the checkout stations, while most members at Cheney (25%) and Deer Park (24%) show a preference for staff-assisted checkout.

2014 Measures at a Glance

- Door count through the first quarter of the year (341,515) is up slightly from the same period in 2013 (336,537; 1%)
- Programming attendance (17,171) is up 4% compared to last year (16,484), although the number of offerings was up just 2%.
- Total software station bookings are also up when compared to 2013. (+11%).

-Selected Self-Service Activity

	2014			2013			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	239,229		685,506	234,545		680,676	4,684		4,830
Self-Check	96168	45%	268,966	83,669	39%	243,926	12,499	7%	25,040
Digital Collection	27,511	11%	81,451	19,211	8%	58,194	8,300	3%	23,257
Total Holds	55,803		162,571	51,127		144,508	4,676		18,063
By Customer	38,570	69%	112,647	38,550	75%	105,878	20	-6%	6,769
Digital Collection	9,166	16%	26,738	5,681	11%	18,063	3,485	5%	8,675
Total Payments	\$24,511.21		\$72,984.07	\$22,754.82		\$69,850.62	\$1,756.39		\$3,133.45
Online	\$9,628.34	39%	\$27,885.92	\$8,082.33	36%	\$24,545.59	\$1,546.01	4%	\$3,340.33

Security Incident Reports

There were 22 Security Incident reports filed this month, seven less than last month (29) and one less than March 2013 (23). Deer Park had the most incidents reported (8). The most frequently reported incidents related to potential problems (9) and disruptive behavior (9).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, two requests to review websites being blocked were received by staff, one less than February 2014. Both sites were determined to be correctly categorized and filtered—one at the enhanced level, one at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- We presented one *Applying for Jobs Online: Basics* class in March. Although nine individuals registered for the class, only three people attended.

- We had 21 individuals register as new IT Academy users in March, down from February's 30. During the month, users enrolled in 31 new classes, also down from February's enrollment in 40 classes.
- North Spokane hosted the sixth (and final) in a series of informational sessions designed to provide information on Washington Health Plan Finder, for both individuals and small business owners. 11 people attended. We're already looking into scheduling a similar series this fall, to coincide with the next open enrollment period.
- We did 83 Book-a-Librarian (BaL) sessions this month throughout the district, up from February's 61 sessions.
- We proctored 32 exams this month throughout the district, up from February's 28.

Connect Communities:

- Requests for ACA Navigator assistance was back up in March, with our Navigator staff completing 119 individual appointments (compared to just 52 appointments in February). We expected this increase, as individuals realized they were pushing up against the open enrollment deadline (March 31). These interactions ranged from questions/issues that could be handled over the telephone, to walking someone through the site registration process, to more in-depth questions requiring research and follow up.
- On March 5, ACA Navigators Aileen Luppert, Aaron Miller and I helped staff a phone bank at KHQ, where the goal was answering ACA-related questions. Four other Navigators, from Community Minded Enterprises, rounded out the phone bank. For 90 minutes, we answered a variety of questions, and referred many individuals to our own library Navigators. Among Aileen, Aaron and I, we took 71 calls, and had about three dozen follow-ups to handle the next day. (Without on-site computer access, there weren't many things we could completely answer/handle over the phone.)
- In the midst of working with DSHS to help staff an upcoming April event in Airway Heights, Aileen received a short-notice invite for us to also participate in the Veteran's Resource Fair at Spokane Community College on March 12. While I staffed a table inside to particularly promote our digital resources, Aileen was out in the Mobile Community Services Office (CSO). The Mobile CSO allows DSHS to bring its services out into the community to reach people who might not have easy access to a traditional DSHS office. Aileen was able to sign up four individuals for Apple Health.
During the event, I made a connection with the woman in charge of the Mobile CSO, and found she was very interested in scheduling visits to several of our locations (particularly Deer Park and Fairfield) in the late summer/early fall. I'll be following up with her on this in the next few weeks.
- Librarians Michael Sierra, Michelle Booth, and Vanessa Strange attended one each of the four WorkSource weekly Biz Buzz meetings in March.
- I attended the monthly SCORE Chapter meeting, and am continuing to work with their workshops chair and vice president about bringing their workshop to our libraries. We're zeroing in on dates in September/October.
- Librarian Michelle Booth presented more detailed information on Microsoft IT Academy at the monthly WorkSource system meeting on March 28. She'd previously done a brief overview, and was asked for a more in-depth walk through of the program. Although the meeting was not as well-attended as previous months, WorkSource staff was very impressed with Microsoft IT Academy, and will be pointing their clients to it whenever appropriate.

Develop Young Learners (Mary Ellen Braks)

- We provided 103 storytimes to 3,289 children and families. Our average attendance per Play and Learn storytime was 32.
- We provided 63 out-of-library storytimes to 1094 children and providers at 30 child care facilities.
- Gwendolyn and I provided one STARS training this month at North Spokane called Science and Early Literacy. We had 32 child care providers attend.
- I provided a workshop on Love Talk Play for teen parents from the Young lives group in Medical Lake. We had an attendance of 21.
- I provided a workshop for the Parents as Teachers program from Children's Home Society. 19 attended the program. The meeting date had recently been changed so the leaders of the group were a little disappointed with the turnout. The families that came seemed to enjoy themselves. One dad was very excited to learn about our downloadable books.
- Christie Onzay and Sheri Boggs have begun to put together more toddler book bags. We had a member ask when we might be adding more subject areas, which was perfect timing.
- Rachel Edmondson has been working on a child care/preschool fair scheduled for May 19 at North Spokane Library. This will give parents a chance to talk to staff from the child cares at one time. The program will run from 10-2 and we have up to 10 child care centers participating as well as Early Achievers.

Connect Communities:

- I attended the Success by Six meeting at KHQ. The meeting consisted of all the organizations that attended giving an update on upcoming programs as well as a short presentation from Inland Northwest Baby. Their main goal is to provide diapers for those in need.
- I also attended the Inland Northwest Early Learning Alliance Action team meetings this month. Our focus this month was connecting with the Palouse Early Learning Coalition. The Palouse Coalition is part of the INWELA Coalition. The region we cover is very large and this breaks it down a bit. One of our goals in the grant from Thrive by Five is to connect with our Northern and Southern Rural areas. It was a productive meeting and the Palouse group was eager to work with us.
- I attended a work group with the Cradle to Career group on an early learning work plan with the INWELA action team. The group focused on Kindergarten Readiness for all children and narrowing down our Charter.
- I attended the Start Healthy, Start Now Coalition Meeting. This Community Momentum grant is led by the Inland Northwest Health Services. The grant has provided training for child care providers on healthy eating, trauma, and movement. Our Storytime staff went through the "Let's Move" training in December. We received an update on how many centers have participated in the various trainings. 45 centers have participated in the "Let's Move" training, 53 centers have participated in the "Let's Cook Training" and 126 centers have participated in the trauma trainings. Some of these trainings have taken place in our meeting rooms.
- Gwendolyn and I talked with Ellen Terry about the possibility of doing two Prime Time programs in the fall of 2014. We also had the opportunity to talk with Kay Lee Jake from Humanities Washington about a potential grant opportunity with Spokane Public Library to do more Prime Time Programs in 2015.
- We had a table at Baby Fair this year. We had a great time promoting our Baby Lapsit storytimes and talking about Love, Talk Play. We talked to about 400 people during the day.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- March kicked off with a snowstorm and a very successful Dr. Seuss Birthday Party at the Spokane Valley Library. 328 members participated in the 4-hour program that included celebrity readers Firefighter Mike, Spokane Valley Mayor Dean Grafos, Spokane Indians Mascot Otto, and the entire Lilac Princess Court. The Cat in the Hat and his minions, Thing 1 and Thing 2, were also on hand.
- Kids' Explore and Discover Club. This month 244 students participated in our *Kitchen Chemistry* programs. That's a substantial increase over February's attendance of 159. The Spokesman-Review feature story that highlighted our Kids Explore and Discover Clubs seems to have had a long lasting impact.
- Lego Build Day—178 kids and their families participated in the Airway Heights and Fairfield Lego Build Days.
- School Visits/Programs—241 students participated in a library tour or program in partnership with area schools:
 - Cindy Ulrey provided database demonstrations at Freeman Middle School to 69 students in three classes.
 - Otis Orchards Elementary 4th graders received a database demo, all 70 of them.
 - Orchard Center had 42 at their Title I night.
 - 60 attended the McDonald Elementary Title 1 Piggy and Elephant party.
- Primetime—Prime Time Family Reading finished at North Spokane, with 10 out of the 15 families finishing the entire program. 31 people attended the final night, and the kids were happy to receive a certificate and books from Humanities Washington. Storyteller Christie Onzay and Scholar Elizabeth Rubasky Roewe (from Gonzaga University) posed for pictures with the kids, and everyone was very appreciative of the program. We are working with Humanities Washington to have at least one session, if not two, of PrimeTime in the fall.

Tween/Teen Programs:

- During the month of February, 69 teens and tweens participated in one of the following programs in the library:
 - Anime—39 teens attended Anime club at Spokane Valley and North Spokane, a slight increase over last month's attendance of 36.
 - Tween Clubs—Spokane Valley and North Spokane had 6 and 14 at their clubs this month. That's an increase over last month, especially at North Spokane, where the cupcakes were the big draw.
 - 4 teens attended the live TWINE program at Spokane Valley, a decrease from February's attendance of 7.
 - 5 teens participated in Deer Park's monthly Game On program.
- Cindy Ulrey interacted with 13 tweens and teens at the Fairfield Community Center.

Adult Programs:

- Local outdoorsman and author Rich Landers presented on Day Hiking in Eastern Washington to 208 people (110 at North Spokane and 98 at Spokane Valley).
- Book Clubs—96 people attended one of the 9 book club programs this month in our libraries.
- Deer Park's Bluegrass program, featuring the Bluewater Strangers, had 32 in attendance.

- We offered three financial literacy programs this month, in partnership with both STCU and Thrivent Financial. 10 members attended the sessions, which covered Preventing Fraud and Identity Theft (STCU), and Retiring Wisely (Thrivent).
- 11 people attended the WA Health Benefit Forum at North Spokane.
- Spring is the time for gardening and we had 5 different gardening related programs as part of our ongoing Backyard Bounty Series, with 106 members in attendance. Topics included Beekeeping, Vegetable Gardening and Propagation.
- Both sessions of the “Selling Your Stuff Online” class filled up quickly, with 16 at North Spokane and 14 at Spokane Valley—prompting us to quickly schedule additional sessions for the month of April.

Connect Communities:

- After talking with Janice Marich of United Way, I set up a volunteer page for SCLD on the Volunteer Spokane page, <http://www.volunteerspokane.org/> with a request for volunteer docents at North Spokane for the Hope in Hard Times project.
- I met with Casey Andrews from Whitworth University to discuss final arrangements for the Timothy Egan presentation on April 13.
- I met with Whitworth professor Ann Teberg, and SFCC faculty Joan and Jim Becker about participating in next fall’s PrimeTime family reading program and upcoming training opportunity.
- I met with Jon Iverson, principal at Evergreen Elementary, to discuss his school’s participation in the next PrimeTime.
- I met with Brandon Newbill at CenterPlace to discuss the upcoming Overdrive Bookmobile visit.

Virtual Services (Carlie Hoffman)

- Pronunciator, a language learning digital resource, was made available to members.
- CrowdCourse, a digital resource that features lessons created by members, was made available to members.
- Virtual Services team member Diane created two videos, How to Get a Library Card and About My Account. I worked with Ven to add these videos to the Get Help page of the website.
- Trials and evaluations were completed for Business Source Complete, Hobbies & Crafts Reference Center, Home Improvement Reference Center, and Small Engine Repair Reference Center. These four digital resources were purchased along with NoveList K-8 for release to the public in April.
- I ordered DemographicsNow, a digital resource that features marketing information, for release to the public in April.
- Use of digital resources was up 10% in March from 34,063 uses in 2013 to 37,636 uses in 2014.
 - HelpNow increased by 232%, Biography in Context increased by 202%, Morningstar increased by 93%, and Opposing Viewpoints in Context increased by 91%.
 - Tumblebookcloud Jr. decreased by 66%, Testing and Education Reference Center decreased by 43%, and World Book Online decreased by 21%.

Connect Communities:

- I collaborated with Mark Pond of Spokane Public Library to outline a plan to create a joint business resources web page that would incorporate links to both library systems’ business resources. This web page would provide an easy-to-use access point for the Spokane city and county business communities.

Library Operations Managers (Judy Luck/Gina Rice)

Support Job Seekers and Local Businesses:

- Another SFCC student put in a couple of hours with NS staff to get a feel for the behind-the-scenes work routines of a public library. One of our PSAs assisted the tech-program student, showing him around and answering the packet of assigned questions. The SFCC student is an SCLD member who said he turned to library work when his first career as a trucker ended. His love of books and libraries drew him in.

Connect Communities:

- A call came in from a lady who had found one of our CD Audiobooks near a college where she worked—in Oregon. She offered to mail the item back to us but, at our suggestion, left it with a local library to send it on. We’re sure the member who paid for this item as lost was happy to know that the audiobook reappeared and is back in our system.

Explore and Discover:

- Annual *Confirmation of Services* letters were sent to the 46 facilities we visit monthly as part of our community outreach services. These facilities include senior retirement centers, assisted living facilities and adult care facilities, in addition to a “Meals on Wheels” lunch site and a low income apartment complex where school age children are our most regular visitors.

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2014	2013	1-yr ago	3-yrs ago	5-yrs ago	2014	2013	Diff
<u>AH</u>	6178	6107	1.16%	30.52%	32.01%	18200	17950	1.39%
<u>AR</u>	14091	15286	-7.82%	-4.59%	22.60%	41556	43966	-5.48%
<u>CH</u>	14139	13249	6.72%	-19.34%	1.56%	39988	40179	-0.48%
<u>DP</u>	13642	13953	-2.23%	-3.77%	2.60%	39193	41626	-5.84%
<u>FF</u>	1749	1312	33.31%	-19.26%	-24.90%	4841	3838	26.13%
<u>ML</u>	4919	4939	-0.40%	-12.72%	16.95%	13889	14668	-5.31%
<u>MP</u>	16563	17659	-6.21%	-5.17%	27.13%	47137	49994	-5.71%
<u>NS</u>	51089	53383	-4.30%	1.91%	17.28%	146369	153862	-4.87%
<u>OT</u>	6102	6703	-8.97%	-19.40%	2.29%	17627	20522	-14.11%
<u>SV</u>	53161	52276	1.69%	-2.25%	10.69%	151587	150736	0.56%
<u>I</u>	184867	181633	-1.73%	-3.37%	13.72%	520790	537715	-3.15%

BREAKOUT BY CHECKOUT METHOD							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	2824	371	2970	13	6178	906	7084
AR	8429	626	5004	32	14091	2113	16204
CH	10091	572	3467	9	14139	2107	16246
DP	9683	735	3192	32	13642	2014	15656
FF	952	74	721	2	1749	187	1936
ML	1791	215	2875	38	4919	672	5591
MP	9038	751	6749	25	16563	3066	19629
NS	18338	2255	30079	417	51089	9117	60206
OT	3549	222	2301	30	6102	1408	7510
SV	13026	1926	37878	331	53161	8092	61253
TOT*	77721	7747	95236	929	181633	29682	211315

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2983	48.28%	2367	38.76%	9.53%
AR	5036	35.74%	5172	33.83%	1.90%
CH	3476	24.58%	3242	24.47%	0.11%
DP	3224	23.63%	3618	25.93%	-2.30%
FF	723	41.34%	461	35.14%	6.20%
ML	2913	59.22%	2430	49.20%	10.02%
MP	6774	40.90%	6674	37.79%	3.10%
NS	30496	59.69%	29707	55.65%	4.04%
OT	2331	38.20%	2929	43.70%	-5.50%
SV	38209	71.87%	27069	51.78%	20.09%
TOTAL	96165	52.83%	83669	45.17%	7.66%

	Holds filled	% of circulation	% Difference 2013 to 2014	Holds filled	% of circulation
	March 2013			March 2014	
AH	1491	24.41%	-2.85%	1332	21.56%
AR	2907	19.02%	0.14%	2700	19.16%
CH	2807	21.19%	2.61%	3365	23.80%
DP	2559	18.34%	1.02%	2641	19.36%
FF	318	24.24%	4.41%	501	28.64%
ML	1012	20.49%	4.43%	1226	24.92%
MP	3980	22.54%	1.09%	3914	23.63%
NS	10294	19.28%	0.50%	10108	19.79%
OT	1878	28.02%	-0.44%	1683	27.58%
SV	10131	19.38%	-0.57%	9999	18.81%
Zsupport	1226		0.76%	1375	0.76%
Total	38603		0.50%	38844	21.34%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	119	1.93%	2491	40.32%	343	5.55%
AR	358	2.54%	4276	30.35%	1216	8.63%
CH	255	1.80%	4824	34.12%	792	5.60%
DP	273	2.00%	5206	38.16%	618	4.53%
FF	45	2.57%	613	35.05%	64	3.66%
ML	81	1.65%	1945	39.54%	280	5.69%
MP	258	1.56%	4577	27.63%	1168	7.05%
NS	870	1.70%	14463	28.31%	2942	5.76%
OT	147	2.41%	1981	32.46%	456	7.47%
SV	811	1.53%	15716	29.56%	3885	7.31%
TOTAL	3217	1.77%	56092	30.81%	11764	6.46%

New customer registrations			
	March 2013	March 2014	% Difference
AH	64	71	10.94%
AR	124	116	-6.45%
CH	93	100	7.53%
DP	69	108	56.52%
FF	9	3	-66.67%
ML	22	29	31.82%
MP	130	127	-2.31%
NS	286	328	14.69%
OT	43	40	-6.98%
SV	461	431	-6.51%
TOTAL	1301	1353	4.00%

March Cash Collections				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	\$9,887.30	\$10,199.24	\$311.94	3.15%
CHECK	\$4,785.19	\$3,103.15	-\$1,682.04	-35.15%
CREDIT	\$8,082.33	\$9,628.34	\$1,546.01	19.13%
TOTAL	\$22,754.82	\$22,930.73	\$175.91	0.77%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Play and Learn Storytimes averaged 26.25 people per storytime in March, which was a slight increase compared to the previous month (February: 23.5) and compared to the same month last year (March 2013: 25.5).
- An in-library Storytime was provided to both the morning and afternoon West Plains ECEAP classes, with a combined total attendance of 26.

Explore and Discover:

- Kid's Explore and Discover Club *Kitchen Chemistry* attracted 6 participants, a decrease of 2 compared to both the previous month as well as the same month last year.
- During their monthly field trip to the Airway Heights Library, Great Northern School District's 5th/6th grade students chose books related to the American Revolution to checkout after their classroom teacher and library staff facilitated a conversation identifying potential search terminology to use when searching the catalog and digital library resources.
- The Airway Heights Book Club, facilitated by Airway Heights community members, attracted a total of 5 participants.

Support Job Seekers and Local Businesses:

- Staff completed 2 proctoring sessions during the month for one student.

Connect Communities:

- I attended Ready for Kindergarten at Snowdon Elementary, speaking to a total of 32 parents about library programs and resources.
- I attended two Airway Heights Kiwanis meetings, one of which featured a guest speaker Chris Venne from Community Frameworks. Mr. Venne spoke about a joint project between Catholic Charities, Community Frameworks, and Habitat for Humanity to potentially build new housing in the Airway Heights community to provide an alternative for people currently residing in an area identified as *Fairchild's Accident Potential Zone II*.
- The meeting room was utilized a total of five times this month, an increase compare to only three times during the same month last year, but a decrease compared to the previous month (February: nine).
- The Sunset Art Wall featured watercolor and tissue paper cherry blossom pictures created by Ms. Hilton's 1st grade students.
- The display case featured LEGO creations that were constructed during our LEGO Build Day. The top of 11 shelf ranges were also filled with additional LEGO structures created during our Build Day.
- The Friends of Airway Heights Library facilitated a weekend book sale in the Airway Heights meeting room, netting approximately \$500 in profit.

Argonne: Pat Davis

Develop Young Learners:

- Storytime attendance averaged 33.75 compared to 29.25 last year.
- Our outreach storytime for Wishing Well daycare had an audience of 12.
- Our two Millwood ECEAP storytimes had an attendance of 52 at each session.

Explore and Discover:

- Kelsey visited the Orchard Center Title 1 school to promote library services to 42.
- Kids Explore and Discover Club had an attendance of 17.
- Retire Wisely attracted four.

Support Job Seekers and Local Businesses:

- We proctored three exams.
- We worked with an SFCC marketing class student who was seeking ways to connect a local business with the community for a class project.
- We had seven BaL and four ACA appointments.

Connect Communities:

- West Valley ECEAP contacted us about posting a flyer for its program registration.
- AR Friends met. Tim Hattenburg attended to recognize their accomplishments. Nancy Ledebouer also attended to provide factual information regarding upcoming bond.
- We had an art display from West Valley City School 5th-8th graders.
- Kelsey and I did the Argonne Library Spotlight at the Board of Trustees meeting.
- We received a call from a gentleman in Philadelphia. He found a set of keys at SeaTac with a library card attached and asked that we contact the member and give them his phone number so he could return the keys. We emailed the member and they were able to make arrangements for the return of the keys.
- Pat was "arrested" as part of the Muscular Dystrophy Association Valley Lockup. Several District staff helped raise her bail which was greatly appreciated.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance increased from an average of 15.6 in March 2013, to an average of 24 in March of 2014.
- Toddler Play and Learn attendance increased with an average attendance of 43.5 in March of 2014, compared to 41.75 in March of 2013.
- Preschool Play and Learn attendance decreased significantly from March of 2013, with an average attendance of 28 compared to 40.5.
- Giggling Guest Outreach attendance increased from a 13.1 average in March of 2013 to 15.4 available March of 2014.
- We participated in the Ready for Kindergarten Program held at Salnave Elementary with 43 parents in attendance.

Explore and Discover:

- We had 19 people in attendance for Kid's Explore and Discover Club *Kitchen Chemistry*.
- Our Friends of the Cheney Library book club featured "Nothing Daunted: The Unexpected Education of Two Society Girls in the West" by Dorothy Wickenden, with 11 in attendance.

Support Job Seekers and Local Businesses:

- We proctored 5 exams this month.
- We had 5 Book a Librarian sessions this month.

Connect Communities:

- 29 groups used our meeting room this month compared to last year's total of 24.
- Our art wall featured a collection of paintings created with oil pastels and glue by Cheney and Westwood Middle School art students. Our display case had two different displays; one was Pysanky & painted eggs, and lovely dolls handmade from wool.
- Ellen Peters and I attended the West Plains Chamber of Commerce Best of the West Gala, where Spokane County Library District was a finalist in the Community Relations Category. Though we did not win this category, we were proud to be part of an organization that is able to represent our community with such organizations as EWU and PACE.
- Lori visited Cheney Assisted, Cheney Care, and Cheney Sessions providing outreach services taking the library to them.
- AARP volunteers continue to provide tax-aide Thursday evening and Friday afternoons in our meeting room.
- We had a wonderful Random Act of Kindness!! A young man, 5-ish, celebrating his birthday came into the library, one of his favorite places to go, and gave us a handful of homemade bookmarks to give to kids that came in to help celebrate his birthday. He wanted to share the joy he finds in the library. It was awesome.
- Kudos to Lori, one of our PSAs and her awesome Baby Lapsit Play and Learn. From Laura Baird. "Last Saturday I presented at the Ready for Kindergarten at Sunset school and one of the parents there raved about Lori to me about how well Lori does Baby Play and Learn. The mom said that Lori interacts so well with both the children and parents that the mom and her child can't wait for each week to come to Lori's program."

Deer Park: Kris Barnes

Develop Young Learners:

- Our average storytime attendance was 26 compared to last year's average of 21.

Support Job Seekers and Local Businesses:

- Amber and I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation from Paul Knowles from the Spokane County Parks Department. The Parks Department and the Inland Northwest Trails coalition are collaborating to produce maps of trails as well as plans to develop and extend existing trails. We took the opportunity to talk to him regarding our hope to improve the city of Deer Park's wooded "park" area behind the library. Paul offered to provide suggestions and expertise if needed.
- I attended a meeting of the Deer Park Tourism Committee. I took notes and emailed participants. This month's conversation focused on developing a logo to use as a brand to identify Deer Park. A new member joined us who wants to investigate the possibility of building a new community center in Deer Park. She joined the group to connect with like-minded individuals.

Explore and Discover:

- Our Kids Explore and Discover Club attendance more than doubled with a total of 38 participants for the *Kitchen Chemistry* program compared to last March's total of 13.
- 11 members gathered at the *Adult Book Club* to discuss their favorite read of the year.
- Our tween program, *Game On*, attracted five participants, which was significantly lower than last year's attendance of 12.
- Our bluegrass program, *Grass of a Different Color*, featuring the musical group Blue Water Strangers, attracted 32 attendees. I opened the door to the meeting room so members in the library could also enjoy the presentation.

Connect Communities:

- Two fifth-grade classes visited us for a book talking presentation regarding fantasy fiction.
- Four Arcadia Elementary classes visited this month to browse our collection.
- AARP volunteers continue to provide tax-aide each Friday from 11am to 3pm in our meeting room.
- Our meeting room was used by 23 groups this year compared to last March's total of 31. Our room was used by Cub Scouts, 4-H groups, a private book club, and a poultry club to name a few.
- I visited the new Dollar Tree store here in Deer Park and dropped off some of our recycled newspapers for them to use to wrap dishes and glassware purchases.
- A long-time library member, Friends of the Library member, and book discussion group member passed away. I attended the funeral and was astonished to discover that she was a western art painter and practiced the science of paint restoration. During her career she was hired to restore some of Charles Russell's paintings in Montana. Carolyn and I always talked books, so to find out after she passed that we also shared a love of western art was both a surprise and regret. We will miss her as she was a regular visitor and staunch supporter of the library.
- Here is a member interaction that Katie Bowler sent me – "A married couple came in and renewed their library cards today and the husband said, "Just to let you know, you guys have a great library! We've never, ever used a library as much as we've used this one!" Which I thought was pretty impressive because they are both in their 70s."
- Amber Williams and I attended the Senior Celebration at the Deer Park Eagles. We had lots of folks stop by our booth to ask questions, pick up a flyer, pencil, or pen. I spoke to the 160 in attendance during their lunch and entertainment portion of the day about library services, our upcoming bluegrass program and the Food for Fines opportunity.
- The Deer Park Friends met this month to discuss and set the dates for the upcoming book sales for this year. Nancy Ledeboer, Jane Baker, and Tim Hattenburg joined the meeting as well.
- We are currently featuring an art display by library member Naftali Morden of her charcoal, pencil, pastel, and watercolor artwork. One of the teachers at Arcadia Elementary took one look at the artwork and asked for her contact information. She is interested in having Naftali come to her classroom to teach art techniques to her students. We are pleased that we were the catalyst for this partnership.
- We are currently featuring photographs in our teen area by Kris Barnes (yup, that's me) of backyard wildlife. Actually each photograph was taken in my backyard of the many creatures I spotted last year. My hope is that my amateurish attempts at a photographic display may tempt other photographers to bring in their photos for display.

Fairfield: Bev Bergstrom

Develop Young Learners:

- We had an average of 10 at Storytime, two less than last month.

Support Job Seekers and Local Businesses:

- The Chamber began selling a local coffee roaster's beans as a fundraiser. Besides helping Tom Sawyer Country Coffee, the Chamber needs the publicity which in turn helps the local businesses.
- Bev proctored an exam for one student.

Explore and Discover:

- Cindy, Bev and a Fairfield Friend attended the middle and elementary school Science Fair at Freeman. This year, we decided to show our own science project on frogs. Froggy (from the Jonathan London picture book series) displays a variety of frogs and their similarities and differences. Over the two days, we saw 400 children at our table.
- The mother of an adult disabled son expressed appreciation for our services, especially the Internet access. She cannot afford a computer at home and uses the library almost every open day.
- Our LEGO build day was a smashing success, with 72 members attending. This is the highest number of participants we've had at any event for the last 10 years. One boy stayed the entire 7 hours and built 16 items. What was also interesting was the parade of parents who came in the following week to view their child's creation. This program works on a number of levels.
- Cindy was invited to demo our databases to 69 middle school students in Liberty. This school has been uninterested in our services for years and the invitation to come was welcome. We are hoping to repeat the visits.
- The teen activity/craft kits have been popular. We currently have a calligraphy kit, a sewing kit (both of which are currently checked out) and have just put together a science kit. We plan on creating more science kits as we head into Summer Reading with its science emphasis.

Connect Communities:

- At the monthly chamber meeting at Liberty School, the FFA Ag Issues team presented pro/con arguments on the use of agricultural drones. The Chamber voted to support their drive toward state competition in May with a \$100 check.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 16, down from 27 in March 2013.
- I participated in the Ready for Kindergarten program at Sunset School and promoted library resources to 20 parents of preschoolers.

Explore and Discover:

- Three people participated in the *Backyard Bounty: Beekeeping Basics* class.
- 11 people attended the *Kitchen Chemistry* program.
- 19 people attended the book discussion group and discussed the book, "Call the Midwife," by Jennifer Worth.

Connect Communities:

- This month's display case was used by the Girl Scouts of Medical Lake displaying information about their organization and historical items of interest to all ages.
- 13 groups used the meeting room this month, down from 16 last March.
- More books from the PACE program display have been checking out since staff moved them to a more visible location. Jessica Deutsch, contact person for the program, stopped in to the library and took a picture of the display and talked to me about the program's success.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn storytime averaged 47 attendees this month. This is an increase from last month's average of 43, but a decrease from last year's 71.
- Preschool Play and Learn storytime had an average attendance of 31, an increase from 25 last month and 27 in February 2013.
- Baby Play and Learn storytime averaged 27, significantly up from last month's 19 and last year's 22 in February 2013.

Support Job Seekers and Local Businesses:

- We proctored 4 exams.

Explore and Discover:

- The Moran Prairie Book Club had 9 people on hand this month. We discussed titles by author Connie Willis.
- The Kids Explore and Discover Club had 47 participants for *Kitchen Chemistry*. This is a dramatic increase over last month's 20 and last year's 12.

- Thrivent's *Social Security: Retire Wisely* had 3 attendees.

Connect Communities:

- Cathy Hansen displayed her original beaded sculptures in the display case. She was the owner of Beyond Beads gallery that closed. She is now selling her items on Etsy.
- Friends of Moran Prairie Library met to discuss the upcoming book sale in May. The library asked the Friends to sponsor food and beverage offerings at the Night in Italy and chair for Storytime. The Friends approved \$100 for the purchase of the chair, and recommended we choose a brightly colored one.
- We had 53 meeting room bookings the same as last month's.

North Spokane: Jason Johnson

Develop Young Learners:

- 1079 children and their parents and caregivers attended early learning programs this month. This is an 11% increase from March 2013.
- Baby Play and Learn Storytime averaged 30 attendees. This is up 6 from last month's average and down 7 from March 2013.
- Family Play and Learn Storytime had an average attendance of 17 this month. This is up 2 from last month's average but down 26 from March 2013's average.
- Preschool Play and Learn Storytime averaged 49 attendees. This is up 3 from last month and up 57 from March 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 33. This is down from 41 last month and 34 in March 2013.

Explore and Discover:

- 234 members attended 7 adult programs: 16 for *Selling Your Stuff Online*, 16 for *Beekeeping Basics*, 13 for the *North Spokane Book Club*, 34 for *Backyard Bounty - Propagation from Seeds and Cuttings*, 11 for *Washington Health Benefit Exchange Workshop*, 110 for *Hike the Day Away*, and 34 for *Vegetable Gardening 101*.
- 23 tween/teen members attended 2 programs: 9 for *Anime Club* and 14 for *Tween Club-Cupcakes!*
- 97 children and their parents attended programs: 41 for *Kids Club Kitchen Chemistry* and 56 for 2 sessions of *Prime Time*.

Support Job Seekers and Local Businesses:

- Six exams were proctored at the library this month.
- Three members attended *Applying for Jobs Online*.

Connect Communities:

- 47 groups used the meeting rooms this month, a 27% decrease from March 2013's total of 64.
- Local Artist, Joslyn Cain displayed a collection of her manipulated photographs in the library.
- Local Artist, Jim Battell displayed his Dumpster Art in our display case.
- Friends of North Spokane Library held their spring book sale this month and also agreed to purchase a new digital camera for the library.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- Average storytime attendance was 20, which was up two from last month.

Support Job Seekers and Local Businesses:

- Bev handled one BaL for a member brushing up on her computer employment skills.

Explore and Discover:

- We had 15 members attend our Explore and Discover *Kitchen Chemistry* program, which was four more than last month.

Connect Communities:

- The Friends met with Nancy and Jane to hear about the upcoming Friends Helping Friends meeting. The bond issue was also discussed as to how it pertained to the Otis Orchards area.
- Our meeting room was used 14 times this month, one more time than last month.
- A member and her son talked about the craft project her son had done at school. He made the Otis Orchards Library out of cardboard, including cars in the parking lot. (Mom mentioned that another child made the library as well.) The mother said that this portrays how important the library is in our community.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby play and learn averaged 37 attendees, up from last March's 26.
- Toddler play and learn averaged 53, up from last March's average of 47.
- Preschool play and learn averaged 39, down from last March's average of 53.
- Family storytime is slowly increasing, with an average of 17. Last year's average at this time was 32.
- We visited 14 childcare and preschool locations and presented storytimes to 410 children.

Explore and Discover:

- Our party for Dr. Seuss's birthday drew an incredible attendance of 328 people. It was a huge hit, and I got many comments thanking the library for such a fun program. An especially lovely note came from one of the lilac princesses who wrote about how special the library was to her as a child.
- The kids explore and discover club about kitchen chemistry drew 51 attendees, which is a much higher number than we've seen this year.
- The class on selling your stuff online was so popular (14 attendees), that we're creating advanced content for future classes.
- Annette helped create a book club program at Broadway Court Estates and had 13 residents attend the first one.
- The gardening program on propagation of seeds and cuttings drew 19.
- *Hike the Day Away* with Rich Landers was very popular- 98 people attended.
- Anime Club had an attendance of 30- last year's March attendance was 31.
- Tween club and TWINE had smaller numbers, 6 and 4 respectively.
- We put on an *Elephant and Piggie Party* for McDonald Elementary's Title 1 program- 60 attended.

Support Job Seekers and Local Businesses:

- We proctored 12 exams.

Connect Communities:

- I presented information on the library's resources to a group of 100 women- part of Widows Might.
- A local art teacher put up some of her student's work in our picture book area.
- Aileen was part of a mobile community services offering at the Veteran's Fair.
- We held two open houses with information on the bond- one at the library, and one at Greenacre's Middle School.

Public Use Measures

March 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,508	119,528		-1%	
Door count	123,892	118,462	341,515	1%	3%
Circulation	239,229	234,545	685,506	1%	2%
Digital Media Catalog	27,511	19,211	81,451	40%	33%
Programs					
Number	257	251	686	2%	3%
Attendance	7,322	6,915	17,171	4%	5%
Group Visits					
Number	4	3	13	18%	92%
Attendance	74	47	358	103%	281%
Software Station bookings	22,473	18,953	61,555	11%	8%
Meeting room bookings	292	331	923	-3%	8%
Holds placed					
By customers	38,570	38,550	112,647	6%	13%
By staff	8,067	6,896	23,186	13%	1%
Digital Media Catalog	9,166	5,681	26,738	48%	29%
Database use					
Searches	128,014	85,641	366,166	123%	294%
Retrievals	39,955	34,026	154,667	15%	35%
Website use (Remote)					
User sessions	103,010	84,108	294,200	13%	0%
Page views	214,688	216,529	680,518	-10%	-24%
Catalog	52,658	68,629	161,731	-9%	-13%
Database Access	5,951	7,260	18,152	-12%	0%
Interlibrary loans					
Loaned	344	322	908	-5%	10%
Borrowed	489	471	1,308	0%	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 March 2014

Traditional Media

SCLD in the news:

- March 2014 – The Current: A library’s next chapter?
- Mar 2 – Spokesman: Literary Calendar: Dr. Seuss Birthday Celebration
- Mar 3 – Spokesman Blog: Landers hiking program featured at county libraries
- Mar 3 – 14 – Clear Channel Radio: Bond Open Houses*
- Mar 5 – Deer Park Tribune: Storytimes
- Mar 6 – Cheney Free Press: ML Friends of the Library read Jennifer Worth
- Mar 6 – Cheney Free Press: What’s Happening on the West Plains
- Mar 7 – Spokesman: Kids and family: Kids Explore & Discover Club
- Mar 7 – Spokane Valley News Herald: Former Spokane Valley reporter on library board
- Mar 8 – Spokesman: Front Porch: Library bond will benefit community
- Mar 9 – Spokesman: Home calendar: Vegetable Gardening 101
- Mar 9 – Spokesman: Literary calendar: North Spokane Library Book Club
- Mar 11 – Spokesman: Health Insurance Information at Spokane County Libraries
- Mar 12 – Deer Park Tribune: Storytimes
- Mar 12 – Spokesman: Health insurance sign-up deadline nears
- Mar 13 – Spokesman: Family calendar: Northside Tween Club
- Mar 14 – Spokesman: Also happening calendar: Friends of the North Spokane Library Book Sale
- Mar 14 – Spokesman: Kids and family calendar: Kids Explore & Discover Club and Northside Tween Club
- Mar 15 – Spokesman: Spokane Valley Mayor backs library bond
- Mar 16 – Literary calendar: Friends of the North Spokane Library Book Sale
- Mar 16 – Spokesman: Week ahead: Selling Stuff Online at Spokane Valley Library
- Mar 18 – Spokesman: Health bulletin board: Health Insurance Information at SCLD
- Mar 19 – Deer Park Tribune: Storytimes
- Mar 19 – Deer Park Tribune: Library offering ‘Food for Fines’
- Mar 19 – Spokesman: Vote yes for Valley libraries (letter to editor)
- Mar 20 – Spokesman: Family calendar: Friends of the North Spokane Library Book Sale
- Mar 21 – Cheney Free Press: Cheney book club meeting
- Mar 21 – Cheney Free Press: What’s Happening on the West Plains
- Mar 21 – Spokesman: Kids and family: Spokane Valley Tween Club
- Mar 23 – Spokesman: Vote to strengthen libraries (letter to editor)
- Mar 23 – Spokesman: Literary calendar: Deer Park Library Book Club
- Mar 23 – Spokesman: Home calendar: Vegetable Gardening 101
- Mar 26 – Deer Park Tribune: Storytimes
- Mar 27 – Cheney Free Press: What’s Happening on the West Plains

- Mar 27 – Spokesman: Family calendar: Spokane Valley Tween Club
- Mar 27 – Journal of Business: Library measure deserves support
- Mar 27 – Journal of Business: John Craig appointment
- Mar 28 – Spokane Valley News Herald: SCLD streaming services
- Mar 28 – Spokesman: Kids and family: Kids Explore & Discover Club
- Mar 28 – Spokesman: Teen Writers of the Inland Empire
- Mar 29 – Spokesman: Spokane Valley residents to vote on \$22 million library plan
- Mar 30 – Spokesman: Library's 'Hard Times' exhibit features Egan talk
- Mar 31 – Spokesman: Literary calendar: Airway Heights Library Book Club
- Mar 31 – Spokesman (blog): Ballots arrive this week in Spokane Valley

Estimated media value:

Approximate media value for SCLD in the news: \$4100

*Not included in estimate

Press Releases

Mar 4 – Pronunciator

Mar 25 – North Spokane Library prepares for exhibit on the Great Depression

Mar 27 – Spokane County Library District presents Hope in Hard Times: Washington During the Great Depression

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 2022
 - Twitter: # followers: 774
 - Pinterest: followers: 801
- Email: 64,212 sent on March 13, 2014
 - Open rate 17,426 (27.3%)
 - Clicked 3,146 (4.9%)
 - Unsubscribed 222
 - 799 clicks on Hike the Day Away

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

- Mar 1 – Dr. Seuss Birthday Celebration
- Mar 4 – AH Book Club digital sign
- Mar 4 – Backyard Bounty Beginning Beekeeping
- Mar 4 – John Craig name plate & business cards
- Mar 5 – 2014 OverDrive Big Library Read
- Mar 5 – ADA Navigators business cards
- Mar 7 – Baby Fair Tradeshow
- Mar 10 – Freeman Science Fair

- Mar 10 – West Plains Community Orchestra
- Mar 11 – AH Friends of the Library meeting
- Mar 12 – Veterans’ Resources Fair
- Mar 12 – AH Friends of the Library Book sale
- Mar 13 – Hope in Hard Times program guide, etc.
- Mar 14 – Food for Fines ad
- Mar 16 – Selling Stuff Online
- Mar 18 – MP Friends of the Library meeting
- Mar 22 – NS Friends of the Library Book sale
- Mar 24 – Applying for jobs online
- Mar 25 – Grass of a Different Color (Bluegrass concert at DP)
- Mar 25 – NS closure for Hope in Hard Times
- Mar 26 – Bond open houses
- Mar 26 – OT Friends of the Library meeting
- Mar 26 – Hike the Day Away
- Mar 27 – Spokane Valley Chamber Business Show
- Mar 27 – DP Friends of the Library meeting
- Mar 27 – OT Book Club
- Mar 31 – DP Book Club
- Mar 31 – Friends Helping Friends
- Mar 31 – MP Book Club
- Mar 31 – NS Book Club
- Mar 31 – SV Book Club
- Mar 31 – Large Print Newsletter - Spring

Reprints of previously created work & order fulfillment

- Mar 1 – Make checks payable to sign
- Mar 4 – Lego Build Day Flyer
- Mar 10 – Flash Drives to ML
- Mar 11 – Flash Drives to FF
- Mar 12 – Computer station signage (2)
- Mar 12 – Dewey quilting sign for AH
- Mar 12 – Recently returned sign for AH
- Mar 15 – Flash Drives SV
- Mar 21 – Storytime brochures for NS
- Mar 30 – ACA information
- Mar 31 – Self check out signs for CH
- Mar 31 – Autism Society book plates
- Mar 31 – Flash drives to MP
- Mar 31 – Pencils to OT
- Mar 31 – Bookmarks to SV

Community Involvement

- Mar 14 – Attended GSI State of the County presentation
- Mar 18 – Bond presentation to Spokane Valley Senior Center
- Mar 20 – Argonne open house
- Mar 24 – Bond Presentation to Sunrise Rotary
- Mar 25 – Conklin open house
- Mar 26 – Otis Orchards Friends of the Library meeting
- Mar 26 – Bond Presentation to Spokane Valley Rotary
- Mar 26 – Spokane Valley open house
- Mar 27 – Deer Park Friends of the Library meeting

Current & Upcoming Projects

April 26 – Friends Helping Friends

In progress – Summer Reading materials

Spokane County Library District		
Balance Sheet		
March 31, 2014		
4/8/2014 15:11		
ASSETS		
CASH		\$ 2,272,318
ACCOUNTS RECEIVABLE -- NET OF ALLOWANCE FOR DOUBTFUL ACCOUNTS		4,186
TAXES RECEIVABLE		9,767,351
INVENTORY		63,297
PREPAID EXPENSES		55,050
TOTAL ASSETS		\$ 12,162,202
CURRENT LIABILITIES		
CURRENT LIABILITIES		\$ (20,990)
DEFERRED REVENUES		351,973
TOTAL LIABILITIES		\$ 330,984
FUND BALANCES		
NONSPENDABLE FUNDS -- PREPAID ITEMS		\$ 424,334
NONSPENDABLE FUNDS -- INVENTORY		52,893
NONSPENDABLE -- RETAIL MERCHANDISE INVENTORY		5,214
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
ASSIGNED FOR DISTRICT WELLNESS PLAN		1,262
RETAINED EARNINGS - CURRENT YEAR		7,898,548
UNASSIGNED FUND BALANCES		3,434,698
TOTAL FUND BALANCES		\$ 11,831,219
TOTAL LIABILITIES & FUND BALANCES		\$ 12,162,202
CAPITAL BUDGET FUND BALANCE -- MARCH 31, 2014		\$ 888,983

**Spokane County Library District
Summary of Revenues & Expenses
For the Three Months Ended March 31, 2014**

4/8/2014 15:11

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,356,543	\$ 10,359,702	99.97%	\$3,159
CITIES, SERVICES & FEES	131,715	661,465	19.91%	529,750
MISCELLANEOUS	24,202	211,527	11.44%	187,325
INTEREST REVENUES	4,628	24,000	19.28%	19,372
TOTAL REVENUES	\$ 10,517,088	\$ 11,256,694	93.43%	\$ 739,606
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 10,517,088	\$ 11,256,694	93.43%	\$ 739,606
EXPENSES				
SALARIES	\$ 1,201,418	\$ 5,918,610	20.30%	\$ 4,717,192
FRINGE BENEFITS	344,565	1,667,103	20.67%	1,322,538
SUPPLIES	56,963	494,965	11.51%	438,002
SERVICES	564,285	1,677,388	33.64%	1,113,103
CAPITAL EXPENDITURES	-	40,000	0.00%	40,000
LIBRARY MATERIALS	451,309	1,417,046	31.85%	965,737
INTEREST EXPENSE	-	500	0.00%	500
OPERATIONAL CONTINGENCIES	-	40,000	0.00%	40,000
TOTAL EXPENSES	\$ 2,618,540	\$ 11,255,612	23.26%	\$ 8,637,072
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,618,540	\$ 11,255,612	23.26%	\$ 8,637,072
Net Excess of Revenues Over/(Under) Expenses	\$ 7,898,548	\$ 1,082	729,995.18%	\$ (7,897,466)

Spotlight North Spokane Library

Managing Librarian Jason Johnson and Community Librarian Kristy Bateman will share highlights of North Spokane Library and the community it serves.

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

OVERVIEW AFFORDABLE CARE ACT NAVIGATORS

Library Services Manager Stacey Goddard and Librarian Aileen Luppert will provide an overview of how District staff supports members' navigation of the Washington Health Benefit Exchange.

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