

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

March 17, 2015 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 February 17, 2015, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of February 2015 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Libraries Transforming Communities Project Update
 2. Bond Election Update
 - D. New Business [4:10-4:30]
 1. Children's Safety in Libraries Policy: Approval recommendation.
 2. Reciprocal Use of Libraries Report 2014
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight – Argonne Library [5:00-5:10]
 - G. Overview – Friends of the SCLD [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

03/17/15

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 17, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, February 17, 2015, in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA. Chair Mark Johnson called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

Mark Johnson - Chair
Tim Hattenburg - Vice Chair
John Craig - Trustee
Sonja Carlson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Stacy Hartkorn, Library Supervisor; Priscilla Ice, Chief Information Officer; Ellen Peters, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JANUARY 20, 2015, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the January 20 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF JANUARY 2015, BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Craig seconded approval of the January 2015 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 47411 through 47558 and W00220-W00224 totaling	\$ 740,798.18
	Payroll numbers: 01092015PR and 01232015PR totaling	\$ 392,154.86
	Total	\$1,132,953.04

There were no questions. The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. In his monthly report, Mr. Roewe provided the second draft of the community narrative, revised as a result of feedback received at the Libraries Transforming Communities Cohort training held January 30 in Chicago. Mr. Roewe noted the session in Chicago challenged team members to take the public knowledge gathered and develop action plans to move forward. The work is just beginning. There were no further questions.

NEW BUSINESS

PERSONNEL POLICY. Mr. Craig moved and Mr. Hattenburg seconded that revisions to the Personnel Policy sections be approved as presented: Sections 11.8 Employee Wellness (new); 11.9 Wellness Committee (new); 11.10 Inspections and Searches (section sequence change); 11.11 Safety Committee – General Duties and Responsibilities (section sequence change). Prompted by Mr. Hattenburg's query, Trustees revisited the outcome of discussion held last October regarding Section 11.10, Inspections and Searches. For the record, Mr. Craig announced his preference was to remove the section. Ms. Ledebor said the section was designed as a workplace safety measure, and suggested presentation of a revised version to Trustees at the next Personnel Policy review scheduled for May, to which Trustees agreed.

There was no further discussion.

The motion was unanimously approved.

DISTRICT WELLNESS (RESOLUTION NO. 15-03). Mr. Hattenburg moved and Mr. Craig seconded approval of Resolution No. 15-03, Formulating District Wellness.

RESOLUTION NO. 15-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, FORMULIZING DISTRICT WELLNESS; AND PROVIDING FOR OTHER MATTERS THERETO.

There was no further discussion.

The motion was unanimously approved.

BOND COMMUNICATION PLAN

Communication & Development Officer Jane Baker presented the District communication plan developed to inform and educate the Board of Trustees and staff about how and what information based on PDC guidelines can be presented to the public about the August 4 bond election. Ms. Ledebor pointed out that until the resolution is passed by the Board of County Commissioners, the Libraries Change Lives citizens group will continue to meet informally to gear up for its official campaign. Trustee Craig suggested we aim for media coverage of the Commissioners' passing of the resolution. Ms. Ledebor also noted we learned from voter feedback following the last election to use more inclusive language. We need to be specific when referring to the Spokane Valley Capital Facilities Area and mention that it includes Millwood, Spokane Valley, and unincorporated areas in the greater Spokane Valley. There was no further discussion.

WLA LIBRARY LEGISLATIVE DAY REPORT.

Deputy Director Doug Stumbough reviewed WLA Library Legislative Day held January 30. Along with Mr. Stumbough, Trustees Carlson and Craig, and Library Services Managers Mary Ellen Braks and Gwendolyn Haley traveled to Olympia to visit with Legislators. The agenda for the day also included briefings by Secretary of State Kim Wyman and State Library Director Rand Simmons on the status of budgetary issues and Library Services and Technology Act (LSTA) grants. District representatives carried informational packets about library programs to their legislative visits, and discussed what we are learning through participation in the Libraries Transforming Communities conversations. In response to Trustee Hattenburg's query, Trustee Craig said legislators expressed general interest in the upcoming bond election and offered advice about what voters need to know to become informed. Ms. Ledeboer also reported on pending legislation that would require a nine-person library board for counties with populations over a million, and the board would no longer have the authority to appoint an Executive Director. WLA is opposing the measure. There was no further discussion.

ALA MIDWINTER CONFERENCE REPORT.

Four staff attended the American Library Association Midwinter 2015 meeting in Chicago, IL, at the end of January. Nancy Ledeboer, Patrick Roewe, and Amber Williams attended as part of their ongoing work with the Libraries Transforming Communities (LTC) Public Innovators Cohort training. Travel funds were provided in part from the grant that accompanied our selection in the Cohort group. Aileen Luppert attended as a participant in the Career Development Facilitator (CDF) training for ALA Chapters, which focuses on the role of the librarian in helping members and job seekers. Individual reports on highlights from the meeting were assembled and provided in advance of the meeting by Deputy Director Patrick Roewe. Ms. Ledeboer added the intensive training session attended by the group was not only about listening but how to turn aspirations into action and engage community. Mr. Roewe noted the District will use the data it has gathered through conversations as a springboard for community change. Mr. Johnson responded favorably to the revised narrative, commenting about its richness. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Argonne Library. Upcoming reports include reciprocal use of libraries and the Friends of the Spokane County Library District. Trustees again were invited to attend the WLA Annual Conference to be held April 15-17 at Tulalip Resort, and the State of the County address by Todd Mielke scheduled for Friday, March 20, at Spokane Valley Event Center.

REPORTS

TRUSTEES

There were no reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer thanked Trustees Carlson and Craig for attending the SAO Exit Conference with auditors, for which there was little to report. Trustee Johnson expressed interest in the Sno-Isle Library District's research on Millennials reported at the Public Library Directors' Winter Meeting. Ms. Ledeboer noted the goal of the extensive research was to retain current library users while bringing in new members. There is a concern that libraries do not currently attract members of the Millennial Generation. The Sno-Isle foundation funded this study in order to develop plans to reach this audience more effectively. Ms. Ledeboer reported the District has a high participation rate by Millennials, based on reports run by Mr. Stumbough. Mr. Hattenburg said awareness of library programs has increased noticeably from what he has observed at Central Valley High School speaking engagements over three years.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for January 2015, with data for customer use measures, programming, and library activities. Mr. Hattenburg commented about the large number of speaking engagements by Amber Williams. Ms. Ledeboer pointed out staff flexibility at Deer Park when four elementary school classes showed up at once, yet staff made everyone feel welcome. Trustee Craig pointed out remarkable statistics for Airway Heights, which showed increases of 95%. Ms. Ledeboer said open hours were added two years ago, and Sunday hours were recently added—a total of 40 additional hours within three years. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2015 communication activities. Mr. Johnson commented on the great coverage provided by KHQ6-TV last month.

FISCAL

Revenue and Expenditure Statement through January 31, 2015.

Fund 001

Revenues	\$ 10,741,316
Expenditures	\$ 1,138,074
Ending Fund Balance	\$ 13,987,945
Fund Budget Expended	9.56%

Ms. Ledeboer reported the ending fund balance for 2014 was higher than anticipated, which eased budget concerns for the immediate future.

SPOTLIGHT AIRWAY HEIGHTS LIBRARY

Library Supervisor Stacy Hartkorn and Librarian Ellen Peters reported on the community served by Airway Heights Library as related to the Community Impact Plan and Libraries Transforming Communities.

Ms. Hartkorn reported open hours have increased over four years from 28 hours over three days in 2011 to 40 hours over five days in 2015. Ms. Peters reported CommunityConnect cardholder data for this geographically spread out region and its thematic statement of Aspiring to become a Connected Community. She went on to report how staff promotes the library and its programming as a place for residents to come together, and their efforts have made a difference.

Ms. Hartkorn reported on community connections with the West Plains Chamber of Commerce, Friends of the Library, Kiwanis and Rotary Club, and participation in the Cheney School District Ready for Kindergarten program, for which participation after one session has shown to increase student test scores by 10%. Library cards were distributed to 30 teachers at Snowden Elementary School for which feedback and participation has been positive.

For the library's Let's Move Airway Heights innovation project, staff collaborated with Airway Heights Parks & Recreation to hold a Field Day on property behind the library, where old-fashioned games such as a Frisbee toss, relay, and egg-and-spoon races were enjoyed by participants. A Health Fair was held next door, which involved collaboration among several partners and EWU intern, and a Fitness Class featured Zumba at the library. A very successful Food Sense cooking class was taught by nutritionist Terry Perry of WSU Extension, where kids learned how to make lentil tacos and were then able to take home recipe cards and locally-grown lentils to share with their families.

For explore and discover, a monthly STEM-related program featured games and activities. A LEGO Build Day will be held in March and one Sunday per month thereafter. The Sunday session will help build awareness that since January the library is now open on Sunday.

For adult programming, Ms. Peters mentioned the popularity of the Sourdough Songs program provided by Brad Keeler and Linda Parman as part of The Big Read, which was well attended.

To support job seekers and local business, library business cards were provided and promoted at the area Chamber. The slight dip in attendance at programs that develop young learners programming is most likely due to the addition of another ECEAP preschool for a total of three in Airway Heights. Storytime is held quarterly for participants at the local ECEAP nearby.

Ms. Peters reported four community conversations have been held thus far, with Kiwanis, Rotary, ECEAP parents, and two public conversations lined up for a total of eight to support the Libraries Transforming Communities project.

Trustee Johnson said he and his family attend the library on most Sundays. Ms. Ledeboer noted Ms. Peters is moving on to become a branch manager at Spokane Public Library, and expressed thanks for all Ellen has done toward SCLD programming. Trustees expressed appreciation for the informative report.

OVERVIEW CIP, Year 2

Deputy Director Patrick Roewe provided an overview supported by a PowerPoint presentation of the Community Impact Plan after two years of implementation. He reviewed the status of current goals and achievements of this organizational-wide effort, noting most beneficial about the CIP is how it provided a framework within which staff could plan and execute District programs and services with greater intentionality. Much like last year, the District met or exceeded the anticipated numbers for some objectives, came close while not quite reaching others, and yet still has more work to do in order to reach the remainder. Several small scale revisions to the plan were recommended and detailed in the report that was broken down by service priority, goal, and objective, and, where applicable, includes definitions for how objectives were measured.

Regarding the first goal to develop young learners, Mr. Roewe pointed out a drop in early learning program attendance since 2013. He and Library Services Manager Mary Ellen Braks offered possible explanations affecting attendance, such as space limitations at child care centers; the ripple effect of flu season; programs like Jim Gill offered in 2013 that drew large crowds; and space limitations of District meeting rooms.

For support of job seekers and local businesses, Mr. Roewe recommended revised objectives and clarifying timelines. There was a large jump in the number of programs offered this year and career development doubled since last year. The survey to evaluate how the library provided resources and opportunities related to higher education, job skills, and career preparedness will be revised and sent out again in October.

Explore and Discover programming offers enrichment for all ages; however, stringent attendance criteria need to be met for the program to be counted and included in the overall statistics. A goal to increase turnover of the collection has not quite been met. We will continue to look at creative ways to merchandise materials and promote use.

Staff has postponed comparing year-over-year statistics for Connect Communities until later this year. Mr. Roewe pointed out meeting room increased only one percent compared to a seven percent increase last year. An increase in library programming could be the reason. The increase in library programs means meeting rooms are not as available for community meetings. Some programs may move to locations outside of the library in the future. A new library offering increased meeting room capacity would also help.

Ms. Ledeboer reported that information collected through Community Conversations indicate the four areas of the CIP are still important to the community; thus, a radical shift in the plan isn't expected for the next three years. However, this fall work will begin on the next iteration of the plan. Trustees expressed appreciation for the informative report and all the work and follow-through of staff, and suggested staff to carry forward with modifications to the plan as described. In response to Trustee Craig, Library Services Manager Stacey Goddard explained Next Generation Zone, a successful collaborative program funded by WorkSource, where adult teens interested in entering the workforce are employed as interns at District libraries.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.

Mark Johnson, 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 February 28, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,039,116.48 and that we are authorized to authenticate and certify these claims.

DATE: March 1, 2015

SIGNED _____

SIGNED Nancy Kidebeal

TITLE: Capity Director

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
047559	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 11,897.38
047560	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS 655.00
047561	ASSOC. OF WASHINGTON CITIES	DUES AND MEMBERSHIPS 500.00
047562	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE 816.02
047563	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION AND LIFE INSURANCE 63,170.93
047564	AVISTA UTILITIES	UTILITIES 5,983.62
047565	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 7.74
047566	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 71.69
047567	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 65.21
047568	CENTURYLINK	TELEPHONE 82.16
047569	CENTURYLINK	TELEPHONE 42.68
047570	CENTURYLINK	TELEPHONE 42.45
047571	CENTURYLINK	TELEPHONE 92.24
047572	CITY OF SPOKANE	UTILITIES 262.60
047573	CITY OF CHENEY	UTILITIES 694.29
047574	CITY OF DEER PARK	UTILITIES 68.71
047575	DASHER PRINTING SERVICES, INC	OFFICE & LIBRARY SUPPLIES 2,740.58
047576	DELL MARKETING L.P%DELL USA LP	OFFICE & LIBRARY SUPPLIES 503.08
047577	DEMCO, INC.	OFFICE & LIBRARY SUPPLIES 538.15
047578	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE 5,423.28
047579	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE 192.90
047580	EARTHWORKS RECYCLING, INC	SCLD FOUNDATION SUPPORT 15.22
047581	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 774.36
047582	FRONTIER COMMUNICATION	TELEPHONE 116.59
047583	GALE/CENAGE LEARNING	LIBRARY MATERIALS 706.83
047584	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE 7.34
047585	GONZAGA UNIVERSITY	LIBRARY PROGRAMMING 550.00
047586	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL 272.03
047587	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE 1,087.97
047588	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 8,685.93
047589	ANDREW JORGENSEN	LIBRARY PROGRAMMING 200.00
047590	KNOWLEDGENET	TRAINING & TRAVEL 2,990.00
047591	MIDWEST TAPE	LIBRARY MATERIALS 35,000.00
047592	MODERN ELECTRIC WATER COMPANY	UTILITIES 1,876.55
047593	MICHAEL OAKES	LIBRARY PROGRAMMING 1,792.50
047594	OFFICE DEPOT	OFFICE & LIBRARY SUPPLIES 78.50

047595	OVERDRIVE, INC.	LIBRARY MATERIALS	13,514.26
047596	POLICYPAK SOFTWARE/GPanswers	TRAINING & TRAVEL	2,445.00
047597	PRESSWORKS	OFFICE & LIBRARY SUPPLIES	778.29
047598	RECORDED BOOKS, LLC	LIBRARY MATERIALS	211.80
047599	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	20.84
047600	SPOKANE COUNTY UTILITIES	SURVEY PERMITTING	100.00
047601	SPOKANE ART SCHOOL	LIBRARY PROGRAMMING	300.00
047602	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
047603	SPOKANE SCORE 0180 DISTR.#1094	LIBRARY PROGRAMMING	450.00
047604	USB TREASURY MANAGEMENT SVCS	BANK FEES	5,843.65
047605	U.S. BANK	H S A ACCOUNT FEES	78.00
047606	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	564.21
047607	WASTE MANAGEMENT OF SPOKANE	UTILITIES	629.86
047608	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	340.00
047609	WHIPPLE CONSULTING ENGINEERS	SURVEY FEES	1,647.50
047610	WASHINGTON LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	4,324.34
047611	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	28,377.22
047612	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,609.94
047613	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	346.06
047614	AVISTA UTILITIES	UTILITIES	3,662.83
047615	ANDREW BRAKS	LIBRARY PROGRAMMING	100.00
047616	CHEVRON U.S.A. INC.	VEHICLE FUEL	106.96
047617	COEUR D'ALENE PRESS	LIBRARY MATERIALS	312.00
047618	CRAIG BARNETT	LIBRARY MATERIALS	243.31
047619	CITY OF MEDICAL LAKE	UTILITIES	159.39
047620	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,554.00
047621	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	7,031.80
047622	EARTHWORKS RECYCLING,INC	UTILITIES	165.00
047623	EMPIRE DISPOSAL INC.	UTILITIES	18.75
047624	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	21.73
047625	GALE/CENAGE LEARNING	LIBRARY MATERIALS	77.47
047626	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL AND SANDING	924.87
047627	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	192.55
047628	BRIAN HENNING PhD	LIBRARY PROGRAMMING	100.00
047629	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,437.77
047630	INLAND POWER AND LIGHT	UTILITIES	621.46
047631	JAY KEHNE	LIBRARY PROGRAMMING	100.00
047632	KHQ Q6 - SPOKANE	ADVERTISING	1,500.00
047633	RICHARD E. LANDERS	LIBRARY PROGRAMMING	100.00
047634	PERIDOT PUBLISHING LLC	LIBRARY MATERIALS	297.50
047635	MICRO AGE	SOFTWARE SUPPORT	8,046.52
047636	MIDWEST TAPE	LIBRARY MATERIALS	11,292.62
047637	CLAIRE RUDOLF MURPHY	LIBRARY PROGRAMMING	1,000.00
047638	OVERDRIVE, INC.	LIBRARY MATERIALS	10,281.55
047639	ROBERT J SAVAGE	ELECTRONIC LIBRARY SERVICES	3,995.00
047640	QUILL CORPORATION	OFFICE & LIBRARY SUPPLIES	604.04
047641	RECORDED BOOKS, LLC	LIBRARY MATERIALS	8,990.51
047642	SAGE SOFTWARE, INC	LIBRARY MATERIALS	6,508.91
047643	SPOKANE COUNTY UTILITIES	UTILITIES	517.04
047644	SPECIALIZED ACCOUNTING SRVC	LIBRARY PROGRAMMING	6,500.00
047645	SPOKANE COUNTY PLANNING	SURVEY PERMITTING	237.36
047646	STAPLES ADVANTAGE	OFFICE & LIBRARY SUPPLIES	1,033.23
047647	SUPERINTENDENT OF DOCS	LIBRARY MATERIALS	28.00
047648	WASTE MANAGEMENT OF SPOKANE	UTILITIES	448.99

047649	WORLD CHAMBER/ COMM DIRECTORY	LIBRARY MATERIALS	114.00
047650	WHITWORTH WATER DISTRICT #2	UTILITIES	28.57
047651	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
047652	AVISTA UTILITIES	UTILITIES	1,441.52
047653	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	10.23
047654	DONNA CAMPBELL BLODGETT	LIBRARY PROGRAMMING	100.00
047655	BOOKLIST	LIBRARY MATERIALS	147.50
047656	CAPITAL COMMUNICATIONS, INC	OFFICE & LIBRARY SUPPLIES	661.71
047657	CDW GOVERNMENT, INC.	EQUIPMENT REPAIR & MAINTENANCE	347.84
047658	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	98.15
047659	CENTURYLINK	TELEPHONE	91.57
047660	CENTURYLINK	TELEPHONE	88.15
047661	CENTURYLINK	TELEPHONE	37.43
047662	CENTURYLINK	TELEPHONE	59.85
047663	CENTURYLINK	TELEPHONE	92.06
047664	US POSTAL SERVICE	PRE-PAID POSTAGE METER FUNDS	10,000.00
047665	KATIE CRISE	LIBRARY PROGRAMMING	58.65
047666	DEMCO, INC.	OFFICE & LIBRARY SUPPLIES	536.44
047667	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
047668	GALE/CENAGE LEARNING	LIBRARY MATERIALS	996.12
047669	JIM GILL, INC.	LIBRARY PROGRAMMING	2,000.00
047670	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	120.00
047671	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL AND SANDING	152.43
047672	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,912.98
047673	INTEGRA	DATA COMMUNICATIONS	15,396.03
047674	INTEGRA	INTERNET AND TELEPHONE	2,277.31
047675	INLAND POWER AND LIGHT	UTILITIES	274.16
047676	MIDWEST TAPE	LIBRARY MATERIALS	5,237.98
047677	NEW YORK TIMES	LIBRARY MATERIALS	72.00
047678	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,139.39
047679	OFFICE DEPOT	OFFICE & LIBRARY SUPPLIES	216.49
047680	OVERDRIVE, INC.	LIBRARY MATERIALS	185.88
047681	QUILL CORPORATION	OFFICE & LIBRARY SUPPLIES	870.60
047682	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,383.27
047683	EBERHARD A. SCHMIDT	LIBRARY PROGRAMMING	16.68
047684	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	475.24
047685	COWLES PUBLISHING CO	ADVERTISING	501.18
047686	STATE AUDITOR'S OFFICE	AUDIT FEES	808.32
047687	TANTOR MEDIA	LIBRARY MATERIALS	73.16
047688	TRECpro, LLC	LIBRARY PROGRAMMING	300.00
047689	ULINE SHIPPING SPECIALISTS	OFFICE & LIBRARY SUPPLIES	24.08
047690	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,673.85
047691	UPS	FREIGHT	22.18
047692	VERIZON WIRELESS	TELEPHONE	202.02
047693	VIC B. LINDEN & SONS	FURNITURE, FIXTURES & EQUIPMENT	250.01
047694	WASHINGTON ROLL CALL	LIBRARY MATERIALS	54.64
047695	LEONARD E WOLF	LIBRARY PROGRAMMING	100.00
047696	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	639.95
047697	AMSAN CUSTODIAL SUPPLY	CLEANING & SANITATION SUPPLIES	8.13
047698	ASSOC. OF WASHINGTON CITIES	DUES AND MEMBERSHIPS	5,422.99
047699	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	776.00
047700	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION AND LIFE INSURANCE	62,772.05
047701	AVISTA UTILITIES	UTILITIES	737.62
047702	MARILYN CAROTHERS	LIBRARY PROGRAMMING	18.40

047703	CAPITAL COMMUNICATIONS, INC	OFFICE & LIBRARY SUPPLIES	246.97
047704	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	141.91
047705	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	476.94
047706	CENTURYLINK	TELEPHONE	42.68
047707	CENTURYLINK	DATA COMMUNICATIONS	132.22
047708	KELLY CLARK	LIBRARY PROGRAMMING	550.00
047709	JOHN CRAIG	TRAVEL REIMBURSEMENT	12.95
047710	DEMCO, INC.	OFFICE & LIBRARY SUPPLIES	253.57
047711	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,393.88
047712	EARLY LEARNING PUB LIB PARTNER	DUES AND MEMBERSHIPS	2,982.00
047713	FRANCOTYP- POSTALIA, INC	POSTAGE MACHINE LEASE	129.20
047714	GALE/CENAGE LEARNING	LIBRARY MATERIALS	181.69
047715	GREATER SPOKANE VALLEY CHAMBER	TRAVEL AND TRAINING	150.00
047716	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	188.00
047717	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,917.20
047718	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,417.68
047719	KATHY RAE KALICH	LIBRARY PROGRAMMING	400.00
047720	BRAD KEELER	LIBRARY PROGRAMMING	1,100.00
047721	MIDWEST TAPE	LIBRARY MATERIALS	6,343.31
047722	STEVE NOKES	LIBRARY PROGRAMMING	57.50
047723	OFFICE DEPOT	OFFICE & LIBRARY SUPPLIES	203.12
047724	OVERDRIVE, INC.	LIBRARY MATERIALS	14,377.32
047725	LINDA K. PARMAN	LIBRARY PROGRAMMING	1,100.00
047726	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	250.00
047727	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,705.22
047728	QUILL CORPORATION	OFFICE & LIBRARY SUPPLIES	377.78
047729	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,003.09
047730	MIKE ROSEN	LIBRARY PROGRAMMING	600.00
047731	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	971.69
047732	MARIANNA L. SENEY	LIBRARY PROGRAMMING	1,500.00
047733	SPOKANE COUNTY TREASURER	UTILITIES	4,728.55
047734	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	12,857.20
047735	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	346.06
047736	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	516.89
047737	SPOKANE COUNTY	LIBRARY PROGRAMMING	250.00
W00225	US BANK - HEALTH	H S A CONTRIBUTIONS	1,751.65
W00226	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,774.37
W00227	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,171.88
W00228	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,620.06
W00229	US BANK - HEALTH	H S A CONTRIBUTIONS	1,751.65

Total Non-Payroll General Operating Fund

\$ 692,867.28

PAYROLL VOUCHERS

02102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 177,787.89
02252015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	168,461.31

Total Payroll General Operating Fund

\$ 346,249.20

TOTAL GENERAL OPERATING FUND

\$ 1,039,116.48

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

	<u>Card Category</u>	<u>Amount</u>
General Purchases		\$ 4,125.40
Maintenance		538.60
Travel		4,349.39
Acquisitions		2,216.04
Information Technolgy		1,627.77
Outreasc		-
Total Purchases		<u>\$ 12,857.20</u>

Libraries Transforming Communities Public Innovators Cohort Report – February 2014

Background:

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

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

Community Conversations:

Librarians conducted 11 community conversations this month throughout the District, including in Airway Heights, Cheney, Deer Park, Medical Lake, Moran Prairie, North Spokane, Spokane Valley, and with one boundary-spanning organization.

Community Engagement Plan:

The primary focus in February was refining and expanding our community engagement plan, also known as the *TECA* (Taking Effective Community Action) in Harwood method parlance. This plan provides a framework in which we will take the public knowledge we've gathered and use it to inform where and how we respond to that knowledge in what Harwood dubs "The Sweet Spot of Public Life." The sweet spot is where we take action on issues the community cares about in a way that builds the conditions for community change at the same time. The sweet spot is the intersection of the main concerns and specific issues (the public knowledge) we've gathered in our conversations, and the "Public Capital Factors"—the conditions for change that enable communities to work together and move forward.

We're in the process of finalizing a draft of the first two elements of the plan for review by our Harwood coach, with the intent to draft the last two elements in March. Once we have a working draft of the complete plan that has been reviewed by our coach, we'll look to share it with the Board of Trustees and staff at large.

Next Steps:

Thus far, five community conversations have been planned for March, not counting the two open invitation conversations at each library that begin in March and go through April. Work to finalize the *TECA* will continue in March.

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

2015 Bond Election Update

The Board of County Commissioners agenda for Tuesday, March 17, includes a resolution regarding a bond election as requested by the Library Trustees. A ballot issue will go before the voters residing in the Spokane Valley Library Capital Facilities Area to fund four library building projects in August. Once the resolution is passed, a press release announcing this action will be sent to local media outlets.

Library staff requested the opportunity to present information about the bond to the Government Affairs Committee of the Greater Spokane Valley Chamber. We are on the agenda for the April 7 meeting and will request the Chamber's endorsement for the bond proposal. This committee makes a recommendation to the Executive Board of the Chamber. Last year the Chamber endorsed the library and we are hoping that they will encourage Chamber members to support the bond.

We are preparing materials to take out to service organizations and planning Open Houses for Argonne and Spokane Valley libraries during the second week of July before ballots are mailed.

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

Children's Safety in Libraries

BACKGROUND:

The primary policy revision is a change in some language to help clarify examples of children who appear at risk, as District personnel may not be able to confirm age.

For comparison, the suggested draft policy has been included, followed by the current existing policy with edits.

Recommended Action: Board motion to approve the revised Children's Safety In Libraries Policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: March 17, 2015

Related Policies

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

Purpose:

Defines the responsibilities of parents, guardians and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at risk children.

Policy:

Spokane County Library District strives to create places, programs and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes that it is the responsibility of parents, guardians and caregivers to monitor and guide their children's reading and viewing of library materials and use of District computers and network resources to access the Internet.

Parents, guardians and caregivers are responsible for ensuring their children are cared for, safe and feel secure when visiting a District library or attending a library event. Library facilities, programming and staff cannot act as a replacement for baby-sitters or day care centers for children.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children who appear to be under the age of six left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.
- Children who appear to be subjected to uninvited interactions.
- Children who appear to be under the age of 12 left alone at closing time who appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

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

2014 Reciprocal Use Report**Background**

The following statistics detail reciprocal use between a.) Spokane County Library District and Spokane Public Library, and b.) Spokane County Library District and Liberty Lake Municipal Library for 2014. As per a requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner.

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

1.) Spokane County Library District: Reciprocal use with Spokane Public Library

a. Cardholders

	2013 Total SCLD members	2014 Total SCLD members	change %	2013 Total SPL Reciprocal Cards	2014 Total SPL Reciprocal Cards	change %	2013 Percentage SPL Reciprocal Members	2014 Percentage SPL Reciprocal Members
All Library Total	118,537	117,340	-1.01%	17,686	17,221	-2.63%	14.9%	14.7%
Airway Heights	4,029	4,225	4.86%	290	317	9.31%	7.2%	7.5%
Argonne	10,639	10,369	-2.54%	1,327	1,240	-6.56%	12.5%	12.0%
Cheney	8,804	8,867	0.72%	259	254	-1.93%	2.9%	2.9%
Deer Park	6,545	6,505	-0.61%	170	152	-10.59%	2.6%	2.3%
Fairfield	670	624	-6.87%	7	6	-14.29%	1.0%	1.0%
Medical Lake	2,790	2,832	1.51%	59	51	-13.56%	2.1%	1.8%
Moran Prairie	11,164	11,221	0.51%	4,616	4,691	1.62%	41.3%	41.8%
North Spokane	31,262	30,590	-2.15%	8,809	8,463	-3.93%	28.2%	27.7%
Otis Orchards	4,447	4,359	-1.98%	60	60	0.00%	1.3%	1.4%
Spokane Valley	36,591	33,399	-8.72%	2,088	1,986	-4.89%	5.7%	5.9%

b. Circulation*

	2013 SCLD Total Circulation	2014 SCLD Total Circulation	change %	2013 Total circulation to SPL Residents	2014 Total circulation to SPL Residents	change %	2013 Percentage SPL Resident Checkout	2014 Percentage SPL Resident Checkout
All Library Total	2,475,755	2,348,127	-5.16%	341,808	313,757	-8.21%	13.8%	13.4%
Airway Heights	86,441	80,931	-6.37%	4,825	5,131	6.34%	5.6%	6.3%
Argonne	200,606	185,717	-7.42%	19,399	16,676	-14.04%	9.7%	9.0%
Cheney	185,717	180,177	-2.98%	3,560	2,740	-23.03%	1.9%	1.5%
Deer Park	181,392	174,754	-3.66%	1,912	2,045	6.96%	1.1%	1.2%
Fairfield	18,196	17,559	-3.50%	57	250	338.60%	0.3%	1.4%
Medical Lake	63,526	60,926	-4.09%	788	962	22.08%	1.2%	1.6%
Moran Prairie	233,810	217,374	-7.03%	96,830	91,451	-5.56%	41.4%	42.1%
North Spokane	719,227	660,830	-8.12%	189,499	169,413	-10.60%	26.35%	25.64%
Otis Orchards	95,167	77,084	-19.00%	1,097	1,361	24.07%	1.15%	1.77%
Spokane Valley	687,853	688,869	0.15%	23,840	23,719	-0.51%	3.47%	3.44%

*excludes digital circulation

2.) **Spokane Public Library:** Reciprocal use with Spokane County Library District

a. Cardholders

	2013 Total SPL Members	2014 Total SPL Members	change %	2013 Total SCLD Reciprocal Cards	2014 Total SCLD Reciprocal Cards	change %	2013 Percentage SCLD Reciprocal Members	2014 Percentage SCLD Reciprocal Members
All Library Total	120,318	135,223	12.39%	20,464	23,253	13.63%	17.0%	17.2%
Downtown	42,088	46,748	11.07%	9,419	10,611	12.66%	22.4%	22.7%
East Side	4,514	5,242	16.13%	799	923	15.52%	17.7%	17.6%
Hillyard	10,501	11,966	13.95%	1,021	1,184	15.96%	9.7%	9.9%
Indian Trail	5,783	6,481	12.07%	838	944	12.65%	14.5%	14.6%
Outreach	871	933	7.12%	7	8	14.29%	0.8%	0.9%
Shadle	31,883	36,330	13.95%	4,539	5,250	15.66%	14.2%	14.5%
South Hill	24,735	27,516	11.24%	3,856	4,333	12.37%	15.6%	15.7%

b. Circulation*

	2013 SPL Total Circulation	2014 SPL Total Circulation	change %	2013 Total circulation to SCLD Residents	2014 Total circulation to SCLD Residents	change %	2013 Percentage SCLD Resident Checkout	2014 Percentage SCLD Resident Checkout
All Library Total	1,973,609	1,961,166	-0.63%	188,893	182,091	-3.60%	9.6%	9.3%
Downtown	425,398	396,772	-6.73%	47,037	43,215	-8.13%	11.1%	10.9%
East Side	90,653	113,314	25.00%	11,247	13,922	23.78%	12.4%	12.3%
Hillyard	151,118	173,501	14.81%	7,364	7,974	8.28%	4.9%	4.6%
Indian Trail	120,598	139,300	15.51%	13,975	16,384	17.24%	11.6%	11.8%
Outreach	49,398	57,621	16.65%	31	66	112.90%	0.1%	0.1%
Shadle	554,128	510,704	-7.84%	46,787	41,403	-11.51%	8.4%	8.1%
South Hill	582,316	569,518	-2.20%	62,452	59,328	-5.00%	10.7%	10.4%

*excludes digital circulation

Comparison and analysis:

It is noteworthy that while the total of SCLD residents holding an SPL library card has increased 13.39% from 2013 to 2014 (a total of 2,789 cards), overall circulation by SCLD residents of SPL materials has declined -3.60% (-6,802 items). In contrast, the total SPL residents holding an SCLD library card has decreased a comparable -2.63% from 2013 to 2014 (a total of 465 cards), but overall circulation by SPL residents of SCLD materials has decreased by -8.21% (28,051 items). SPL opened additional hours at three of their locations in 2014 thanks to a levy passed in 2013, which may account for the decline in cards and circulation for SPL cardholders at SCLD, given that their home libraries are more accessible. Those expanded hours may account for the increase in SCLD cardholders at SPL, but as there isn't a commensurate increase in circulation of SPL materials by SCLD residents (-3.60% decline), we're not certain as to what the cardholder increase can be attributed.

Also of note is the fact that SCLD checked out 313,757 total items to SPL cardholders, while SPL checked out 182,091 total items to SCLD cardholders—a difference of 131,666 items, or a ratio of 1.72 to 1 (2013 ratio: 1.81 to 1). On average, each SPL resident cardholder checked out 18 items at SCLD libraries in 2014 (19 items in 2013). To compare, each SCLD resident cardholder checked out an average of 8 items at SPL libraries in 2014 (9 items in 2013).

It is not surprising that again in 2014, Moran Prairie (42.1%) and North Spokane (25.64%) are carrying the largest percentage of reciprocal check-outs, given the geographic proximity of those libraries to City of Spokane boundaries.

For clarification, it should be noted that members residing in the portion of the Moran Prairie LCFA that was subsequently annexed by the City of Spokane are counted as in-District SCLD members.

The increase in circulation to SPL Residents in outlying SCLD locations is of interest: (6.96% at Deer Park [133 items], 338.6% at Fairfield [193 items], 22.08% at Medical Lake [174 items], and 24.07% at Otis Orchards [264 items]. These increases in locations that don't border City of Spokane boundaries seem to underscore the transitory nature of where residents in greater Spokane County live, work, and travel.

3.) Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

a. Cardholders

	2013 Total SCLD members	2014 Total SCLD members	change %	2013 Total LLML Reciprocal Cards	2014 Total LLML Reciprocal Cards	change %	2013 Percentage LLML Reciprocal Members	2014 Percentage LLML Reciprocal Members
All Library Total	118537	117,340	-1.01%	249	357	43.37%	0.21%	0.30%
Airway Heights	4029	4,225	4.86%	6	0	-100.00%	0.15%	0.00%
Argonne	10639	10,369	-2.54%	0	9	0.00%	0.00%	0.09%
Cheney	8804	8,867	0.72%	1	0	-100.00%	0.01%	0.00%
Deer Park	6545	6,505	-0.61%	0	1	0.00%	0.00%	0.02%
Fairfield	670	624	-6.87%	0	0	0.00%	0.00%	0.00%
Medical Lake	2790	2,832	1.51%	0	0	0.00%	0.00%	0.00%
Moran Prairie	11164	11,221	0.51%	5	8	60.00%	0.04%	0.07%
North Spokane	31262	30,590	-2.15%	6	9	50.00%	0.02%	0.03%
Otis Orchards	4447	4,359	-1.98%	74	105	41.89%	1.66%	2.41%
Spokane Valley	36591	33,399	-8.72%	157	225	43.31%	0.43%	0.67%

a. Circulation*

	2013 SCLD Total Circulation	2014 SCLD Total Circulation	change %	2013 Total circulation to LLML Residents	2014 Total circulation to LLML Residents	change %	2013 Percentage LLML Resident Checkout	2014 Percentage LLML Resident Checkout
All Library Total	2475755	2348127	-5.16%	6773	6678	-1.40%	0.27%	0.28%
Airway Heights	86441	80931	-6.37%	0	0	0.00%	0.00%	0.00%
Argonne	200606	185206	-7.68%	73	326	346.58%	0.04%	0.18%
Cheney	185717	180177	-2.98%	13	0	-100.00%	0.01%	0.00%
Deer Park	181392	174754	-3.66%	0	0	0.00%	0.00%	0.00%
Fairfield	18196	17833	-1.99%	0	21	0.00%	0.00%	0.12%
Medical Lake	63526	60926	-4.09%	0	0	0.00%	0.00%	0.00%
Moran Prairie	233810	217374	-7.03%	19	131	589.47%	0.01%	0.06%
North Spokane	719227	660830	-8.12%	123	20	-83.74%	0.02%	0.00%
Otis Orchards	95167	77084	-19.00%	2724	2638	-3.16%	2.86%	3.42%
Spokane Valley	687853	688869	0.15%	3821	3542	-7.30%	0.56%	0.51%

*excludes digital circulation

Comparison and analysis:

2014 was the second full calendar year of the reciprocal agreement with Liberty Lake Municipal Library, so there is now a complete year of previous data to which we can compare.

As anticipated, Otis Orchards (29.4%) and Spokane Valley (63%) have the largest percentages of LLML card holders (a combined total of 92.4% of all LLML residents with SCLD cards). Otis Orchards (40.2%) and Spokane Valley (56.4%) also have the largest percentages of check-outs by LLML residents (a combined total of 92.5% of all LLML resident checkouts at SCLD libraries). On average, each LLML resident cardholder checked out 19 items in 2014 (27 items in 2014). The decrease in that average, along with the increase in total card holders (+43.37%) and the decrease in total circulation (-1.40%), suggests that the new cardholders might be utilizing other services such as internet access.

The increase in circulation to LLML Residents at MP (589.47%, 112 items) is of interest. Much like with SPL above, the increase in a location that doesn't border the City of Liberty Lake also seems to underscore the transitory nature of where residents in greater Spokane County live, work, and travel.

With only .30% of total SCLD cardholders and a comparable .28% of all SCLD check-outs, the overall impact of the reciprocal use agreement with LLML on SCLD usage continues to be very minor.

As of the writing of this report, Liberty Lake Municipal Library is not able to provide reciprocal use statistics (they were not able to provide them in 2013 as well). As we understand it, they have not coded SCLD residents separately in their ILS (Integrated Library System), so they are not able to provide the actual number of their cardholders who reside in SCLD's service area and/or the number of items those SCLD residents have checked out.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL/MAY 2015

April 21, 2015: Moran Prairie Library (4:00 p.m.)

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

- Libraries Transforming Communities Update
- Bond Election Update
- Confidentiality of Library Records Policy
- Library Spotlight – Moran Prairie Library
- Overview – The Big Read
- Executive Session – Review Performance of Public Employee

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, April 7, for inclusion in the preliminary agenda to be sent April 8. Meeting packets will be mailed April 15.

May 26, 2015: Cheney Library (4:00 p.m.)

Please note: This meeting is scheduled one week later than the usual schedule.

- Libraries Transforming Communities Update
- Bond Election Update
- Personnel Policy – Safety and Health, and Travel
- WLA Annual Conference Report
- Friends Helping Friends Event Report
- BT Summer Meeting Schedule
- Library Spotlight – Cheney Library
- Overview – Support Job Seekers and Local Business

SPECIAL MEETINGS AND ACTIVITIES

April 15-17 WLA Annual Conference, Tulalip, WA

April 25 (Sat) Friends Helping Friends, North Spokane Library, 9am-noon

July 17-Aug 4 Primary Election Important Dates

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2015

Administration

Business Office, Finance and Facilities (Nancy Ledeboer)

Interviews were conducted to select a new Chief Financial Officer for the District. Six candidates were invited to interview with two finalists returning for a second interview. Doug Matson, Deputy Superintendent for Finance of West Valley School District, joined Chief Human Resources Officer Paul Eichenberg and me to conduct the initial interviews. Finalists met with the entire Leadership Team. The offer was extended to Rick Knorr, currently serving as Controller/District Treasurer for Pend Oreille County Public Hospital District #1 in Newport. Mr. Knorr has accepted the position and will begin April 1.

Human Resources (Paul Eichenberg)

The Wellness Committee met in February to plan wellness programs for the 2015 calendar year. The Committee decided to offer at least two official programs in 2015, along with a weekly trivia question focusing on different health issues. In addition, the Committee approved sending a "Wellness Basket" to a different library each month. A Wellness Library has been started on the Intranet, for which the Wellness Committee will add a new training presentation every other month. The first training presentation is Bodies at Work – Ergonomics. Staff may read or watch the PowerPoint presentation at their convenience.

The resignation of the System Administrator in January allowed the Chief Information Officer to reconfigure the IT Department, resulting in the shift of duties and responsibilities for staff and creating one new position while eliminating another. Consequently, Network Administrator Aaron Grider was promoted to the new position as Network and Infrastructure Systems Administrator; Desktop Administrator De Griffith was promoted to Systems Administrator, and IT Technician Drew Leiser was promoted to Desktop Administrator. The IT Department will realize a significant savings in personnel costs with these changes.

Information Technology (Priscilla Ice)

- Three staff members took on new, larger roles in February. With the System Administrator retirement at the end of January, the department is working with one fewer staff member. We'll evaluate this summer whether we can meet District needs with one fewer person. This potential change is made possible by new tools that make some computer management more efficient.
- The new backup system and network storage systems were fully configured and working properly by the end of the month.
- The District's first 3D printer was selected and ordered near the end of the month.
- Microsoft released several problematic updates in December. During the month all of the problems caused by these updates were reversed. The problems affected staff and public computers for several weeks.
- As of the first of the month, employment applications and other documents can be submitted through the website, saving a stamp or a trip to the Administrative Offices. Although applications can still be printed, filled out by hand, and delivered in person, the new online option proved popular very quickly.

- New equipment was purchased to help clean up if we have a problem with one of our backup battery units. Each building has at least one battery backup to keep network gear and telephones up and running as long as possible when there's a power outage. More complex and much larger batteries do the same (along with a generator) to keep servers and network gear running if there is a power outage at Spokane Valley.
- Together with the launch of our new meeting room reservations system, IT staff developed a new in-house equipment reservation calendar. This is used to keep track of equipment used by staff to support our ever-growing list of programs.

Collection Services (Andrea Sharps)

- We ordered 1,527 titles and 5,568 copies in February. This is down from last month.
- We processed, added to the system, and sent out to the libraries 4,714 items in February. This is down a little from last month, but not unexpected considering there were only 19 work days in February.
- Downloadable lending through OverDrive was down in February from January. A total of 27,842 audiobook, eBook and music items circulated in February. Members placed a total of 8,295 holds, and there were 4,405 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a modest decrease in circulation in February over January. A total of 1,369 titles including audiobooks (273), movies (611), full-length albums (367) and television shows (118) circulated in February for a combined cost of \$2,747 and an average cost per circulation of \$2.01. A total of 76 new patrons registered in the month.
- We loaned 344 items to other libraries and borrowed 565 items from other libraries for a total of 909 interlibrary loan (ILL) transactions processed in February, a record month for ILL.
- Technical Services staff worked on new procedures for the March 1 rollout of no longer placing date due slips/stickers on materials and the new placement of barcodes on the front of items.

Executive Director Report & Community Activities (Nancy Ledeboer)

The Libraries Transforming Libraries team returned from Chicago ready to start on the next phase of the process. The first several months have been devoted to gathering public knowledge through a series of exercises to ask people about their aspirations for the community. The challenge now is to take those aspirations and take action. The team met to go through a work plan that takes into consideration the context of the community when selecting an issue on which to focus. The team is working on a single action item for the purpose of the grant. We will apply what we learn and use this process to develop a Community Engagement Plan that will encompass the entire system.

We conducted interviews of six qualified candidates for Chief Financial Officer on March 25, and selected two finalists. Doug Matson, Deputy Superintendent for Finance at the West Valley School District, served on the interview panel along with Paul Eichenberg and me. The finalists met with the Leadership Team on March 27. An offer was made to Rick Knorr who will begin April 1.

The Washington Library Association lobbyist meets via phone calls with the Legislative Committee each Wednesday. The committee monitors bills that have a potential impact on libraries. While many of these bills impact all public employers, a few are specific to libraries. The bill defining school librarian duties is moving forward, as is the bill that would appoint a librarian to the Council on Expanded Education. There is a "title only" bill pertaining to special districts that has no content. We will continue to monitor this bill to see if it moves forward.

I welcomed our new Library Supervisor to the Medical Lake Library. Theresa Stephenson lives in the area and is already familiar with the community. She has experience in both public and military libraries. She is excited to be working for SCLD and looks forward to getting to know the community better in her new role.

The Chamber Transportation Meeting featured the CEO of Spokane International Airport. He shared both short-term goals and a long-range vision for enhancing the airport to serve the growing community. The airport is an important link in the intermodal transportation that supports businesses. I also attended the K-12 Roundtable and toured Carrington College with the Greater Spokane Valley Chamber's Business Education Committee.

This month's Chamber meeting was held at the HUB Sports Center and the panel featured board members and CEO for the HUB. The theme "Play it Forward" focused on service to the community and why they chose to serve on the HUB board. The message shared was that business and community are interdependent. All three encouraged businesses to support the participation of their employees in service to the community.

I had the pleasure of bringing my grandchildren to the LEGO Build Day at Argonne Library. Lea and Trent both enjoyed playing with the LEGOs and created their own castle and vehicles. LEGO Build days continue to be popular at all SCLD libraries, and with the supply of LEGOs growing, we are now able to host weekly events at many libraries in the afternoons.

ITEM AND TITLE MONTHLY REPORT
February 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	185341	158104	343445		87086	50477	137563
Nonprint	61331	25472	86803		25355	7253	32608
Subtotal	246672	183576	430248		112441	57730	170171
Periodicals	12277	2061	14338		314	40	354
Total	258949	185637	444586		112755	57770	170525

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			24890			21301
Licensed eBOOKS			5084			5084
Audiobooks			17786			14771
Digital music			1708			1708
OverDrive: Total			49468			42864
GRAND TOTAL			494054			213389

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	4804	2210	7014
Nonprint	1874	584	2458
TOTAL	6678	2794	9472
DELETIONS			
Print	4787	3493	8280
Nonprint	994	447	1441
TOTAL	5781	3940	9721

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	17	-1283	-1266
Nonprint	880	137	1017
Periodicals	606	76	682

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 February 2015

In-Library Circulation

Circulation at the libraries in February was down from the same month in 2014 (-4.39%). Airway Heights (+2%) and Argonne (+1%) experienced slight increases compared to February 2014, with Fairfield (-12%), Medical Lake (-10%), and North Spokane (-9%) seeing the most significant decreases.

Use of the self-checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at North Spokane (57%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (28%) and Deer Park (22%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count for the two months of 2015 (217,449) was virtually identical to 2014 (217,623).
- Programming attendance (11,773) is up (20%) compared to the same period in 2014 (9,849), and the number of programs offered has increased by 24% (531 in 2015 vs. 429 in 2014).
- Internet station bookings are up for the first two months of 2015 when compared to 2014 (+4%).

Selected Self-Service Activity

	2015			2014			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	210,141		434,418	214,053		446,277	-3,912		-11,859
Self-Check	78604	43%		82,396	44%		-3,792	0%	0
Digital Collection	29,211	14%	61,561	25,354	12%	53,940	3,857	2%	7,621
Total Holds	49,726		101,342	51,117		106,768	-1,391		-5,426
By Customer	32,635	66%	69,195	34,142	67%	74,077	-1,507	-1%	-4,882
Digital Collection	8,295	17%	17,997	7,979	16%	17,572	316	1%	425
Total Payments	\$21,917.44		\$48,186.82	\$22,072.54		\$48,472.86	-\$155.10		-\$286.04
Online	\$7,819.19	36%	\$19,638.85	\$10,046.00	46%	\$30,077.24	-\$2,226.81	-10%	-\$10,438.39

Security Incident Reports

There were 19 Security Incident reports filed this month, nine more than last month (10), and 10 fewer than February 2014 (29). Deer Park had the most incidents reported with six. The most frequently reported incidents related to general Code of Conduct violations (9) and disruptive behavior (9).

Internet Filtering Update

No requests to review blocked websites were received by staff this month—a first since the Computer, Wireless Network, and Internet Use policy went into effect in September 2012. Two were received in January 2015.

Support Job Seekers and Local Business (Stacey Goddard)

- Although programming for the Access IT Grant (the SNAP grant mentioned in previous reports) continued at a slower pace in February, work on the grant continued:
 - The last two classes in the Social Media and Web Design series, hosted at Spokane Valley, had a combined attendance of 11.
 - Cara Weipert of SNAP and I confirmed all the dates for the second and third round of Access IT classes. The second round will kick off the third week of March, with orientation sessions at Spokane Valley, Deer Park, and Cheney, as well as SNAP's Women's

Business Center (WBC). The third round will be smaller in scale, with classes planned at Deer Park, Medical Lake, and the WBC.

- In other grant-related news:
 - Carlie's *Ready for Work* series—a partnership with SCLD and WorkSource—kicked off in February. The 16 classes offered in February had a combined attendance of 58.
 - Aileen, back from two full days of training at ALA Chicago, immersed herself in *Career Development Facilitator Program* work—including conference calls, weekly assignments, and taking skills assessment tests.
- We had 25 individuals register as new IT Academy users in February, up from 22 in January. During the month, users enrolled in 53 new classes, up significantly from 22 in January. We can attribute part of this increase to Carlie's Ready to Work grant classes.
- We did 85 Book-a-Librarian (BaL) sessions this month throughout the District, down from 94 in January.
- We proctored 19 exams this month throughout the District, up substantially from three in January.

Connect Communities:

- SCLD Navigator staff completed 19 individual appointments where they helped individuals enroll in either Apple Health (Medicaid) or a Qualified Health Plan. This is down from 23 appointments in January. Open enrollment ended mid-month, so these lower numbers were not unexpected.
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Aileen and I met with Dawn Karber of the Spokane Area Workforce Development Council to discuss how Aileen might best focus her *Career Development Facilitator Program* project to help meet needs in Spokane County. At Dawn's request, we met at WorkSource so that she could give us a tour of their newly remodeled space.
- Sheree is working with Patrick Bisson of Spokane Valley Tech to arrange a volunteer experience with one of his Business and Entrepreneurship students. The student will work with Sheree to create business education videos featuring local business owners. The videos will go on the District's YouTube channel.
- Aileen, Brian, and Sheree had the opportunity to act as note-takers and/or facilitators for various community conversations in February.
- Brian attended the monthly SCORE meeting, and worked with them to select dates for the next series of workshops.
- Michelle and Sheree, along with Sonia Gustafson and Diane Brown, attended the monthly Greater Spokane Valley Chamber of Commerce meeting. This month it was a luncheon, and SCLD was one of the table exhibitors.
- Sheree also attended the February GVSCC Ambassador meeting.
- Sheree and Sonia presented an overview of library services at the February meeting of the Greater Valley Support Network.
- Aileen attended the West Plains Chamber Speed Networking event.

Develop Young Learners (Mary Ellen Braks)

- We provided 103 Storytimes to 3,163 children and caregivers. Our average attendance per Storytime was 30.
- We provided 48 Storytimes to 627 children at 19 child care centers.
- We provided one STARS training this month at the EWAEYC Gift of Childhood Conference. We had 33 attendees for a Storytelling Fun workshop. Jim Gill was the keynote speaker who specializes in music for children.
- One of the perks having Jim Gill in town was that he was able to do an early learning concert for us after the conference at CenterPlace. It was the first time we had offered a concert for children on a Sunday afternoon. We had a great turnout with 290 attendees. We were also able to provide a free book to each child thanks to a grant the Inland Northwest Early Learning Alliance had received.
- The Develop Young Learners team has continued to work on a "Getting Ready for Kindergarten" section on our webpage, for which most of the content is finished.
- Gwendolyn and I have been working on training for our Storytime staff called Supercharged Storytimes. We are piloting the in-person training for the Washington State Library's program of the same name. In addition, the State Library, UW (Project VIEWS2) and OCLC have developed an online orientation for Supercharged Storytimes as a pilot for Washington State. We have had seven of our staff submit letters

on intent to participate in the online training. We should hear next month who has been accepted to participate.

Connect Communities:

- Work continues on the STEM grant. We are to the point of developing our STEM units and starting to plan training.
- I had our monthly Excelerate Success Ready for Kindergarten meeting. We are continuing to work on how to connect with the communities and schools in the focus areas.
- Diane Hutchins from the State Library and I continue to work on the All Aboard for Kindergarten grant. We are finalizing plans for a state-wide meeting held here in Spokane in March.
- Heather Wallace from the Spokane Regional Health District came to one of our Preschool Play and Learn Storytimes to show the first segment of the Raising of America series. We had 12 parents participate in the discussion after viewing the program.
- I attended one INWELA meeting this month. We are reevaluating the goals of the early learning alliance to make sure the goals are still meeting the needs of the community.
- I attended the statewide children's coordinator meeting for the State Library. Summer Reading, upcoming training opportunities, and Supercharged Storytimes were the main topics of discussion.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids Explore and Discover Club focused on the science of vision, including creating a phenakistoscope (an early animation device that used a spinning disk of sequential images and the persistence of vision principle to create an illusion of motion). 117 children in grades K-5 participated in the 9 programs.
- North Spokane continued the "Monday Funday" program, and 78 school aged kids participated. Spokane Valley began its Too Terrific Tuesday programs this month, with 48 participants. These programs included monthly LEGO programs, Pokémon days, and Art days. Every week at these libraries there is a program for school aged children.
- Argonne Library hosted LEGO Build Day, with 161. These are the days where we haul out as much of the collection (estimated at 300,000 individual pieces). Having regularly scheduled, smaller programs helps bring the size of these popular programs to a more manageable level.
- 120 children and their families participated in LEGO Clubs.
- As part of The Big Read, we hosted a related school aged program about the book *Who Pooped in the North Woods?* at all 10 libraries, plus Fairchild Air Force Base. 168 children and families learned how to identify scat from different animals, as well as some other signs.
- School Visits/Programs :
 - 114 students and their families participated in Riverside Elementary School's STEM night and 121 students and families attended the Chattaroy Elementary STEM night—and the library was represented at each event.
 - 48 3rd grade students from Northwest Christian visited North Spokane Library.
 - Great Northern School's 5th and 6th grade class visited Airway Heights, 19 students in all.
 - 58 5th graders from Arcadia Elementary visited Deer Park Library for a book talk about Fantasy fiction, and to check out books.
 - Librarian Amber Williams visited Riverside Middle School to talk about databases with the 8th grade (26), and also gave a database presentation to the students at the M.E.A.D. program (40).
 - As part of The Big Read, we took programs to Westwood Middle School (150 students), Medical Lake Middle School (120), and Liberty Junior High (58).

Tween/Teen Programs:

- 48 tweens and teens participated in programming this month.
 - 24 tweens participated in Tween Club at North Spokane and Spokane Valley.
 - 9 teens attended Anime at Spokane Valley Library this month.
 - 15 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.

Adult Programs:

- We finished the supplemental *Create* series classes that commenced in January. 18 participated in the drawing class at Argonne, and 42 in the dance class at Moran Prairie.
- 14 people learned how to prepare an “Income for Life” at the two STAR financial presentations.
- Book Clubs: 103 people attended one of the 8 book club programs (all book clubs read *The Call of the Wild* this month). Fairchild Air Force Base Library hosted an additional book club, with two in attendance.
- The Big Read of *Call of the Wild* consumed all our energies this month. 533 people participated in programs. As part of the grant, we distributed 1,000 copies of the title throughout Spokane County, to schools, to book clubs, to airmen at Fairchild, and around town. Here are some of the highlights:
 - 54 attended the kick-off event *An Evening with Jack London* at CenterPlace.
 - 150 people attended a lively panel discussion about the place of wolves in Eastern Washington.
 - 129 attended one of 11 different folk music performances featuring local musicians Brad Keeler and Linda Parman.
 - 32 attended a lecture with Jack London scholar, WSU Prof. Donna Campbell.
 - 43 attended a snow shoeing program—despite the lack of snow this month!
 - 39 attended our Big Read film series.
 - 51 attended a presentation about contemporary sled dogs.

Programs in the planning stages:

- 3D Printing: This month, IT purchased a 3D printer that we will be making available for the public in September. Currently, a group of Public Services staff, plus Drew Leiser from IT are reviewing 3D printing policies, 3D printing software, and making plans for staff training.
- Summer Reading for children and teens is mostly planned and underway. The Nourish Series kicks off in April and runs through June. The Explore and Discover team is drawing a much-needed breath before plunging into another round of planning for fall.
- Grants and Awards: The biggest news is that SCLD was one of 19 libraries selected as one of the sites for the “ALA/Smithsonian Exhibit: Exploring Human Origins.” We will be hosting the exhibit in January of 2016. Kudos to Librarian Vanessa Strange for the successful grant application.

Connect Communities:

- Amber Williams and I attended the Excelerate Success 3rd Grade Reading Action Team meeting.
- We applied jointly with SPL for a “Storycorps @ your Library” grant. Unfortunately, we were not one of the 10 libraries selected out of the 300 applicants. However, we hope that this project will open the door to future collaborative endeavors, as both Whitworth University and the Northwest Museum of Arts and Culture were on board to partner with us on the project.

Virtual Services (Carlie Hoffman)

- The new meeting room request software was made available to the public. Shortly after the launch, a question was added to the request form asking members to estimate the number of attendees they expect.
- I attended a Mergent Online (an online business and financial information digital resource) meeting to review features of the product. I enlisted the help of the Virtual Services and Support Job Seekers and Local Businesses teams to evaluate the product.
- I worked with IT to test and make available a new equipment reservation calendar for staff.
- In conjunction with the Digital Skills Training grant, I created a spreadsheet to track class attendance, pre- and post-tests, and surveys in preparation to reporting to the Washington State Library.
- I assisted in updating the 2014 report for the Community Impact Plan.
- I worked with Ven on the redesign of the location pages. I created custom URLs to be included on the revamped pages that will link to specific age groups and community events on the calendar.
- Use of digital resources was down 11% in January from 43,415 to 38,432 uses.
 - The 5 digital resources with the largest increase in use were: Microsoft IT Academy—up 66%, Morningstar—up 62%, Washington State Legal Forms—up 45%, DemographicsNow—up 38%, and Business Source Complete—up 31%.

- The 5 digital resources with the largest decrease in use were: Opposing Viewpoints in Context—down 58%, WorldBook—down 57%, JobNow—down 55%, HelpNow—down 48%, and Tumblebooks Jr.—down 38%.

Connect Communities:

- I added a link to the Washington State Library's survey about digital resources to the digital library page.
- I also added a link to Washington State Library's survey about Microsoft IT Academy to our Microsoft IT Academy's page. I worked with Elizabeth from the State Library to reach out to SCLD's registered Microsoft IT Academy users offering them the opportunity to take the survey. This survey will be used to help determine if the State will continue to fund Microsoft IT Academy.

Library Operations (Gina Rice)

IN-LIBRARY CIRC

	This Month		This month compared to			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
AH	5796	5684	1.97%	12.63%	36.31%	11685	12022	-2.80%
AR	12854	12800	0.42%	-7.96%	-5.90%	26767	27465	-2.54%
CH	11809	12233	-3.47%	-22.02%	-17.69%	24933	25849	-3.54%
DP	11855	11928	-0.61%	-13.92%	-2.28%	24980	25551	-2.23%
FF	1317	1494	-11.85%	-2.44%	-16.01%	2537	3092	-17.95%
ML	3957	4395	-9.97%	-15.54%	-19.87%	7975	8970	-11.09%
MP	13578	14231	-4.59%	-14.96%	-12.93%	28490	30574	-6.82%
NS	41128	45159	-8.93%	-17.04%	-10.33%	86941	95280	-8.75%
OT	5154	5547	-7.08%	-28.86%	-31.78%	10211	11525	-11.40%
SV	46239	47273	-2.19%	-10.84%	-3.59%	97085	98426	-1.36%
TOT	153687	160744	-4.39%	-14.00%	-8.45%	321604	338754	-5.06%

BREAKOUT BY CHECKOUT METHOD

This table highlights how members are choosing to checkout and/or renew items at each library

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	2999	458	2332	7	5796	673	6469
AR	7539	639	4646	30	12854	1953	14807
CH	7988	553	3259	9	11809	2137	13946
DP	8631	622	2584	18	11855	1864	13719
FF	654	193	469	1	1317	81	1398
ML	1849	177	1912	19	3957	595	4552
MP	7583	424	5550	21	13578	2650	16228
NS	16144	1648	23008	328	41128	8321	49449
OT	2638	208	2283	25	5154	856	6010
SV	12206	1930	31849	254	46239	7689	53928
TOT*	68231	6852	77892	712	153687	26819	180506

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2339	40.36%	2381	41.89%	-1.53%
AR	4676	36.38%	4456	34.81%	1.57%
CH	3268	27.67%	2910	23.79%	3.89%
DP	2602	21.95%	2887	24.20%	-2.26%
FF	470	35.69%	502	33.60%	2.09%
ML	1931	48.80%	2465	56.09%	-7.29%
MP	5571	41.03%	5737	40.31%	0.72%
NS	23336	56.74%	25088	55.55%	1.19%
OT	2308	44.78%	2351	42.38%	2.40%
SV	32103	69.43%	33619	71.12%	-1.69%
TOTAL	78604	51.15%	82396	51.26%	-0.11%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	111	1.92%	2613	45.08%	254	4.38%
AR	350	2.72%	3867	30.08%	971	7.55%
CH	243	2.06%	4240	35.90%	665	5.63%
DP	210	1.77%	4697	39.62%	552	4.66%
FF	43	3.26%	526	39.94%	48	3.64%
ML	57	1.44%	1675	42.33%	200	5.05%
MP	298	2.19%	3572	26.31%	998	7.35%
NS	882	2.14%	12358	30.05%	2411	5.86%
OT	148	2.87%	1537	29.82%	315	6.11%
SV	769	1.66%	14325	30.98%	3340	7.22%
TOTAL	3111	2.02%	49410	32.15%	9754	6.35%

Holds	Holds filled Feb-15	% of circulation	Holds filled Feb-14	% of circulation	% Difference 2014 to 2015
AH	1177	20.31%	1355	23.84%	-3.53%
AR	2726	21.21%	2596	20.28%	0.93%
CH	3059	25.90%	2769	22.64%	3.27%
DP	2503	21.11%	2574	21.58%	-0.47%
FF	277	21.03%	358	23.96%	-2.93%
ML	869	21.96%	1133	25.78%	-3.82%
MP	3115	22.94%	3352	23.55%	-0.61%
NS	8309	20.20%	9016	19.97%	0.24%
OT	1419	27.53%	1676	30.21%	-2.68%
SV	1177	20.31%	1355	23.84%	-3.53%
Zsupport	2726	21.21%	2596	20.28%	0.93%
Total	3059	25.90%	2769	22.64%	3.27%

New customer registrations			
	February 2015	February 2014	% Difference
AH	54	69	-21.74%
AR	97	118	-17.80%
CH	80	86	-6.98%
DP	59	69	-14.49%
FF	5	4	25.00%
ML	34	22	54.55%
MP	109	108	0.93%
NS	314	307	2.28%
OT	40	38	5.26%
SV	434	383	13.32%
TOTAL	1226	1204	1.83%

February Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$10,054.19	\$9,331.23	-\$722.96	-7.19%
CHECK	\$4,199.16	\$2,540.21	-\$1,658.95	-39.51%
CREDIT	\$7,819.19	\$10,046.00	\$2,226.81	28.48%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 18 people in February, an increase compared to the previous month (13.75 in January) but a decrease compared to the same month last year (23.5 in February 2014.)

Explore and Discover:

- As part of The Big Read the Airway Heights Book Club had a total of five participants for its book discussion about *Call of the Wild* by Jack London.
- The Big Read concert *Sourdough Songs* was attended by five people.
- A total of nine people attended The Big Read children's program *Who Pooped in the Forest Near My Library?*
- Explore and Discover Club, *Can You Believe Your Eyes* had a small audience of only three, a decrease compared to 12 in January.
- Our second *LEGO Club* of the year had a noticeable increase with 10 in attendance compared to three in January.

Support Job Seekers and Local Businesses:

- Staff helped a member create an email account during a Book A Librarian appointment so he could respond to job postings on Craigslist.
- I attended the West Plains Chamber *Speed Networking* event with Aileen Luppert. I focused on sharing information about the *Ready for Work* workshops and Aileen shared information about SCLD's business card.

Connect Communities:

- Great Northern Elementary's 5th/6th grade class visited and students selected a narrative nonfiction book to check out.
- I attended two Airway Heights Kiwanis meetings. The first featured guest speaker Mr. Michael Cressey, president-elect of the Spokane Lilac Festival and at the second meeting, the club participated in a Community Conversation facilitated by Ellen Peters and Kristy Bateman.
- There were a total of 12 meeting room reservations for the Airway Heights meeting room in February, which is identical to the same month last year.

Argonne: Pat Davis

Develop Young Learners:

- Three Outreach Storytimes were presented at Loving Heart Childcare for 14 preschoolers, 16 toddlers and 11 PreK.
- Toddler Play and Learn Storytime attendance averaged 26.5 this month.
- Preschool Play and Learn averaged 23.25.
- Combined attendance totaled 199 compared to 126 last year at our Play and Learn Storytime.

Explore and Discover:

- Our first Big Read program, *Sourdough Songs* attracted an audience of nine.
- Our *Drawing Fundamentals* class attendance varied from five, six and seven participants at the three sessions this month.
- The Big Read Book Discussion at the Rocket Bakery didn't attract any participants.
- The *Let There Be LEGOs* all-day event attracted 161, compared to last year's 357. The addition of the monthly LEGO club and the availability at all libraries contributed to a lower and more manageable attendance.

- KHQ came and filmed a segment for its morning program the week before the LEGO event and we had several families come before the library opened to participate. Gwendolyn Haley was interviewed and talked about STEM and LEGO Day in our libraries.
- Our Big Read program for kids, *Who Pooped in the Woods Near My Library* had an attendance of nine.
- Kids Club – *Can You Believe Your Eyes* – had an attendance of five.
- The Big Read program, *Snowshoeing for Beginners* had an attendance of 11. Not a bad turnout for Valentine's Day and unseasonably warm weather that day.
- Our monthly LEGO Club attracted 38 participants.

Support Job Seekers and Local Businesses:

- Community Librarian Kelsey Hudson and I attended a kickoff meeting for business development in the historic Millwood business district held at the Millwood Presbyterian Church Community Center. The mayor discussed plans for traffic improvement and a walking trail along vacated railroad tracks. A discussion followed regarding issues that impede business development and conditions that were favorable for Millwood development.
- We provided five Book a Librarian appointments for basic computer help, setting up email and e-books.
- We assisted seven people with online applications and resume questions.
- We are seeing more people who were referred to the library by WorkSource to work on resumes or online applications. They often ask about flash drives, mentioning that WorkSource has told them we have them available.

Connect Communities:

- We were invited to have a table at Anytime Fitness. They had an open house to celebrate their joining the Valley Chamber of Commerce and the expansion of their facility. They invited local organizations to participate and let the community know what they were doing. I delivered flyers and several copies of *Call of the Wild*.
- I dropped off copies of *Call of the Wild* at several locations and we sent five copies with a fireman who came in to activate a business card for an area Fire Station.
- We featured art from Seth Woodard and Pasadena Park Elementary Schools.
- 56 groups or individuals used our meeting and conference rooms this month compared to 65 last year. Higher use for library programs and by staff contributed to the decrease.
- Our display case was filled with LEGO creations as were the tops of six shelving ranges.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance was down this month with an average of 17.5 in February of 2015 from an average of 24.25 in February of 2014.
- Toddler Play and Learn attendance increased with an average attendance of 41 in February of 2015 compared to 32.75 in February of 2014.
- Preschool Play and Learn attendance decreased slightly in February of 2015, with an average attendance of 33.75 compared to 34.25 in February 2014.

Explore and Discover:

- Kids Explore and Discover *Can You Believe Your Eyes* had 7 in attendance.
- The Teen/Tween *Big Read: Jack London* program at Westwood Middle school had 150 participants.
- Adult Cheney Book Discussion Group is reading *Travels with Charley: In Search of America* by John Steinbeck and *Call of the Wild* by Jack London. There were 13 in attendance.
- The Big Read program *Jack London* and *Call of the Wild with Dr. Campbell* had 32 people in attendance, *Sled Dog Racing/Mushing* had 14 attendees and *Sourdough Songs* had 15 attendees.
- Our monthly LEGO Club had 39 happy LEGO builders in attendance.

Support Job Seekers and Local Businesses:

- Catherine attended the West Plains Chamber of Commerce breakfast. The Keynote Speaker was Larry Krauter, CEO of Spokane International Airport. Spokane International Airport seems to be thriving under his leadership, a positive impact on our community providing new services and job opportunities in this area.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 80 library items for the residents.
- 48 groups used our meeting room this month, compared to 32 in 2014.
- Cheney staff provided six scheduled and two walk-in Book a Librarian sessions in February.
- Our AARP Tax-Aide providers settled right in in January to train their volunteers for the rigorous tax season.
- The Mayfest community group are connecting and posting events throughout the community. Save the date: Mayfest will be held May 29 & 30.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight decrease in Storytime attendance. Our average Storytime attendance was 18, compared to last February's average of 23.
- Free childcare was offered for some of the *Ready for Work* participants. Two attendees took advantage of the service which resulted in an additional Storytime total of five.
- Amber Williams and I visited Riverside and Chattaroy Elementary schools STEM evening and provided hands on activities for the families and students who attended. Riverside Elementary had a total of 114 participants, while we connected with 121 participants at Chattaroy Elementary. We also enjoyed a presentation by Radical Rick the science guy who provided a humorous science-related presentation.
- Kristy Bateman visited Riverside School District's Homeschool and gave a presentation to 5 parents regarding SCLDs programs and services. This presentation resulted in a follow up from the Riverside staff who wanted to publish that information in their school newsletter. They called the Deer Park Library to clarify some program and service points. SCLD will be featured in their upcoming March newsletter.

Support Job Seekers and Local Businesses:

- Community Librarian Amber Williams and I attended the Deer Park Chamber of Commerce luncheon. We heard a presentation by Joel Nania from the Small Business Administration regarding the steps that potential small business entrepreneurs go through to obtain funding and help through its program.
- Our *Ready for Work* series of classes attracted a total of 27 participants attending the four classes offered this month.
- We proctored three tests for students this month. This proctoring total is the same as last February.

Explore and Discover:

- 19 members gathered at The Big Read: *Adult Book Club* to discuss the book *Call of the Wild* by Jack London compared to last year's total of 13.
- Two classes from Arcadia Elementary visited for an opportunity to hear a presentation about fantasy fiction.
- A total of six classes visited from Arcadia Elementary School to browse our collection and check materials out.
- Our Kid's Club attendance was 19 compared to last February's total of 37.
- Our Big Read children's program, *Who Pooped in The Forest Near My Library?* attracted 11 participants.
- Our Big Read program *Sourdough Songs* attracted 22 participants.

Connect Communities:

- Our conference and meeting rooms were used by 43 groups this February compared to last February's total of 23. We had a variety of groups using our rooms for a variety of purposes such as tutoring, senior graduation night planning, retirement planning, a birthday party, and an autism advocacy group.
- *AARP Tax-Aide* began this month with standing room only on the first couple of Fridays that this service was offered. The *Tax-Aide* volunteers even had to turn folks away due to the huge amount of people requesting help. We believe that the popularity of the service is due to the fact that there are no longer any volunteers offering Tax-Aide help in Stevens County and only one Tax-Aide service center in all of Pend Oreille County.
- We received and completed 7 ACA requests for help on the Washington Health Plan Finder website.

Fairfield: Kathy Allen

Develop Young Learners:

- The Fairfield Community Church Preschool's monthly visit included 12 for the in-library Storytime.
- Play and Learn Storytime had an average attendance of two, down from last month's average of 3.5.

Support Job Seekers and Local Businesses:

- The Ready to Work series has been very discouraging. No one has attended the programs. We had two register for the *Shifting Gears* workshop that did not show up.

Explore and Discover:

- *Thursday Night Thing* at the Fairfield Community Center continues to have a reliable group. This month we had 15 attend.
- 58 attended The Big Read program at Liberty Junior High with author Claire Rudolf Murphy.
- *Big Read: Sourdough Songs* had 7 attend the program.
- This month's LEGO Club was attended by three. Although a small group, the kids seem to be enjoying the activity.
- *Big Read: Who Pooped in the Forest Near My Library?* included five adventurers.

Connect Communities:

- I delivered five copies of *Call of the Wild* to area business as part of The Big Read.
- Community Librarian Cindy Ulrey and I hosted the North Palouse Chamber of Commerce monthly lunch meeting at Fairfield Library.

Medical Lake: Theresa Stephenson

Develop Young Learners:

- Storytime attendance averaged 21, down from 26 in February 2014.
- 31 people attended three outreach Storytimes this month, down from 35 in February 2014.

Explore and Discover:

- The Explore and Discover Big Read held at Medical Lake Middle School had 120 people in attendance.
- The Explore and Discover Children/Family programs, *Can you Believe Your Eyes* and *Who Pooped in the Forest Near My Library?*, averaged 8.5 persons in attendance.
- *Sourdough Songs*, attracted seven attendees.
- The Explore and Discover LEGO Club attracted 16 attendees.

Support Job Seekers and Local Businesses:

- The Job Seeker and Career classes' attendance averaged two persons per class.

Connect Communities:

- This month's display featured artifacts and memorabilia from the Philippines. Medical Lake resident and Library Member Eufemia Munn donated her collectables for display. The Cheney Free Press wrote a story about the display and included a picture of Ms. Munn along with information about the Medical Lake Library.
- 17 people attended the February book discussion group. This number is down from the February 2014 attendance record of 19.
- Three groups used the meeting room in February, down from seven from last year.
- We had two people utilize Book a Librarian services in February.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 45 attendees this month, a continued increase from last month's average of 42 and last February's 43.
- Preschool Play and Learn Storytime had an average attendance of 27, a slight decrease from last month's 28, but an increase from 25 in February 2014.
- Baby Play and Learn Storytime averaged 38, an increase from last month's 29. The trend of a steady increase continues when compared to last February's average of 19.

Explore and Discover:

- The Moran Prairie Book Club had 9 attendees this month for *Call of the Wild* by Jack London.
- 20 attended The Big Read *Snowshoeing for Beginners* and 15 attended *Sourdough Songs*.
- The *LEGO Club* had 30 attend—an increase from last month's 25.

- Kids Explore and Discover program *Can You See* had 13 attend, a decrease from December's 25. We did not have a January program since the library was closed for a holiday.
- The Big Read event *Who Pooped in the Forest Near My Library?* had 12 attend.
- We continued to have our monthly craft out targeting interests of adults. This month we had card-making supplies. We had 42 people participate, a significant increase from last month's 12.
- The *Waltz! Salsa! Swing!* decreased in average attendance to 14 from last month's 19.
- The Star Financial Services program *Long-Term Care Planning & Important Documents 101* had five attendees, a decrease from last month's 10.
- STCU had five attend its *Organize Your Finances* program.

Support Job Seekers and Local Businesses:

- We proctored one exam.

Connect Communities:

- We had 57 bookings of the meeting room, a decrease from last month's 67.
- Eric Cook is displaying his photography. This connection was procured through contact with Revel 77—the coffee shop we partnered with for the *Sip and Savor* program.
- The Moran Prairie Friends and members of the Moran Prairie Book Club participated in a Libraries Transforming Communities conversation.
- We promoted library services at the Moran Prairie Elementary Science Fair. Aileen Luppert and Danielle Marcy interacted with 100 attendees talking about library service and programs while assisting with creating whirlybirds and pinwheels.
- Danielle Marcy attended the informational meeting for S.C.O.P.E. regarding opening a local chapter for the South Hill/Palouse area.
- Danielle Marcy attended the Mullan Road Elementary PTG meeting. The library was looking into offering space for the group's Scholastic Book Fair because of construction at the school. Due to Scholastic's schedule, the dates offered were not feasible. The PTG will look for space at Moran Prairie Library next year if construction continues to be an issue. The PTG has agreed to have the library promote service at its upcoming Science Fair in March.

North Spokane: Jason Johnson

Develop Young Learners:

- 906 children and their parents and caregivers attended early learning programs this month. This is a 15% increase from last month.
- Baby Play and Learn Storytime averaged 31 attendees. This is the up five from last month's average and up seven from February 2014.
- Preschool Play and Learn Storytime averaged 45 attendees. This is down three from last month and down one from February 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 49. This is up 17 from last month and up 8 from February 2014.
- Family Play and Learn Storytime averaged 22 attendees, down three from last month and up seven from February 2014.
- Staff provided Storytime for 147 attendees at outreach facilities.

Explore and Discover:

- 213 members of all ages attended Explore and Discover events this month.
- 38 adult members attended 3 programs: 15 for *Big Read: Sourdough Songs*, 12 for *Big Read: Snowshoeing for Beginners* and 11 for *Book Club: Call of the Wild*.
- 44 tween/teen members attended 2 programs: 40 for *Mead Alternative High School Database Instruction* and four for *Tween Club: Have a Ball*.
- 109 children and their families attended three programs: 49 for *Monday Funday: LEGO Club*, 31 for *Big Read: Who Pooped in the Forest Near My Library?*, and 29 for *Pokémon Club*.
- 22 members attended screenings of two films: 12 for *Big Read Cinema: Alone in the Wilderness* and 10 for *Big Read Cinema: The Gold Rush*.

Support Job Seekers and Local Businesses:

- Staff proctored 1 exam.

Connect Communities:

- Jason filmed local musician Andy Rumsey for the upcoming live at the library website feature.
- Local artist JM Enneking displayed paintings in the library this month.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 15.25 attendees, down compared to last year's total of 20.
- 38 children attended two Outreach Storytimes for Otis Orchards ECEAP, and 32 attended two outreach Storytimes for East Farms ECEAP for a total of 70.

Support Job Seekers and Local Businesses:

- *Ready for Work: Crafting Effective Resumes* had six attend.
- *Ready for Work: Microsoft IT Academy and Gale Courses* had four attend
- *Ready for Work: Shifting Gears*, five attended.
- *Ready for Work: Microsoft Word for Job Seekers* had eight attend.

Explore and Discover:

- The monthly *LEGO Club* had nine attend, up from last month's total of six.
- 12 participated in the *Kids Club: Can you Believe Your Eyes?*
- *Valentine's Day Heart Craft* inspired 64 children.
- The *Seed Library Kick-off and Seed Exchange/Seed Propagation Class* had 37 in attendance. We checked out over 300 packages of seeds at the kickoff and issued 10 new library cards. A total of 651 packets of seed have been checked-in in February. This Innovation Project has been very popular with the community and area heirloom gardeners.
- *Inland Northwest Vegetable Gardening* was also well attended, with a total of 40.
- *Basic Soil and Composting* had 27 in attendance.
- *Tomatoes from Seed to Harvest*, was a hands on workshop where the 43 who attended took home a pot planted with tomato seeds. One man traveled from Chewelah, WA, to attend the program.
- *Big Read: Who Pooped in the Forest Near My Library?* was attended by 14.
- *Big Read: Sourdough Songs* was enjoyed by 10.

Connect Communities:

- I delivered 5 copies of The Big Read book, *Call of the Wild* to the coffee shop and local restaurants.
- The meeting room was used by seven groups including a book club, an essential oils class, and a yoga class.
- A member recently brought her 11 year old daughter into the library to get her a library card. Getting a card at the Otis Orchards library was on her birthday wish list.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 27 this month, down from 35 last February.
- Toddler Play and Learn averaged 47 per week, down from last February's average of 57.
- Preschool Play and Learn had an average attendance of 41, almost double of last February's 23.
- Family Play and Learn averaged 27 per week, again almost double of last February's 13.
- We presented 29 outreach Storytimes to 338 children.

Explore and Discover:

- We had a lot of fun programming this month. The Big Read brought in several programs. *Sourdough Songs* was well attended (24) and the snowshoeing program brought in 20. The Big Read book clubs also had nice attendance. The library's book club had 16, and the club at Broadway Court Estates had 13.
- The Tween club had a great time playing a life-size version of Clue; 20 attended.
- The Anime club had a small turnout (9 vs last February's 28).
- We had 56 people participate in the Sunday craft.

Support Job Seekers and Local Businesses:

- We proctored 14 exams.
- Two Access IT grant classes were held—11 people attended both classes.

Connect Communities:

- Sheree and I presented library services information to the Greater Valley Support Network group.
- We attended Chamber events.
- I attended several SV Kiwanis meetings and made plans to join the group.

Public Use Measures

February 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,685	118,512		-2%	
Door count	107,287	104,435	217,449	0%	-1%
Circulation	210,141	214,053	434,418	-3%	-3%
Digital Media Catalog	29,211	25,354	61,561	14%	30%
Programs					
Number	293	221	531	24%	9%
Attendance	6,466	4,865	11,773	20%	13%
Group Visits					
Number	3	3	6	-33%	6%
Attendance	125	76	261	-8%	7%
Software Station bookings	20,197	18,783	40,777	4%	7%
Meeting room bookings	315	328	697	10%	-4%
Holds placed					
By customers	32,635	34,142	69,195	-7%	-11%
By staff	6,781	6,982	14,150	-6%	13%
Digital Media Catalog	8,295	7,979	17,997	2%	28%
Database use					
Searches	97,695	115,254	207,007	-13%	-1%
Retrievals	38,494	30,012	73,890	-36%	-10%
Website use (Remote)					
User sessions	100,675	85,954	205,954	8%	14%
Page views	197,768	180,727	415,368	-11%	-1%
Catalog	42,108	49,240	89,270	-18%	-17%
Database Access	4,873	5,111	10,679	-12%	-4%
Interlibrary loans					
Loaned	344	270	686	22%	11%
Borrowed	565	443	1,029	26%	27%

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 February 2015

Community Calendars

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

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

- Seed library, exchange planned
- SCLD Streaming Services (3)
- Cheney Book Club Meeting

News coverage

- Feb 4 – Days of Kindness event encourages lasting effects (put on by EWU; books are donated to the Cheney Library)
- Feb 5 – ML Book Club meets Feb 9
- Feb 6 – Spokesman-Review: Musicians play along for ‘Wild’ read
- Feb 6 – Spokesman-Review ad: The Big Read
- Feb 9 – Spokesman.com: Out & About: Panel brings 6 perspective on wolf revival
- Feb 11 – Deer Park Tribune: Library district takes care of auditing missteps
- Feb 12 – Spokesman.com: Wolf revival topic of panel discussion
- Feb 12 – The Inlander (online and in print): Wolves in the Pacific Northwest
- Feb 13 – Spokesman-Review ad: The Big Read
- Feb 14 – Insurancenewsnet.com: As deadline approaches for health exchange, Spokane outreach efforts increase sign-ups (mentioned that 11 SCLD employees have been trained as assisters)
- Feb 20 – Spokesman-Review ad: The Big Read
- Feb 26 – Journal of Business: Calendar: Workshops and Seminars: Spokane County Library District will present Ready for Work workshops
- Feb 27 - Kids Newspaper: article about Nourish and ad featuring the Seed Library

Press Releases

- Feb 9 – Holiday Closure in observance of Presidents’ Day

Estimated media value:

Approximate media value for SCLD in the news: \$1,500

eMarketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,321
- Twitter: # of followers: 1,204
- Pinterest: # of followers: 1,167

Library District Blog:

Our most popular blog post during the month of February was a post we made in January: *Take and Give: Seed Library* posted on Jan 16. This post had 1,123 views during February alone, up from 217 views in January.

Blog posts

- Feb 2 – Get a Room!
- Feb 3 – Valentine’s Day Celebrations For the Skeptical
- Feb 4 – Recipe Review: Enchilada Soup
- Feb 5 – Behind the Scenes at the Youth Media Awards
- Feb 8 – Holiday Closure
- Feb 9 – Let There Be Music: Jim Gill’s Family Room Tour Returns to CenterPlace
- Feb 9 – Happy Birthday, Dr. Seuss!
- Feb 10 – Mystery Read-alikes for Downton Abbey Withdrawal
- Feb 11 – Family Construction Zone
- Feb 12 – The Essential Guide To Winter Cleaning
- Feb 17 – What To Do in Spokane County
- Feb 18 – Let’s Hear It For #WeNeedDiverseBooks
- Feb 19 – A Month Of Meals
- Feb 20 – Let’s Talk About Dementia
- Feb 23 – Childcare For You
- Feb 24 – School Lunch Ideas For Kids
- Feb 26 – Ham On Regal

eNewsletter

- 70,933 sent on February 12, 2015
- Open rate: 21.4% (15,097)
- Clicked: 2,544 (3.6% click rate)
- Unsubscribed: 177

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

- Big Read Wolf Panel Discussion
- Big Read Kickoff
- Re-brand Social Media for Big Read
- North Spokane “Ask Here” sign
- SCLD Job Application

- Seed Library
- Jim Gill Concert
- Early Learning at Home
- Moran Prairie Elementary Science Fair
- Spokane Valley Chamber Luncheon
- Dr. Seuss celebration

Reprints of previously created work & order fulfillment

- The Big Read brochures for Public Services and Airway Heights
- Seed Library flyers for Otis Orchards
- Lego Club flyers for Argonne, Otis Orchards and Deer Park
- Color-change pencils for Spokane Valley
- Storytime programs for Moran Prairie and Argonne
- Community Conversations (Libraries Transforming Communities) flyers for Moran Prairie

Community Involvement

- Feb 6 – Leadership Spokane Education Day

Current & Upcoming Projects

- Family Construction Zone – Starts early March
- Preschool and Daycare Fair – Mid March
- Access IT Orientation (SNAP) Programs – Starts in March
- Nourish brochure will be delivered to residents the week of March 16
- SNAP Financial Literacy Classes – April
- Tabletop Game Day – April
- Food For Fines – April
- STARS Trainings – April
- Japan Day at the Library – April

Spokane County Library District		
Balance Sheet - (Cash Basis)		
February 28, 2015		
		3/10/2015 15:14
ASSETS		
CASH		\$ 2,370,746
TOTAL ASSETS		\$ 13,015,259.98
CURRENT LIABILITIES		\$ (3,319)
TOTAL LIABILITIES		\$ (36,406)
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,182
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		11,274
UNASSIGNED FUND BALANCES		13,034,210
TOTAL FUND BALANCES		\$ 13,051,666
TOTAL LIABILITIES & FUND BALANCES		\$ 13,015,260
CONSTRUCTION FUND CASH BALANCE -- 02/28/2015		\$ 895,318

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 28, 2015**

3/10/2015 15:16

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,710,692	\$ 10,740,000	99.73%	\$ 29,308
CITIES, SERVICES & FEES	104,573	666,015	15.70%	561,442
MISCELLANEOUS	14,718	446,775	3.29%	432,057
OTHER RECEIPTS	82	40	205.95%	(42)
INTEREST REVENUES	2,903	24,000	12.10%	21,097
TOTAL REVENUES	\$ 10,832,969	\$ 11,876,830	91.21%	\$ 1,043,861
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 10,832,968.95	\$ 11,876,830	91.21%	\$ 1,043,861
EXPENSES				
SALARIES	\$ 1,053,804	\$ 5,995,339	17.58%	\$ 4,941,535
FRINGE BENEFITS	344,117	1,834,205	18.76%	1,490,088
SUPPLIES	24,181	167,540	14.43%	143,359
SERVICES	476,921	1,869,703	25.51%	1,392,782
EQUIPMENT & SOFTWARE	7,410	363,000	2.04%	355,590
LIBRARY MATERIALS	255,102	1,554,229	16.41%	1,299,127
OTHER EXPENDITURES	4,155	18,540	22.41%	14,385
INTEREST EXPENSE	0	100	0.00%	100
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
TOTAL EXPENSES	\$ 2,165,691	\$ 11,906,830	18.19%	\$ 9,741,139
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,165,691	\$ 11,906,830	18.19%	\$ 9,741,139
Net Excess of Revenues Over/(Under) Expenses	\$ 8,667,278	\$ (30,000)		\$ (8,697,278)

Spotlight Argonne Library

Library Supervisor Pat Davis and Librarian Kelsey Hudson will share highlights of Argonne Library and the community serves.

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

OVERVIEW FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT

Communication & Development Officer Jane Baker will provide an overview of the Friends of the Spokane County Library District. Baker will cover what steps have been taken so far, the current status of the group, and future plans.

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