

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

September 15, 2015 4:00 p.m. Spokane Valley Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of August 18, 2015, Regular Meeting and Special Meeting/Retreat Minutes [4:00-4:03]
  - B. Approval of August 2015 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:10]
    1. Community Engagement Plan Update
  - D. New Business [4:10-4:20]
    1. Use of 3D Printers Policy: Approval Recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:20-4:25]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:25-4:30]
  - B. Executive Director [4:30-4:35]
    - Administrative
    - Community Activities
  - C. Public Services [4:35-4:40]
  - D. Communication [4:40-4:45]
  - E. Fiscal [4:45-4:50]
  - F. Spotlight Spokane Valley Library [4:50-5:00]
  - G. Overview – 3D Printing [5:00-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 20 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.***

09/15/15

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: AUGUST 18, 2015**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 18, 2015, in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Mark Johnson called the meeting to order at 4:05 p.m., and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Managing Librarian; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director Collection Services; Theresa Stephenson, Librarian; 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 JUNE 16, 2015, REGULAR MEETING MINUTES**

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

**APPROVAL OF JUNE AND JULY 2015 BILL PAYMENT VOUCHERS**

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

**JUNE**

**Fund**

L01	Voucher numbers: 48194 through 48354 and W00245-W00251 totaling	\$ 506,574.38
	Payroll numbers: 06102015PR and 06252015PR totaling	\$ 363,248.24
	Total	\$ 869,822.62

JULY

Fund

L01	Voucher numbers: 48355 through 48540 and W00252-W00258 totaling	\$ 574,967.98
	Payroll numbers: 07102015PR and 07242015PR totaling	\$ 353,237.10
	Total	\$ 928,205.08

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Along with the report provided in advance of the meeting, Mr. Roewe reported the proposal submitted by district members of the LTC Cohort has been accepted as a session for the 2016 WLA Conference. The conference will be held in Spokane at the Davenport Hotel, April 27-29. There was no further discussion.

BOND ELECTION REPORT. Mr. Stumbough provided an overview of the August 4 bond election results. Maps visually supported his presentation to demonstrate the outcome of votes in the LCFA. Ultimately, approval of new libraries fell short by 605 votes. However, more ballots were cast by voters this year than for the 2014 special election, and votes in favor of libraries increased by 3%. He also pointed out the gap to exceed 60% approval was narrowed by half, compared to 2014. Mr. Stumbough also shared some feedback received regarding the bond. Some voters thought the issue had already been passed and were waiting for construction of the new library to begin. Ms. Ledeboer noted there were a lot of disappointed members, and staff has been consoling members at Spokane Valley Library. Mr. Hattenburg said he heard voters still value the library, yet didn't want additional taxes. There was no further discussion.

NEW BUSINESS

PURCHASING POLICY. Ms. Thompson moved and Mr. Hattenburg seconded approval of the Purchasing policy, with changes amended as discussed. In response to Trustee Craig's query about the new \$100,000 credit card limit, Chief Financial Officer Rick Knorr responded the amount was increased to match the procedure currently in place. Discussion ensued about use of the card and average monthly spending, which is approximately \$25,000. Since future changes in card use are not anticipated, per Board direction Mr. Knorr will reduce the credit limit to the previous amount of \$50,000 and amend the corresponding procedure.

There were no further questions.

The motion was unanimously approved, with the policy amended as agreed.

FINANCIAL MANAGEMENT POLICY. Mr. Hattenburg moved and Ms. Thompson seconded approval of the Financial Management policy. Mr. Knorr provided suggested changes to the policy in advance of the meeting, which included changing the manner in which allocation for library materials and programs was calculated.

There were no questions.

The motion was unanimously approved.

ALA ANNUAL CONFERENCE REPORT. Mr. Roewe provided a report in advance of the meeting, which included staff highlights of the June conference held in San Francisco, CA. Ms. Ledebor pointed out this was the first annual conference attended by Mr. Roewe and Ms. Luppert, with District attendance funded by Libraries Transforming Communities grants. Mr. Roewe said their cohort returned with great lessons to apply to future library programs. 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, for which Ms. Thompson gave advance notice of her absence at the September meeting. Ms. Ledebor pointed out a new Use of 3D Printers policy has been added to the September agenda for Trustees' review prior to public rollout. Communication & Development Officer Jane Baker provided details for Night at the Library, the first Friends of the Spokane County Library District membership drive, held at Argonne Library, Sept. 17, 7-9 p.m. The event is open to the public. Ms. Ledebor also extended an invitation to Trustees to attend Humanities Washington Bedtime Stories, a fundraiser featuring local authors held October 23, 6-9 p.m., at The Spokane Club. Funds raised will benefit humanities programs, such as Prime Time Family Reading held in Eastern Washington.

## **REPORTS**

### **TRUSTEES**

Mr. Hattenburg said while walking door-to-door in support of the bond election, the response at people's homes was tremendous, and voter turnout was excellent. There were no other reports.

### **EXECUTIVE DIRECTOR**

The Executive Director's written monthly reports provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebor called attention to the upcoming retirement of Chief Information Officer Priscilla Ice. Ms. Ice will retire August 31, and following her departure, Deputy Director Doug Stumbough will transition to IT Director. In response to Trustee Craig's query about the new IT product, BLUEcloud Analytics, Ms. Ice provided details about the much improved hosted product, and said the upgrade will allow for planned changes to District reports and more versatile use of data.

### **PUBLIC SERVICES**

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports in advance of the meeting for June and July 2015 Public Services, which included data for customer use measures, programming, and library activities. Mr. Roewe introduced the new Managing Librarian for Spokane Valley Library, Aileen Luppert. Ms. Luppert was promoted from her former position as Librarian. Ms. Ledebor pointed out the innovative and exciting summer programming at libraries, which has thus far been busy and well attended. There was no further discussion.

**COMMUNICATION**

Communication & Development Officer Jane Baker provided written reports in advance of the meeting for June and July 2015 communication activities. Ms. Baker announced a new graphic designer started August 1. Summer months have been busy with the bond election campaign, open houses, and social media for the District overall. And the Friends of the Spokane County Library District has had a successful start. There was no further discussion.

**FISCAL**

Revenue and Expenditure Statement through June 30, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,378,864
Expenditures	\$ 5,672,606
Ending Fund Balance	\$ 5,139,766
Fund Budget Expended	47.76%

Revenue and Expenditure Statement through July 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,496,512
Expenditures	\$ 6,557,729
Ending Fund Balance	\$ 4,335,519
Fund Budget Expended	55.21%

CFO Rick Knorr estimated that given expenditures to date, the District will end the year with a slight surplus.

**SPOTLIGHT MEDICAL LAKE LIBRARY**

Library Supervisor Theresa Stephenson welcomed the Board of Trustees to Medical Lake Library and introduced Community Librarian Christie Onzay. With support of PowerPoint, Ms. Stephenson showed photographs of the library before and after the addition of a smaller service desk, which opened usable space. She also pointed out the unique Tree of Knowledge, art installed at the entrance of the library as a fundraiser by the Friends in 1991. For \$50, tree leaves are purchased individually to commemorate life events. On average, a new leaf is purchased and added each month. Another special feature at Medical Lake is the gas fireplace in the browsing area. Members often sit to read and enjoy the warmth during the winter months, and since July can enjoy the new Keurig coffee service, which was also purchased and maintained by the Friends. The library is open 38 hours over four days a week. Membership, visitors, computer station, meeting room use, and program attendance have all significantly increased, whereas print checkout has slightly decreased since 2014.

Librarian Christie Onzay reviewed the Libraries Transforming Communities community conversations held in Medical Lake. Feedback from residents indicated an overall desire for a stronger sense of community, and the library would like to help build and be a part of that community.

Regarding the four service priorities of the Community Impact Plan, Ms. Stephenson reviewed programming to help Develop Young Learners. Storytimes are held each week at the library, and outreach Storytimes are provided to area preschools each quarter, including the ECEAP at Hallett Elementary. Interactive discovery stations are available for use during all library hours, and a favorite is the Farmer's Market, a helpful and fun tool purchased by the Friends to help children learn to count, sort, and role play. Materials for Love Talk Play, a statewide initiative, are displayed for interactive use between parents and their birth to three-year-olds. Ms. Onzay reported on the next service area, Explore and Discover, for which Summer Reading programs were highly successful. Nearly 300 children came to a variety of programs. Highlights included time travel with the Knights of Veritas, music with Eric Herman and the Invisible Band, juggling by the Jamming Jenks, and Mobius Science and the Heroic Birds of Prey, where live owls were popular with participants. Book Discussion Club meets monthly and is open to anyone with interest—beverages and snacks are provided by the Friends. Lego Build is offered once a month during the school year and welcomes all ages to find their inner engineer. The library plans to offer the program once a week starting in September, which will align with the community's desire to have more local activities available for kids. Escape the Ordinary programs were offered to adults this summer, which included the favored cooking classes, Celtic music at the Waterfront Park, golf lessons, and storytelling. In Support of Job Seekers and Local Businesses, another service priority, Ms. Onzay reported that she along with librarians from Cheney and Airway Heights handed out business library cards to members of the West Plains Chamber of Commerce last December. The cards allow for immediate access to online business resources. Ready for Work, a 12-week course funded by WorkSource was held during spring, for which library staff taught some of the classes. Another set of classes were held during summer and funded by SNAP and the Access IT Grant. The library provided the meeting room and computer labs for the program. To Connect Communities, the fourth service priority, the library participated in the Medical Lake Founder's Day Parade and hosted an informational booth. Staff provided informational presentations about library services to the City Council, Lions Club, and participates in the school district's Reading Fair. Student library cards have been distributed to incoming students at Medical Lake middle and high schools over the past three years. These cards allow immediate access to educational databases, and can be converted into full-use cards with parent approval.

For the future, the library plans to participate and offer its meeting room to Reimagine Medical Lake, a grass-roots effort of residents working together to bring back the founders' vision for Medical Lake. Ms. Stephenson has attended organizational meetings and reported there is a high level of commitment to revitalize Medical Lake to again become a thriving destination resort town. Mr. Roewe commented that at the turn of the century, 3,000 people would visit the town each week. Umpqua Bank is spearheading the movement and the Lions Club and Kiwanis are providing support. Medical Lake also plans to kick off a seed library in February 2016 as a way to bring community together and contribute to the local food bank as well. Friends of the Library plan to purchase a cabinet for seed storage.

Ms. Stephenson reported through a Washington State Rural Heritage grant, the District was able to hire an intern to digitize the complete collection of historic documents and artifacts for Medical Lake. Digitization was recently completed and the results are published at [WashingtonRuralHeritage.org](http://WashingtonRuralHeritage.org) for Medical Lake Heritage/SCLD. Ms. Ledebouer commented that the collection is impressive. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW DEVELOP YOUNG LEARNERS**

Library Services Manager Mary Ellen Braks and Librarian Christie Onzay provided an overview of library programming to develop young learners, one of the four Community Impact Plan service priorities. Other team members include District librarians Kristy Bateman, Rachel Edmondson, Tammy Henry, and Cindy Ulrey. Approximately 1,000 children and care providers attend library Storytimes each week. Ms. Onzay explained Storytimes include a literacy component to help prepare children for kindergarten. Staff has also been trained online and with hands-on experience to “Supercharge” their hosted Storytimes with added enthusiasm and intentionality. Outreach Storytimes are provided as well to 65 facilities comprised of preschools, daycares, and licensed home care providers. Library staff is also certified to provide free STARS training classes for childcare providers, teachers, and parents. All classes are certified through the Washington State Department of Early Learning, and provide credits toward licensing for care providers. Ms. Braks reported the Library District has created STEM kits, funded by a Thrive Washington grant for Eastern Washington, that provide ready-to-go activities in a bag that can be checked out for free by parents and caregivers. The activities are purposely brief and promise to make STEM learning fun. Also, Ms. Braks visually demonstrated the soon-to-be-live webpage, Getting Ready for Kindergarten. The webpage includes information and activities for the six components of Washington State assessment of kindergarteners, and will also have resources for kindergarten registration for each area school district. Ms. Onzay reported on other program offerings, such as a Parent Workshop scheduled for fall, and transportable Busy Bags, which should be available by the holidays for parents to provide learning activities at home. The sixth Prime Time Family Reading program wrapped up this summer, with another two planned for fall at Spokane Valley and Airway Heights libraries. Humanities Washington provides free training to staff for implementation of this reading and dinner program offered to families. Ms. Braks reviewed the goals and objectives of this service priority, which have been successfully met. The team will continue to work on developing more extensive relationships with agencies. More discovery stations have been added, including an interactive kitchen that has been so popular another was purchased for Otis Orchards. Looking ahead, additional Storytimes and Parent Workshops will be offered at libraries, and a drop-in Just Play and Learn will be offered to families this winter. District libraries are also involved with Title One Family Literacy programs, and All Aboard for Kindergarten, for which Ms. Braks is part of the statewide team designing the ready-for-school program curriculum. Ms. Braks reported that she recently attended the Starting Strong Institute training hosted by Thrive-by-Five and its partners, and returned with ideas for staff training to add numeracy skills to Storytimes. A KSPS documentary on brain development in babies will also be used for staff training. Trustees expressed appreciation for the informative report. There was no further discussion.

## **PUBLIC COMMENT**

There were no public comments.

## **ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees

## SPOKANE COUNTY LIBRARY DISTRICT

### BOARD OF TRUSTEES SPECIAL MEETING/RETREAT MINUTES: August 18, 2015

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#### CALL TO ORDER

A special meeting/retreat of the Spokane County Library District Board of Trustees was held Tuesday, August 18, 2015, in the Public Meeting Room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Mark Johnson convened the meeting at 5:55 p.m., following adjournment of the regular meeting.

**PRESENT:**

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

Also present: Jane Baker, Communication & Development Officer; Priscilla Ice, Chief Information Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director Library Services; Andrea Sharps, Deputy Director Collection Services; Doug Stumbough, Deputy Director Operations; and Patty Franz, Administrative Assistant.

#### 2015 Financial Update and 2016 Budget Direction

Chief Financial Officer Rick Knorr provided a current financial report for seven months ending July 31. And for years 2013-2015, he provided comparative property tax levy information, assessed and estimated property valuation, and 12-month average CPI-W. He also reported balances for the General Fund cash position and Capital Project Fund. Mr. Knorr also provided history to date of the District's capital projects. Discussion ensued regarding District-owned property; i.e., the Balfour Park land intended for a new Spokane Valley Library, and sale of the house on Upriver Drive. Trustees indicated that while they would like to see funds transferred into the capital fund, they do not want to do so at the expense of maintaining buildings.

#### Library Facilities Master Plan Update

Executive Director Nancy Ledeboer opened the discussion by acknowledging voters within the LCFA failed to approve new libraries twice in less than three years. Thus, it will likely be three to five years before going out for another bond election. Bond elections require a super majority for approval. In the past, when levy rates dropped below the maximum allowed rate of 50 cents per thousand, the District has asked voters to "reset" the lid in order to fund capital improvements. This requires only 50% approval districtwide. SCLD is currently at the maximum and it might be 10-15 years before the levy would drop to a low enough level to consider a levy lid lift for capital improvements. Discussion ensued regarding how to build back capital to fund building repairs, such as roof replacement and drainage at Spokane Valley, and how to create more space. Other options for funding new libraries besides a bond election were discussed, as well as future use of mobile technology to take library services out to members.

#### Community Engagement Plan Presentation

Deputy Director Patrick Roewe introduced a draft of the Community Engagement Plan (CEP), which will become the next iteration of the District strategic plan, formerly known as the Community Impact Plan (CIP). He noted the CEP was founded on what staff heard from community conversations held over the last year in combination with what was learned during implementation of the current CIP. Trustees provided feedback on the various components of the plan, including the vision and mission statements, guiding principles, core services and service priorities.

The Board provided direction for the budget and planning. There was no action taken.

**ADJOURNMENT**

Mr. Johnson adjourned the meeting at 7:21 p.m.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of August 30, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$857,544.01 and that we are authorized to authenticate and certify these claims.

DATE: September 1, 2015

SIGNED \_\_\_\_\_

*[Handwritten Signature]*

SIGNED \_\_\_\_\_

*[Handwritten Signature]*

TITLE: \_\_\_\_\_

*CFO*

TITLE: \_\_\_\_\_

*Library Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
048541	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS \$ 191.04
048542	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 62,748.45
048543	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 698.30
048544	AVISTA UTILITIES	UTILITIES 2,995.73
048545	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 45.79
048546	A+ PRINTING, INC	PRINTING 585.78
048547	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 79.95
048548	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE 1,467.45
048549	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 22.29
048550	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 1,084.36
048551	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 704.90
048552	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 1,004.66
048553	CITY OF DEER PARK	WATER & SEWER - DEER PARK 238.73
048554	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 122.28
048555	GALE/CENAGE LEARNING	LIBRARY MATERIALS 752.34
048556	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE 20.37
048557	GREY HOUSE PUBLISHING	LIBRARY MATERIALS 237.05
048558	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE 1,161.06
048559	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS 5,031.76
048560	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 8,945.82
048561	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES 255.10
048562	ANNA KESTELL	LIBRARY PROGRAMS 50.00
048563	KRON	LIBRARY PROGRAMS 2,400.00
048564	MICRO AGE	IT HARDWARE & SOFTWARE 248.92
048565	MIDWEST TAPE	LIBRARY MATERIALS 1,258.38
048566	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 2,030.35
048567	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES 13.02
048568	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 102.63
048569	SCENE LLC	NET-GAUGE ANNUAL LICENSE 1,995.00
048570	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 5,885.28
048571	POLICYPAK SOFTWARE/GPanswers	SOFTWARE SUPPORT 2,874.00
048572	PRESSWORKS	PRINTING 1,296.93
048573	PROQUEST	ELECTRONIC LIBRARY SERVICES 11,068.23
048574	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 493.37
048575	RECORDED BOOKS, LLC	LIBRARY MATERIALS 525.96
048576	SOFTWARE.HARDWARE.INTEGRATION	MICROSOFT ANNUAL LICENSES 27,315.05
048577	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 24.03
048578	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 330.06
048579	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES 766.99
048580	WASTE MANAGEMENT OF SPOKANE	REFUSE 1,139.03
048581	SPOKANE COUNTY AUDITOR	FINALIZE SHORT PLAT - UPRIVER 161.00
048582	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES 11,982.38
048583	AVISTA UTILITIES	UTILITIES 673.53
048584	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 10.16
048585	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 22.81
048586	BUDGET-RENT-A-CAR	CAR RENTAL 133.71
048587	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 155.81

048588	CENTURYLINK	ANALOG TELEPHONE LINES	94.71
048589	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	208.76
048590	NIKKI ROSE CRAIG	LOST/PAID BOOK REFUND	2.20
048591	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,140.00
048592	DEER PARK GOLF CLUB	LIBRARY PROGRAMS	240.00
048593	EMPIRE DISPOSAL INC.	UTILITIES	18.75
048594	WEST TERRACE GOLF LLC	LIBRARY PROGRAMS	240.00
048595	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	673.77
048596	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
048597	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	2,678.83
048598	GUIDEPOSTS	LIBRARY MATERIALS	17.74
048599	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	100.99
048600	KIMBERLY MARIE HARSHBERGER	GRAPHIC DESIGN	812.50
048601	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,831.10
048602	INLAND POWER AND LIGHT	UTILITIES - AH, DP	958.67
048603	KIMBERLY MARLENE KASTENHUBER	LOST/PAID BOOK REFUND	60.60
048604	LYNN LEWAN	LOST/PAID BOOK REFUND	10.00
048605	MIDWEST TAPE	LIBRARY MATERIALS	6,086.02
048606	MAKAYLA MIRACLE	LIBRARY PROGRAMS	200.00
048607	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048608	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
048609	PER PUBLICATIONS, INC.	LIBRARY MATERIALS	170.45
048610	GERALD LEE ONEILL	LOST/PAID BOOK REFUND	4.80
048611	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	369.24
048612	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,561.86
048613	RECORDED BOOKS, LLC	LIBRARY MATERIALS	707.15
048614	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	10.00
048615	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
048616	COWLES PUBLISHING CO	SUBSCRIPTIONS	792.56
048617	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	167.36
048618	STATISTA INC	ELECTRONIC LIBRARY SERVICES	2,150.00
048619	US BANK	H S A FEES	87.00
048620	UPS	FREIGHT	12.22
048621	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR SV AUTO DOOR OPENE	2,500.10
048622	VERIZON WIRELESS	CELL PHONES	207.30
048623	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	253.71
048624	AVISTA UTILITIES	UTILITIES	36.28
048625	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	141.31
048626	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	474.54
048627	CENTURYLINK	ANALOG TELEPHONE LINES	98.36
048628	CENTURYLINK	ANALOG TELEPHONE LINES	39.97
048629	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
048630	CENTURYLINK	ANALOG TELEPHONE LINES	96.83
048631	CENTURYLINK	ANALOG TELEPHONE LINES	139.00
048632	KAREN DARRINGTON	LOST/PAID BOOK REFUND	17.00
048633	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	719.36
048634	THE DENVER PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	30.00
048635	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,004.99
048636	ANDREW PETER GOETTERT	LOST/PAID BOOK REFUND	8.80
048637	GUIDEPOSTS	LIBRARY MATERIALS	53.22
048638	KIMBERLY HAMILTON	LOST/PAID BOOK REFUND	16.80
048639	HANGMAN VALLEY GOLF COURSE	LIBRARY PROGRAMS	240.00
048640	KIMBERLY MARIE HARSHBERGER	GRAPHIC DESIGN	75.00
048641	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,129.02
048642	INTEGRA TELECOM HOLDINGS, INC	WAN CHARGES	15,630.49
048643	INTEGRA TELECOM HOLDINGS, INC	INTERNET AND LONG DISTANCE	2,270.59
048644	INLAND POWER AND LIGHT	UTILITIES - AH, DP	407.04
048645	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	45.95
048646	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
048647	MIDWEST TAPE	LIBRARY MATERIALS	1,926.55
048648	MICHELE MILLER	LOST/PAID BOOK REFUND	16.00
048649	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048650	ELIZABETH ANN ODELL	LOST/PAID BOOK REFUND	2.00
048651	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	217.48
048652	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	2,041.37

048653	KELLY RENEE PASSMORE	LOST/PAID BOOK REFUND	18.05
048654	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,639.92
048655	JAMES E QUINN	LOST/PAID BOOK REFUND	3.20
048656	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,780.49
048657	JORDAN ANNA SUMPTER	LOST/PAID BOOK REFUND	9.40
<b>048658</b>	<b>U.S. BANK CORP. PAYMENT SYSTEM</b>	<b>CREDIT CARD PAYMENT</b>	<b>12,006.36</b>
048659	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	250.01
048660	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	283.90
048661	BETHANY WILLIAMS	LOST/PAID BOOK REFUND	6.00
048662	KARIN YLITALO	LOST/PAID BOOK REFUND	8.00
048663	JULIA KRISTINE ABBOTT	LOST/PAID BOOK REFUND	78.80
048664	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	205.66
048665	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	382.08
048666	KEVIN J. ANDERSON	LIBRARY PROGRAMS	300.00
048667	AVISTA UTILITIES	UTILITIES	294.93
048668	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	125.05
048669	ROBERT L. BARTLETT	LIBRARY PROGRAMS	100.00
048670	CATHY BASS BEGLEY	LOST/PAID BOOK REFUND	21.00
048671	BIBLIO LABS LLC	ELECTRONIC LIBRARY SERVICES	2,000.00
048672	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	100.00
048673	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	1,123.84
048674	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,630.50
048675	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	48.94
048676	CENTURYLINK	ANALOG TELEPHONE LINES	44.90
048677	CENTURYLINK	ANALOG TELEPHONE LINES	44.66
048678	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,010.81
048679	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	81.50
048680	GALE/CENAGE LEARNING	LIBRARY MATERIALS	228.08
048681	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,246.83
048682	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	258.29
048683	QUINTEN P HOWARD	LOST/PAID BOOK REFUND	23.00
048684	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,082.38
048685	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,447.39
048686	LORI ANN MARTINEZ	LOST/PAID BOOK REFUND	16.00
048687	MIDWEST TAPE	LIBRARY MATERIALS	5,818.53
048688	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	1,187.00
048689	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,712.92
048690	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	250.00
048691	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	89.40
048692	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,744.40
048693	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048694	DARBY NICOLE VANGORDON	LOST/PAID BOOK REFUND	28.00
048695	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,015.36
W00259	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,493.03
W00260	US BANK - HEALTH	H S A CONTRIBUTIONS	1,735.00
W00261	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,206.77
W00262	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	878.62
W00263	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,961.42
W00264	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,940.19
W00265	US BANK - HEALTH	H S A CONTRIBUTIONS	1,735.00
	<b>Total Non-Payroll General Operating Fund</b>		<b>\$ 501,972.34</b>
	<b>PAYROLL VOUCHERS</b>		
08102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS	\$ 181,481.00
08252015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS	174,090.67
	<b>Total Payroll General Operating Fund</b>		<b>\$ 355,571.67</b>
	<b>TOTAL GENERAL OPERATING FUND</b>		<b>\$ 857,544.01</b>

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 4,560.40
Maintenance	1,616.20
Travel	2,209.62
Acquisitions	2,977.92
Information Technolgy	586.06
Outreach	56.16
Total Purchases	<u>\$ 12,006.36</u>

## **Community Engagement Plan Report – August 2015**

### **Background:**

As noted in last month's Libraries Transforming Communities (LTC) update, this update has now switched gears and transitioned to a monthly update for the Community Engagement Plan for 2016-2018 (CEP). This plan, an evolution of the current Community Impact Plan, is based on an internally developed model that we are continuing to refine as the work progresses.

Strategic Planning Team members include Executive Director Nancy Ledeboer, Librarians Amber Williams, Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, Managing Librarians Kristy Bateman, Aileen Luppert, and Jason Johnson, Chief Financial Officer Rick Knorr, Chief Human Resources Officer Paul Eichenberg, Communication & Development Officer Jane Baker, Cataloging Technician Kim Conatser, Data and Web Services Administrator Ven Kozubenko, Library Services Managers Mary Ellen Braks, Gwendolyn Haley, Carlie Hoffman and Stacey Goddard, Library Operations Manager Gina Rice, and Deputy Directors Doug Stumbough and Patrick Roewe.

### **LTC:**

The public knowledge gathered through our community conversations is now serving as supporting documentation for the CEP. Our goals and action seek to respond to the aspirations of the communities we serve. The community narratives for each of our 10 communities, as well as the District-wide narrative, will be included in the plan as well. In regard to the ongoing LTC work, implementation of the TECA (Taking Effective Community Action) plan continues, with the intent to ramp up volunteer recruitment in September and October.

### **Initial Draft Plan:**

The planning team created an initial draft of the "preamble" to the plan: vision, mission, guiding principles, and core services. The service priority teams created initial drafts on the goals and actions that seek to respond to community aspirations called out in our LTC work, as well as to the expert knowledge gained through our own experiences implementing the CIP. The overarching intent of the plan is have its community-centric approach permeate each element of the plan.

### **Preliminary CEP Focus Groups:**

Four focus groups have been conducted thus far. The Library Supervisors Group, the Librarians, and the staff Leadership Retreat provided opportunities for feedback on the "preamble," as well as on the service priorities and action items therein. The Board of Trustees and Leadership Team retreat provided additional feedback specifically on the preamble. The team will be using this input, as well as the input from the staff-wide feedback session at Staff Day, to produce a revised draft of the plan for October.

### **Next Steps:**

Staff Day will provide the opportunity for staff at large to give feedback on the plan; ongoing revisions based on staff and Trustee feedback; Implementation of the TECA (Taking Effective Community Action) plan for the LTC.

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

## Use of 3D Printers

### **BACKGROUND:**

As 3D printers are a new technology for the District, we researched extensively how other libraries have handled 3D printing. Many libraries have adopted similar policies, and the ALA recommends that libraries do have a policy regarding 3D Printing. Since the District already has clearly articulated policies regarding Collection Development, Code of Conduct, and Computer, Wireless and Internet Use, a policy outlining parameters for 3D printing is recommended as well. We've followed the examples of other public libraries that have established 3D printing policies in drafting our own.

Library staff will make determinations about what can be printed in a reasonable amount of time, and what may be inappropriate use of the 3D printer, and the policy will guide and support their decisions.

The District has selected Skyforge as its 3D printing management platform. This platform handles uploading, charging, and communication with members through a user-friendly interface that frees up staff time for other direct service responsibilities.

We are recommending charging a minimal amount to recover costs for printing at a rate of \$0.25/cubic cm, with a minimum charge of \$2.00. The fees will be charged to the member's credit card after they have uploaded their print job and SCLD staff have reviewed and approved the print. The charge amounts will not be included in the policy itself to give us the flexibility to increase the rate if the costs increase, but they will be posted on our website and/or the Skyforge site.

Additional background will be provided during the meeting's 3D printing overview.

Pending approval, the service is planned to launch in October.

For reference, the policy follows.

Recommended Action: Board motion to approve the Use of 3D Printers policy.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: USE OF 3D PRINTERS**

**DRAFT**

APPROVAL DATE: SEPTEMBER 15, 2015

**RELATED POLICIES:**

Computer, Wireless Network and Internet Use Policy  
Confidentiality of Library Records

**Purpose:** To provide guidelines for the use and administration of the District's 3D printing facilities.

**Background:**

As part of its mission to inspire learning, advance knowledge, and connect communities, Spokane County Library District provides the community with programs and opportunities to explore, learn and create using relevant technology and software tools, including 3D printing capability.

**General Policy:**

The District prohibits the use of its 3D printers to create items that are, as determined by District staff, in violation of local, state or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District will review all print jobs prior to printing, and reserves the right to refuse any 3D print request.

While the District will maintain the confidentiality of users' printing history in accordance with District policy, the prints themselves may occur within public view, and the District makes no guarantee that any particular print will not be seen by members of the public.

Members will pay for printed items in advance through a third-party partner. The District will determine such charges in order to recover costs at a rate that will be posted on the SCLD website and/or its third-party partner site. The District does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged. If the District declines a 3D-print request, the member will not be charged.

3D printing will occur only during library open hours. Print jobs with estimated completion times that would exceed library open hours will not be started until the next open day. Print jobs with an estimated completion time that would exceed the longest scheduled open hours will be declined and the member will not be charged.

In order to claim their printed items, members will be required to produce photo ID or a receipt of payment. Items that are printed on District 3D printers and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing services may occasionally be provided at no charge in conjunction with related District programs or events. Priority printing will be given to District programs and events.

Only designated District staff and volunteers will have hands-on access to the 3D printer.

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.

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER/NOVEMBER 2015**

***October 20, 2015: Argonne Library (4:00 p.m.)***

- Community Engagement Plan Update
- Personnel Policy
- Access to Library Services Policy
- Emergency Closure of Facilities Policy
- 2016 Budget
  - a. Public Hearing on Authorized Revenue Sources
  - b. Organizational Memberships Review
  - c. 2016 Preliminary Budget Presentation
  - d. Board Direction to Staff
- Library Spotlight – North Spokane Library
- Overview – Explore and Discover
- Trustee Interviews (Tentative)

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Oct. 5, for inclusion in the preliminary agenda to be sent Oct. 7. Meeting packets will be mailed by Oct. 14.

***November 17, 2015: Argonne Library (4:00 p.m.)***

- Community Engagement Plan Update
- Public Records Policy
- 2016 Budget
  - a. 2016 Revenue and Expenses: Preliminary Budget Update
  - b. Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 15-0\_): Approval recommendation.
  - c. Authorizing 2016 Property Tax Levy Increase for Collection in 2016 (Resolution No. 15-0\_): Approval recommendation.
  - d. Levying the Regular Property Taxes for SCLD for Collection in 2016 (Resolution No. 15-0\_): Approval recommendation.
  - e. Board Direction to Staff
- Library Spotlight – Fairfield Library
- Overview – Community Partnerships

**SPECIAL MEETINGS AND ACTIVITIES**

- Sept 17** “Night at the Library” Friends Membership Drive (Argonne Library, 7-9pm)
- Sept 18** Staff Day (CenterPlace, 8am – 4pm)
- Sept 23** GSI Annual Meeting/Luncheon (Spokane Convention Center, 11:30am-1:30pm)
- Oct 23** Bedtime Stories (Spokane Club, Registration at 6pm; dinner at 7pm)
- Oct 28** Spokane is Reading Friends-Only Reception with Author (Moran Prairie; TBD)
- Oct 29** Spokane is Reading (CenterPlace Event Center @ 1pm; Bing Theatre @ 7pm)

**2016**

- Apr 27-29** WLA Annual Conference (The Davenport Hotel, Spokane)

## EXECUTIVE DIRECTOR'S REPORT AUGUST 2015

### Administration

#### Business Office, Finance and Facilities (Rick Knorr)

The August financial report represents two-thirds or 66.7% of the way through the year. Total expenditures through August are just shy of 63% of budget which continues to support the modest end of year surplus that was forecast in last month's mid-year analysis.

September marks the start of budget season. I have met with all the department managers and will have compiled the lion's share of a first draft as of this meeting. The next steps will be to review the initial draft at the Leadership Team level, and then follow up with focused meetings on specific items in need of further discussion or refinement, resulting in a baseline budget to be presented at the October 20 board meeting. This meeting serves as the public hearing on the District 2016 budget, specifically revenue sources.

In the month following the October board meeting, we will receive an estimate from the county Assessor's Office of the District's total assessed value. This will serve as the basis for the budgeted tax levy that will be presented to the Board in November for certification, and ultimately submitted to the county.

I am scheduled to attend the annual Washington Finance Officer Association (WFOA) conference, September 15-18. Though new to this association, it looks to be the main association for Washington State municipality finance officers and, especially for this first year, I expect it to be quite beneficial.

The facilities report for August shows it as another quiet month. We repaired an automatic door opener at Spokane Valley, and will soon begin masonry work on exterior protective half walls at North Spokane. Otherwise, we are gathering information on projects that are best done in the spring, along with developing budgetary amounts for everything else planned for 2016.

#### Human Resources (Paul Eichenberg)

The Department of Labor (DOL) has received over a hundred thousand comments pertaining to its proposed rules to change overtime eligibility under the Fair Labor Standards Act (FLSA). Unless extended, the comment period ends September 4, 2015. Following the comment period, the DOL will have 180 days to promulgate and publish the final rules, which will go into effect 120 days thereafter, on or about July 1, 2016.

#### Information Technology (Doug Stumbough)

- Final preparations were made for a new credit card payment processing service, which is scheduled to go live September 1. Successful testing of PayFlowLink through Blue Cloud Commerce through SirsiDynix was completed, final configurations were made to the interface and information and instructions were shared with all District staff.
- Whitelist updates for our in-library catalogs were made to prevent blocking message from popping up while members were trying to view content on some of our subscription database. These "alerts" activated when tracking links were detected but the message obstructed the content on some

subscription databases and severely impact members' experience. We chose to allow these trackers since they appear to be just for the database's statistics and are not propagating any ads.

- On the E-rate front, we filed our FY 2014 2nd half BEARS. The 2014 funding year is concluded and all BEAR forms have been submitted, but not all have been certified.
- The Data and Web Services Administrator completed a series of remote instructor-led trainings on API Report Writing, which will allow us to make more advanced use of our ILS.
- Several projects to add/improve internal and external digital services took place in August, including work on the Local Content site, the new "Thrive" page, and a staff form used for entering community events to appear on our website.
- The Systems Administrator continued the changeover to Microsoft's System Center by installing the client on devices which will help us manage systems more efficiently.
- We upgraded our first District device to Windows 10 (a Surface Pro 3) to begin testing the newly released operating system.
- Strides were made on security upgrades, including preparations for strengthening administrator level security and accounts.
- Successful testing was completed for recovering old timesheet data in preparation for archiving data and eliminating maintenance on old software.
- Testing was also done on the Minecraft server installation, bringing us one step closer to implementing related programming in response to an Innovation Team suggestion.
- After almost 38 years with SCLD, the last 12 as head of the department, Priscilla Ice retired at the end of the month. She spent time during her last few weeks to ensure the shift would be smooth, and shared as much of her experience as possible so that both her staff and the incoming IT Director were informed and prepared.

#### Collection Services (Andrea Sharps)

- We ordered 1,508 titles and 4,690 copies in August. This is down from last month.
- With 66.67% of the year done, total library materials expended stands at 63.31%.
- We processed, added to the system, and sent out to the libraries 4,880 items in August. This is down a little from last month.
- Downloadable lending through OverDrive was down a little in August from July. A total of 34,183 audiobook and eBook items circulated in August. Members placed a total of 10,917 holds, and there were 4,782 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in August over July. A total of 1,402 titles including audiobooks (371), comics/graphic novels (54), eBooks (61), movies (449), full-length albums (353) and television shows (114) circulated in August for a combined cost of \$2,724 and an average cost per circulation of \$1.94. A total of 83 new patrons registered in the month, and there were 358 active users recorded.
- We loaned 273 items to other libraries and borrowed 498 items from other libraries for 771 total interlibrary loan transactions processed in August.
- Youth Collection Development Librarian Sheri Boggs was invited to be on a 2015 World Science Fiction Convention (also known as "Sasquan") panel. Sheri's panel was scheduled for 8/20, and she talked about writing for children in the Inland Northwest.

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

The August 4 primary election resulted in 57.7% of voters supporting the proposed bond to build new libraries and renovate two existing libraries within the Spokane Valley Library Capital Facility Area (SVLCFA). Unfortunately, this did not meet the required 60% approval for funding. With this second attempt failing, the SVLCFA, which was approved by voters in April 2014, is now terminated.

The Leadership Team held its annual retreat to plan for the coming year. The Community Engagement Plan is being developed by a staff team and the Leadership Team discussed how to support the plan as it evolves. The success of the current strategic plan has hinged upon allocating resources to advance initiatives in the four service priorities. Librarians were assigned to serve on teams and Public Services positions were assigned new responsibilities. To further the new plan we will need to allocate resources in new ways. We discussed opportunities for repurposing space and looked for possible funding sources. Given that we do not have bond funds to renovate existing libraries, we may need to reprioritize capital projects to focus on repurposing space to support future initiatives. The larger leadership group, including all librarians and library supervisors, participated in the retreat by sharing personal successes in implementing the current strategic plan and providing feedback on the draft Community Engagement Plan.

Information from the Leadership Team retreat was shared with the Board of Trustees at its August meeting. Trustees provided feedback on the Vision, Mission, and Guiding Principles, and were given a preview of the DRAFT goals. The next step is to share the draft with all staff at Staff Training and Development Day as the planning team revises and refines the plan.

Departmental budget meetings have been scheduled in preparation for developing the 2016 Budget. Preliminary forecasts indicate an increase in revenues. We are also expecting an increase in health insurance benefits. Based upon direction from the Board, we are evaluating the roof at Spokane Valley as well as looking at renovations that would have been funded by the bond. The direction from Trustees was to invest in maintaining our buildings, while looking for ways to utilize space in new ways to support and expand services.

Friends of the Spokane County Library District met to plan a membership drive event. Several local authors have agreed to read from their works at an event that will invite library supporters to join the Friends. This will be the first time the Friends have hosted such an event and they hope to raise awareness and provide people a new way to support the library and enjoy a literary evening.

Several members of the Leadership Team took vacation in August. I enjoyed a road trip to Glacier National Park where I spent six days hiking with friends. Time away from work provided an opportunity to reflect on the efforts leading up to the bond election. While we were not successful in securing funds for new buildings, we built new relationships within the community that will provide a solid foundation for implementing the Community Engagement Plan.

ITEM AND TITLE MONTHLY REPORT  
**August 2015**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	182804	157173	<b>339977</b>		87993	51015	<b>139008</b>
Nonprint	62720	24791	<b>87511</b>		25892	7322	<b>33214</b>
Subtotal	<b>245524</b>	<b>181964</b>	<b>427488</b>		<b>113885</b>	<b>58337</b>	<b>172222</b>
Periodicals	11581	1934	<b>13515</b>		311	38	<b>349</b>
Total	<b>257105</b>	<b>183898</b>	<b>441003</b>		<b>114196</b>	<b>58375</b>	<b>172571</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>26983</b>			<b>23270</b>
Licensed eBOOKS			<b>6145</b>			<b>6145</b>
Audiobooks			<b>19333</b>			<b>16030</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>54169</b>			<b>47153</b>
<b>GRAND TOTAL</b>			<b>495172</b>			<b>219724</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	19284	12582	31866
Nonprint	6947	1835	8782
<b>TOTAL</b>	<b>26231</b>	<b>14417</b>	<b>40648</b>
<b>DELETIONS</b>			
Print	21804	14796	36600
Nonprint	4678	2379	7057
<b>TOTAL</b>	<b>26482</b>	<b>17175</b>	<b>43657</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2520	-2214	<b>-4734</b>
Nonprint	2269	-544	<b>1725</b>
Periodicals	-90	-51	<b>-141</b>

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway  
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

## Public Services Report August 2015

### In-Library Circulation

Circulation at the libraries in August was down slightly from the same month in 2014 (-1%). Airway Heights, Medical Lake, Moran Prairie, North Spokane and Otis Orchards all saw increases over the same month last year, while Cheney, Fairfield and Spokane Valley experienced modest declines.

Use of the Self-checkout stations accounted for 52% of all circulation in the libraries. More than half of in-library circulation at North Spokane (56%), and Spokane Valley (72%) came through the self-checkout stations, while members at Cheney (26%) and Deer Park (24%) show a preference for staff-assisted checkout.

### 2015 Measures at a Glance

- Door count through the first eight months of 2015 (927,191) is down slightly (-2%) compared to 2014 (941,717).
- Programming attendance (56,433) is up (10%) compared to same period in 2014 (51,342), and the number of programs offered has increased by 19% (2,235 in 2015 vs. 1,881 in 2014).
- Internet station bookings are even through August of 2015 when compared to 2014.

### -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
<b>Total Circulation</b>	238,383		1,798,595	230,700		1,830,774	7,683		-32,179
Self-Check	91,873	45%		98,510	49%		-6,637	-4%	0
Digital Collection	35,585	15%	260,128	29,398	13%	218,867	6,187	2%	41,261
<b>Total Holds</b>	52,721		396,873	51,846		411,688	875		-14,815
By Customer	32,305	61%	259,793	33,075	64%	278,565	-770	-3%	-18,772
Digital Collection	10,917	21%	78,499	8,945	17%	69,877	1,972	3%	8,622
<b>Total Payments</b>	\$22,533.33		\$176,265.64	\$21,794.15		\$184,785.62	\$739.18		-\$8,519.98
Online	\$9,474.46	42%	\$74,350.69	\$8,616.66	40%	\$74,937.15	\$857.80	3%	-\$586.46

### Security Incident Reports

There were 41 Security Incident reports filed this month, 4 fewer than last month (45), and 20 more than August 2014 (21). Spokane Valley had the most incidents reported with 14. The most frequently reported incidents related to potential problems (19), disruptive behavior (10), and facility misuse (10).

### Internet Filtering Update

Four requests to review blocked websites were received by staff this month. Three were received in July 2015. We requested that one be reclassified to allow access, and the other three were determined to be accurately filtered at all levels.

### **Support Job Seekers and Local Business (Stacey Goddard)**

- Programming and other updates for the Access IT Grant (the SNAP grant mentioned in previous reports) in August included:
  - We hosted a Social Media & Web Design Class series at Medical Lake Library. The last two (of five) sessions had a combined attendance of eight.
  - We also hosted a Social Media & Web Design Class series at Deer Park Library. The last of five sessions had nine in attendance.
  - This was the final month of the grant period, so now we're waiting to see if SNAP receives funding for the next cycle (which would start October 1, 2015). They'll find out mid-September if they got the grant.
- I presented an overview of our business resources to a group of entrepreneurs at SNAP's Women's Business Center. There were nine people in attendance.
- We had nine individuals register as new IT Academy users in August, down from 13 in July. During the month, users enrolled in 30 new classes, down markedly from 55 in July.
- We did 59 Book-a-Librarian (BaL) sessions this month throughout the District, down from July's 70 sessions.
- We proctored five exams this month throughout the District, down from July's six proctoring sessions.

#### Connect Communities:

- SCLD Navigator staff completed four individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is up from one appointment in July. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Danielle and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Brian attended the monthly SCORE meeting.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce Ambassadors meeting, and also volunteered at the GSVCC Golf Tournament fundraiser.
- Danielle and Sheree represented SCLD at the Hiring Heroes Job Fair on August 27. Thanks to a connection of Jane Baker's, we were invited to participate in this event—and were asked to bring our laptops and a printer for job fair attendees to use. Sheree and Danielle assisted 39 individuals at the job fair.
- Sheree and Kelsey finalized their part of the Great Stories Club grant application, for which they are working on with Kamiel Yousephl, principal of Barker High School.
- Brian and I were two of several staff members who represented SCLD at Sasquan. It was a fun event to table, and we got to talk with a lot of people—and see a number of great cosplay costumes!

### **Develop Young Learners (Mary Ellen Braks)**

- We provided 100 Storytimes to 2,976 children, parents and caregivers. Our average attendance per Storytime was 30, which was slightly higher than last month. We provided 27 Storytimes to 319 children and caregivers at 10 child care centers.
- We had one early learning program with a total of four attendees this month. The program was the Raising of America Series showing the new episode, "The Signature Hour." This program was led by the Spokane Regional Health District. We were disappointed with the turnout but it was after all prime vacation time. The Health District did get a parent who was interested in joining the parent group they are forming for input about early learning issues, so they felt it was worth their while.

#### Connect Communities:

- Work continues on the STEM grant. We have finished creating STEM units and are in the midst of planning STEM training for child care providers and preschool teachers. We are just about ready to order materials for the STEM units; we are waiting for a budget revision approval from Thrive Washington.
- I had two Early Learning Coalition meetings this month (INWELA). We are busy planning for the new RFP from Thrive Washington and planning the quarterly meeting for September.
- Tammy Henry, one of the Develop Young Learners librarians, and I attended the Starting Strong Conference this month. We had a great conference and learned more about how to incorporate math and science into Storytimes. One of the workshops I went to was on toddler exploration and science. It was messy and fun plus I came away with some great ideas. Tammy attended a session on math boxes, which is similar to our math and science bags we have for checkout. We came away with some great ideas for us to use. I was also asked to attend a statewide meeting at the numeracy conference for preschoolers. The group was very excited to have a librarian attend to help with family

engagement and numeracy. We also attended some great sessions on establishing partnerships and collaboration in early learning.

- We participated for the first time in the KSPS FitKids Healthy for Life day. It was a morning of physical activities for families. We had a booth with INWELA, and we handed out library information and Love Talk Play Materials. Two of our Vista Volunteers helped out at the booth and we provided some activities for the toddlers and preschoolers. The families had a great time with dinosaur bowling, mini bowling, and hopscotch. We handed out about 250 Love Talk Play balls and had about 602 people come by the booth. It was held at the Ferris High School football field and people from all over the county attended.
- I am also working on a committee through the Early Learning Public Library Partnership (ELPLP) to help plan an Early Learning Symposium in October. We've only had two meetings this month and the event is coming together quickly. The main topic of the symposium will be Racial Equity.

## **Explore and Discover (Gwendolyn Haley)**

### School Aged Programs (Grades K-12)

- Summer Meals continued through the month of July at North Spokane and Spokane Valley libraries. 117 meals were provided at Spokane Valley and 303 at North Spokane Library to children under the age of 18. Meals are provided by Spokane Public Schools and East Valley School District with Federal funding. Over the summer, SCLD helped provide 1,592 meals to children in our service area. We will be evaluating the project in terms of what we learned and what we would do differently, as well as whether we should participate again next year. Children in our community who rely on free and reduced lunches during the school year do not have as many points of access during the summer when schools are closed. Libraries have the opportunity to make a real impact on food insecurity in our communities by partnering with schools to provide these federally funded meals.
- We ended our weekly visits to the Mead Boys and Girls Club summer program this month. They had 52 cards affiliated with that site, as well as a number of children and teens who checked out using the facility card itself. The club is eager to continue our affiliation in some way during the school year and we are finalizing a monthly schedule.
- We bid farewell to our three United Way VISTA volunteers at Airway Heights, Argonne, and North Spokane Library in August. The project ended and the Excelerate Success Grade Level Action Network will be evaluating the project in the coming months.
- Programming tapers off in August: 1,166 children, tweens and teens participated in final weeks of Summer Programs *Every Hero Has a Story*. Highlights follow.
  - 185 children, teens and adults participated in North Spokane's Star Wars event, which was a great success, despite the faulty fire alarm that necessitated a brief evacuation of the building. Staff at the program handled that disruption with great aplomb, and even took pictures with firefighters while in costume.
  - Lego clubs and events drew 317 in August.
  - The Knights of Veritas performed six rescheduled programs, with 261 attending.
  - Moran Prairie hosted its first "Late Night at the Library" program and 22 children participated. North Spokane hosted 46 at its annual event.
  - 58 Teens and Tweens attended programs in June.
    - 26 Teens attended the How to Draw Comics programs.
    - 12 Teens tried out Spokane Valley's first Teen-only (9<sup>th</sup> grade and up) Library after Dark program.
    - Librarian Cindy Ulrey provided a program for 18 youth at the Fairfield Community Center's Thursday night program.

### Adult Programs:

- Book Clubs: 43 members participated in one of four book clubs this month (Medical Lake and Cheney clubs do not meet in the summer). North Spokane's club hosted a Meet the Author event with Cindy Hval and 18 people attended.
- Hugo award nominee Kevin J. Anderson drew 46 to his program at North Spokane.
- SNAP presented two programs at Argonne Library with a total attendance of 11. These programs are part of a community partnership established by Stacey Goddard.
- 18 people participated in STCU's *Organize Your Finances* workshop at Moran Prairie.
- The *Escape the Ordinary* series for adults started in August, with a wide variety of programs to choose from. Highlights follow.

- Local Celtic band *Floating Crowbar* performed at five libraries with 207 in attendance.
- 38 people attended one of three *Improve Your Golf Game* workshops provided in partnership with local golf courses in Cheney, Deer Park, and Hangman Valley.
- No heat cooking programs were a big hit, with the classes and waitlists filling quickly for the programs offered this month: No-Bake Desserts and Fresh Vietnamese Spring Rolls. 71 members participated in one of the four workshops.
- Local scholar and Humanities Washington Speaker Robert Bartlett enthralled audiences with *The Triple Nickel: Black Paratroopers in Washington State during WWII*. 58 members attended one of the two presentations (North Spokane and Cheney libraries).
- We rounded out the month with programs from Washington Master Gardeners and Master Preservers. 93 members learned about topics ranging from pickles and sauerkraut to seed saving and soil basics.

Connect Communities:

- We have partnered with several different organizations over the summer to provide programs and other services, including United Way, Spokane Public Schools, East Valley School District, Mead Boys and Girls Clubs, Cheney School District, Humanities Washington, and three local golf courses.
- I will begin my role as co-facilitator for Excelerate Success and the Grade Level Reading Collaborative Action Network next month. This month has involved preliminary meetings with Amy McGreevy (United Way) and co-facilitator Sally Chilson (Spokane Public Library).
- We are coordinating with ESD 101 and the STEM Network about upcoming STEM programs, and also planning to work with AVISTA and EWU faculty and students.

**Virtual Services (Carlie Hoffman)**

- A new training PowerPoint was created for staff working with Evanced calendar software.
- Statista, an in-library use digital resource for statistical information, was purchased. This resource will also be included on spokanebusiness.org.
- Promotional materials were procured from various digital resource vendors to be used at tradeshow, school visits, and other outreach events.
- BiblioBoard, a digital resource that includes curated historical content and a self-publishing platform (SELF-e and Indie Washington), was purchased. This will be launched and promoted in conjunction with NaNoWriMo (National Novel Writers Month).
- I contacted the sales representative from Lynda.com to initiate the purchase of the digital resource.
- I met with the sales representative from ReferenceUSA to discuss updates to its product and training opportunities for staff.
- Unique visitors to the website decreased by 3% from 32,977 visitors to 31,920. Total views of all pages of the website decreased by 4% from 120,610 to 116,055.
- Use of digital resources decreased 0.5% in August from 42,878 to 42,674 uses.
  - The digital resources with the largest increase in use were: Heritage Quest up 48%, JobNow up 41%, HelpNow up 35%, Pronunciator and Small Engine Repair Reference Center each up 28%, and LibraryThing for Libraries up 13%.
  - Digital resources with the largest decrease in use were: GrantStation down 78%, Opposing Viewpoints in Context down 63%, Microsoft IT Academy down 45%, Tumblebooks down 39%, and World Book down 37%.

Connect Communities:

- I attended an INCOL meeting to discuss the Spring Workshop and the upcoming Fall Workshop.

**Library Operations (Georgina Rice)**

<b>IN-LIBRARY CIRC</b>								
	<b>This Month</b>		<b>This month compared to same month</b>			<b>Year – to – Date</b>		
	<b>2015</b>	<b>2014</b>	<b>1-yr ago</b>	<b>3-yrs ago</b>	<b>5-yrs ago</b>	<b>2015</b>	<b>2014</b>	<b>Diff</b>
AH	6136	6040	1.59%	1.91%	22.28%	47196	49827	-5.28%
AR	13306	13353	-0.35%	-15.43%	-11.10%	102267	110885	-7.77%
CH	12857	13696	-6.13%	-15.36%	-18.68%	100383	106329	-5.59%
DP	12254	12307	-0.43%	-9.90%	-13.27%	100374	103395	-2.92%
FF	1226	1271	-3.54%	14.90%	-21.46%	10214	11562	-11.66%
ML	4354	4329	0.58%	-21.21%	-22.80%	33662	36708	-8.30%
MP	16224	16206	0.11%	-7.19%	-8.16%	120114	124660	-3.65%
NS	49325	48902	0.86%	-10.70%	-9.83%	365046	387842	-5.88%
OT	4975	4967	0.16%	-33.67%	-35.67%	41045	44538	-7.84%
SV	50037	51891	-3.57%	-9.83%	-12.51%	386875	411494	-5.98%
<b>TOT</b>	<b>170694</b>	<b>172962</b>	<b>-1.31%</b>	<b>-11.49%</b>	<b>-12.20%</b>	<b>1307176</b>	<b>1387240</b>	<b>-5.77%</b>

**BREAKOUT BY CHECKOUT METHOD**

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

	<b>Staff assisted stations</b>		<b>Self-Check stations</b>		<b>Total in-library circulation</b>	<b>Renewals online</b>	<b>Total in-library + online renewals</b>
	<b>Checkouts</b>	<b>Renewals</b>	<b>Checkouts</b>	<b>Renewals</b>			
AH	3763	395	1952	26	6136	876	7012
AR	7110	698	5456	42	13306	2495	15801
CH	8784	782	3259	32	12857	2422	15279
DP	8800	708	2728	18	12254	1989	14243
FF	528	160	536	2	1226	125	1351
ML	2110	244	1969	31	4354	613	4967
MP	8467	700	7015	42	16224	3136	19360
NS	18615	2268	28122	320	49325	10451	59776
OT	2577	423	1927	48	4975	1037	6012
SV	13075	2288	34240	434	50037	8642	58679
<b>TOT</b>	<b>73829</b>	<b>8666</b>	<b>87204</b>	<b>995</b>	<b>170694</b>	<b>31786</b>	<b>202480</b>

	<b>This Year This Month</b>		<b>Last Year This Month</b>		<b>Difference</b>
	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	
AH	1978	38.91%	2350	32.24%	-6.67%
AR	5498	38.32%	5117	41.32%	3.00%
CH	3291	26.07%	3570	25.60%	-0.47%
DP	2746	24.27%	2987	22.41%	-1.86%
FF	538	49.57%	630	43.88%	-5.68%
ML	2000	56.64%	2452	45.93%	-10.71%
MP	7057	40.64%	6586	43.50%	2.86%
NS	28442	56.43%	27595	57.66%	1.23%
OT	1975	47.05%	2337	39.70%	-7.35%
SV	34674	71.56%	37133	69.30%	-2.26%
<b>TOTAL</b>	<b>88199</b>	<b>52.47%</b>	<b>90757</b>	<b>51.67%</b>	<b>-0.80%</b>

Holds	Holds filled JUL-15	% of circulation	Holds filled JUL -14	% of circulation	% Difference 2014 to 2015
AH	1362	22.20%	1049	17.37%	4.83%
AR	2613	19.64%	2831	21.20%	-1.56%
CH	2839	22.08%	3058	22.33%	-0.25%
DP	2280	18.61%	2211	17.97%	0.64%
FF	260	21.21%	369	29.03%	-7.83%
ML	841	19.32%	915	21.14%	-1.82%
MP	3378	20.82%	3445	21.26%	-0.44%
NS	8723	17.68%	8898	18.20%	-0.51%
OT	1239	24.90%	1298	26.13%	-1.23%
SV	9177	18.34%	9600	18.50%	-0.16%
Zsupport	242		241		
Total	33915	19.87%	33915	19.61%	0.26%

August Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$ 9,530.98	\$ 9,120.68	\$ -410.30	-4.30%
CHECK	\$ 3,219.06	\$ 2,821.50	\$ -397.56	-12.35%
CREDIT	\$ 9,370.57	\$ 8,935.46	\$ -435.11	-4.64%
TOTAL	\$22,120.61	\$20,877.64	\$ 1,242.97	-5.62%

The special focus for this month is a look back at library material checkouts during the summer months of 2015. Programming for all ages brought in members to learn and enjoy programs from pickling to World War II. To support these programs, our collection of materials provided portable options for summer fun, rest and relaxation, and education. These items sent people on trips to far off lands, adventure, and perhaps romance, even though they may have been unable to travel out of the area this summer.

		June	July	August	Total for Summer 2015 (June, July, and August)
<b>Grand total</b>		<b>227271</b>	<b>245817</b>	<b>238404</b>	<b>711492</b>
<b>Digital checkouts</b>		<b>31891</b>	<b>35404</b>	<b>35585</b>	<b>102880</b>
<b>Physical item checkouts</b>		<b>195380</b>	<b>210413</b>	<b>202819</b>	<b>608612</b>
<b>Airway Heights</b>	<b>Total</b>	<b>6863</b>	<b>7004</b>	<b>7012</b>	<b>20879</b>
	ADULT	4119	4002	4417	12538
	CHILDRENS	2411	2550	2148	7109
	TEEN	330	444	440	1214
<b>Argonne</b>	<b>Total</b>	<b>14719</b>	<b>16469</b>	<b>15801</b>	<b>46989</b>
	ADULT	9111	9778	9789	28678
	CHILDRENS	4936	5882	5272	16090
	TEEN	671	799	734	2204
<b>Cheney</b>	<b>Total</b>	<b>14482</b>	<b>16228</b>	<b>15279</b>	<b>45989</b>
	ADULT	8153	8766	8815	25734
	CHILDRENS	5577	6533	5656	17766
	TEEN	744	920	796	2460
<b>Deer Park</b>	<b>Total</b>	<b>14844</b>	<b>15180</b>	<b>14243</b>	<b>44267</b>
	ADULT	8657	8552	8302	25511
	CHILDRENS	5540	5942	5335	16817
	TEEN	632	673	592	1897
<b>Fairfield</b>	<b>Total</b>	<b>1261</b>	<b>1370</b>	<b>1351</b>	<b>3982</b>
	ADULT	646	743	743	2132
	CHILDRENS	546	574	528	1648
	TEEN	69	53	79	201
<b>Medical Lake</b>	<b>Total</b>	<b>5277</b>	<b>5277</b>	<b>4967</b>	<b>15521</b>
	ADULT	3030	3140	3259	9429
	CHILDRENS	1998	1889	1501	5388
	TEEN	245	244	206	695
<b>Moran</b>	<b>Total</b>	<b>18371</b>	<b>19450</b>	<b>19360</b>	<b>57181</b>
	ADULT	10073	11090	10887	32050
	CHILDRENS	7595	7642	7744	22981
	TEEN	687	696	709	2092
<b>North Spokane</b>	<b>Total</b>	<b>55992</b>	<b>60973</b>	<b>59776</b>	<b>176741</b>
	ADULT	28453	30298	29576	88327
	CHILDRENS	24599	27470	27207	79276
	TEEN	2910	3177	2969	9056
<b>Otis Orchards</b>	<b>Total</b>	<b>6304</b>	<b>6872</b>	<b>6012</b>	<b>19188</b>
	ADULT	3772	3742	3569	11083
	CHILDRENS	2278	2830	2212	7320
	TEEN	253	299	226	778
<b>Valley</b>	<b>Total</b>	<b>56806</b>	<b>61165</b>	<b>58681</b>	<b>176652</b>
	ADULT	32797	35385	34910	103092
	CHILDRENS	20860	22472	21033	64365
	TEEN	3112	3271	2699	9082

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- Play & Learn Storytime averaged 25 people in August, an increase from the previous month (23.8 in July) but a decrease compared to the same month last year (August 2014: 30).

#### Explore and Discover:

- Celtic Rhythm with Floating Crowbar, part of *Adult Summer Programs: Escape the Ordinary*, attracted a robust audience of 45 people (the concert location was moved from Sunset Park to the Airway Heights Library due to extreme heat conditions).

#### Connect Communities:

- I hosted children's activities with Avery, Airway Heights Library's VISTA Volunteer, before a Summer Movie at Sunset Park. We connected with a total of 50 people during the event.
- As part of the Airway Heights Festival Watermelon Races, Corinne, Airway Heights Community Librarian, and I completed a Rubber Band Watermelon Explosion. Our experiment attracted an audience of 30 people (and required about 485 rubber bands to explode the watermelon!).
- At the Airway Heights Festival, Corinne and I connected with 250 people, sharing information about library programming, and even signing a few people up for library cards using the Outreach iPad.
- Sunset Elementary requested to partner with the Airway Heights Library for its Open House, based on the success of last year's event. A free school supply giveaway was facilitated by Sunset staff in the library meeting room and frozen yogurt was served outside on the library's lawn. Corrine and I shared library information at a table outside and registered students and their families for new library cards (an effort to help alleviate the long lines experienced at the Service Desk last year). Additionally, Airway Heights Parks and Recreation (located next door to the library) also hosted an open house.
- The Airway Heights Friends of the Library decided to reduce overcrowding at its book sale booth. They tried hosting two sidewalk sales at the Airway Heights Library and a booth at the Airway Heights Festival; however, monetary donations were limited (only about \$25 total). They opted to send the remainder of unsold items to Thrift Books.
- I dropped off flyers about *Adult Summer Reading: Escape the Ordinary* at several apartment complexes and businesses in Airway Heights.
- I attended one Airway Heights Kiwanis meeting, which focused primarily on organizing the Beer Garden and Snack Booth for the Airway Heights Festival, the Club's primary fundraiser. Due to a scheduling conflict with the INB Community Room, meetings have been moved indefinitely to the Airway Heights Library meeting room.
- The display case featured wood carvings from a local woodcarving association.
- There were a total of only 7 meeting room reservations for the Airway Heights meeting room in August, compared to 13 the same month last year.

### Argonne: Pat Davis

#### Develop Young Learners:

- Storytime attendance for August totaled 159 this year up from 133 last year. Toddler Play and Learn attendance averaged 24.75 and Preschool Play and Learn averaged 15.
- Attendance at Outreach Storytimes at Loving Hearts Preschool were 12 for Preschool and 16 for PreK.

#### Explore and Discover:

- *Snap Financial Programs – Navigating Your Credit* had an attendance of 5. Give Yourself a Raise attracted 6 participants.
- Three people attended our *Escape the Ordinary program - Pickling Summer Vegetables*.
- Our other *Escape the Ordinary program – Celtic Rhythm with Floating Crowbar*, was a huge success with an audience of 52. It attracted a busload of residents from one of the senior facilities that declared themselves "groupies" and took pictures with the performers.

#### Support Job Seekers and Local Businesses:

- Six Book a Librarian appointments were completed. Staff assisted members with computer basics, resume help and e-readers.
- Sheree West and Kelsey Hudson created a short survey for the Millwood Business Association, which will help in developing programs for community businesses.

### Connect Communities

- Argonne Friends had a booth at Millwood Daze and handed out a free book to each person along with flyers to promote its September book sale.
- Kelsey Hudson and I also participated at Millwood Daze and had the space next to the Friends. We provided a craft activity for children and promoted library programs and services. We connected with 185 people at the event.
- A member stopped to tell us how much he enjoys our community bulletin board. He spends the first few minutes of each visit looking at the board to see what's happening.
- 39 groups or individuals booked our meeting and conference rooms this month down from 49 last year.

### **Cheney: Catherine Nero Lowry**

#### Develop Young Learners:

- Baby Play and Learn attendance decreased with an average of 22 in August of 2014 to an average of 17 in August of 2015.
- Toddler Play and Learn attendance decreased with an average attendance of 38.25 in August of 2014 to 36 in August of 2015.
- Preschool Play and Learn attendance decreased from August of 2015, with an average attendance of 17.5 compared to 37 in August 2014.
- We provided the Loving Hearts Daycare toddlers with outreach Storytimes. There were 11 in attendance.
- We completed the Prime Time program this summer with 17 in attendance.

#### Explore and Discover:

- We provided a Windsor Elementary Summer Library Program with 37 in attendance.
- We hosted 22 at the Explore and Discover program, *The Triple Nickel: Black Paratroopers in Washington State during WWII*.
- We hosted the Explore and Discover *Improve Your Golf Game* and had 14 in attendance.
- We offered the Explore and Discover Teen/Tween program, *How to Draw Comics*, with 5 in attendance.

#### Support Job Seekers and Local Businesses:

- We proctored one exam this month.
- We had two walk-in and one scheduled Book a Librarian sessions in August.
- Lori assisted a member getting connected and downloading an MP3 from Overdrive.

#### Connect Communities:

- 12 groups used our meeting room this month, an increase of one from last year.
- Lori and Shere took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month to provide 170 library items for the residents. Lori added two new members and had three current card holders who were living there change to outreach.
- We had amazing gourd art on display this month from local group of artists. The display was informative regarding the process from growing the gourd to the fruition of the pieces of art. There was a gourd quilt and several individual pieces.

### **Deer Park: Kris Barnes**

#### Develop Young Learners:

- Our Storytime attendance experienced a slight increase. This month our average Storytime attendance was 21, compared to last August's average of 19.

#### Support Job Seekers and Local Businesses:

- We proctored two exams this month compared to last August's total of 0.

#### Explore and Discover:

- 13 members gathered at the *Adult Book Club* to discuss a book they each chose from our local author collection. Last August's total attendance was 10.
- Summer Reading programs ended this month. The *Knights of Veritas* program attracted a total of 37 attendees, and *Build it: Legos* had 12 participants.
- Our musical concert featuring the *Floating Crowbars* offering Celtic Rhythm attracted 25 musical enthusiasts.
- Our adult program, *Delicious No-Bake Desserts*, attracted 13 participants.

- Our adult program, *Improve your Golf Game*, attracted 10 participants.

Connect Communities:

- Our conference and meeting rooms were used by a total of 19 groups this year compared to last August's total of 16. The rooms were used for a variety of reasons such as a local beekeeper's start up group, a bible study group, and the Deer Park citywide garage sale coordinators used our meeting room for base of operations.
- The Deer Park Friends of the Library held another successful August book sale.
- The local quilt group, Fat Quarter Quilters, presented the Deer Park Library with a quilt depicting the history of Deer Park during its annual quilt show. I was on hand at the quilt show to officially accept the quilt and answer a few questions asked by the attendees. The quilt is quite large and colorful and is now hanging in a prominent spot in the children's area.
- The City of Deer Park adopted a resolution renaming the park area behind the library. The new name of the park has been changed to the *Library Park*. Deer Park City records indicated that the park had no formal name although Community Librarian Amber Williams was able to verify that some digital maps did identify the park previously as Arcadia Park.
- I attended the *We ♥ Deer Park* event at Arcadia Elementary School. This event is organized by local churches and is offered each year during the Deer Park School District's open house. Vendors and other service agencies are invited to attend to promote their services and products to parents and students. I handed out lots of pencils and pens and fielded questions to about 119 interested parents and students.
- Community Librarian Amber Williams attended the Riverside School District's parent-teacher open house held at Riverside Elementary School. Amber connected with 137 parents and students during this event. The Riverside School District organized this event and invited local vendors and other service agencies to educate parents and students about area services.
- Local Deer Park photographer Kristy Brown brought in some rural photos featuring rustic charm of the Deer Park area. We currently have these photos on display in the children's and teen area. My favorites are the photographs of the old barns and rusty cars. Kristy provides an eclectic perspective of our community through her photography.
- The Deer Park/Clayton Fair used the library display case to promote the fair, which occurs every year during the month of August. This month our display case depicted a colorful display all of the fair events.

**Fairfield: Kathy Allen**

Develop Young Learners:

- Family Evening Storytime average of 4.25 was up this month compared to last year's average of 1.75. Starting in September, Storytime will be offered once a month in conjunction with the Fairfield Community Church preschool visit.

Explore and Discover:

- *Thursday Night Thing* at the Fairfield Community Center had 18 in attendance, up from 11 last year.
- *Summer Lego Club* had 16 attend this month, with an average of four, which was the same as last month.
- *Knights of Veritas*, the final Summer Reading program that was rescheduled, had eight children attend. They happily asked questions while trying on helmets and posing for pictures with swords.

Connect Communities:

- The meeting room was used twice, equal to last August.

**Medical Lake: Theresa Stephenson**

Develop Young Learners:

- Storytime attendance averaged 22 people this August, level with 22 from August 2014 statistics.

Explore and Discover:

- The Explore and Discover Adult Program, *Sauerkraut* had eight participants.

Support Job Seekers and Local Businesses:

- The two Small Business Support Access IT Grant programs, *Social Media*, drew a total of eight attendees.

Connect Communities:

- Outreach Storytime was conducted at Eastlake Childcare Center. Nine people attended.

- Outreach Storytime was conducted three times throughout the month at Cela's Creating Learning Center. An average of 10 people attended each Storytime.
- Library Supervisor Theresa Stephenson attended the ReImagine Medical Lake meeting. There were 28 people in attendance. ReImagine Medical Lake is a grassroots organization committed to restoring Medical Lake to its initial glory.
- Medical Lake hosted the SCLD Trustee Board Meeting in August. Librarian Christie Onzay and Library Supervisor Theresa Stephenson conducted a presentation showcasing the Medical Lake Library.

### **Moran Prairie: Danielle Marcy**

#### Develop Young Learners:

- Toddler Play and Learn Storytime averaged 28 attendees this month, the same as last month's average, yet a slight decrease from the 33 of last August.
- Preschool Play and Learn Storytime had an average attendance of 30, an increase from last month's 23 and last August's 22.
- Baby Play and Learn Storytime averaged 35, a decrease from last month's 39 and last August's 40.

#### Explore and Discover:

- The Moran Prairie Book Club had 9 attendees this month for "Flight Behavior" by Barbara Kingsolver.
- We had our first *Late Night at the Library* program which was well attended with 22 3<sup>rd</sup>-5<sup>th</sup> graders. Most of the attendees signed up in the last week before the program.
- *How to Draw Comics* had the most attendance of the Teen and Tween programs offered at Moran Prairie with 22 in attendance.
- The *Fresh Vietnamese Spring Rolls* program had an attendance of 25, the maximum allotted for registration.
- STCU had 18 attend its *Organize Your Finances* program.

#### Connect Communities:

- We had 60 bookings of the meeting room, a slight decrease from last month's 61.
- Danielle Marcy attended the Spokane Lions Club meeting as its secretary.

### **North Spokane: Jason Johnson**

#### Develop Young Learners:

- 875 children and their parents and caregivers attended early learning programs this month. This is a 4% decrease from last month.
- Baby Play and Learn Storytime averaged 22 attendees. This is the down two from last month's average and up four from August 2014.
- Preschool Play and Learn Storytime averaged 47 attendees. This is up one from last month and up three from August 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 45. This is up five from last month and up 13 from August 2014.
- Staff provided Storytime for 27 attendees at three outreach facilities.

#### Explore and Discover:

- 792 members of all ages attended 15 Explore and Discover events this month.
- 127 adult members attended 5 programs: 13 for *Nourish Sauerkraut*, 14 for *Improve Your Golf Game*, 36 for *The Triple Nickel: Black Paratroopers in Washington State during WWII*, 46 for *Celtic Rhythm with Floating Crowbar* and 18 for *North Spokane Book Club*.
- 665 children and their families attended 10 programs: 120 for 2 sessions of *Knights of Veritas*, 196 for four sessions of *Lego Club*, 46 for *Late Night at the Library*, 185 for *Star Wars*, 72 for *Pokémon Tournament* and 46 for *Meet the Author: Kevin J Anderson*.

#### Connect Communities:

- Local artist Amy Wharf is displaying her paintings in the library.
- Staff served 303 lunches to children this month.
- Staff promoted SCLD services to 25 community members at the Executive Women International Reading Rally.
- Local youth group, Activity Day Girls, came for a visit and tour. They had 15 in attendance.

## **Otis Orchards: Kathy Allen**

### Develop Young Learners:

- Play and Learn Storytime averaged 22 this month, up from last year's average of 19.25.

### Explore and Discover:

- *Celtic Rhythm with Floating Crowbars* had 39 in attendance. The week after the performance a member made a point to tell me how amazing the group's vocals were and that she very much enjoyed the performance.
- *Putting your Garden to Bed* had a small group of four.
- *Pickling Summer Vegetables* had 9 attend. The evaluations showed positive responses from those who attended.
- We had two Book a Librarian appointments for Overdrive help.

### Connect Communities:

- The meeting room was used five times this month, down from last year's total of six.
- Tammy Henry and I met with Mrs. Savall, principle of Otis Orchards Elementary, to discuss the upcoming school year. We will have an opportunity to attend a staff meeting to provide a presentation to the teachers on the many digital resources available.
- We also attended Otis Orchards Elementary Back to School Night, an opportunity for Tammy and me to connect with 116 students and parents. We had a table set up in the school where we handed out student cards, shared information about upcoming programs, and discussed the many digital resources available with a library card.

## **Spokane Valley: Aileen Luppert**

### Develop Young Learners:

- 1,100 children and their parents and caregivers attended early learning programs this month. This is a 32% increase from last month.
  - *Baby Play and Learn Storytime* averaged 22 attendees. This is up one from last month and up two from August 2014.
  - *Toddler Play and Learn Storytime* attracted an average attendance of 41. This is up one from last month and up nine from August 2014.
  - *Preschool Play and Learn Storytime* averaged 50 attendees. This is up 10 from last month and up two from August 2014.
  - *Evening Family Storytime* averaged 10 attendees. This is down one from last month and up one from August 2014.
  - Staff provided Storytime for 211 attendees at 17 outreach facilities.

### Explore and Discover:

- 410 members attended 20 Explore and Discover events this month.
- Adult Programs:
  - 18 adult members attended 2 Book Clubs
  - 57 adults attended four programs:
    - Delicious No-Bake Desserts (13)
    - Pickling Summer Vegetables (19)
    - Putting your Garden to Bed (12)
    - Saving Seeds (13)
- Tween/Teen Programs:
  - 12 attended *Library After Dark* (This was the first time SCLD has tried an afterhours program for tween/teens.)
- All Ages Programs:
- 311 children and their families attended four programs
  - Two sessions of *Knights of Veritas* (96)
  - *Pokemon Tournament* (44)
  - Three sessions of *Lego Club* (93)
  - Five sessions of *Sunday Craft* (78)

### Support Job Seekers and Local Businesses:

- Staff proctored two exams
- Next Generation Zone intern completed his internship on August 27

### Connect Communities:

- Staff served 117 meals (over eight days).

- Kelsey Hudson attended two elementary open house events and reached 81 people.
- The Spokane Valley Art Council is displaying art at the library this month.
- Sheree West volunteered at the (Greater Spokane Valley Chamber of Commerce) GSVCC Golf Tournament fundraiser to benefit the GSVCC Foundation.
- Aileen Luppert attended GSVCC "BIG 5" leadership meeting.
- Margy (PSS) provided device support for four senior Orchard Crest residents.

**Public Use Measures**

**August 2015**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	115,817	118,536		-2%	
Door count	124,273	120,822	927,191	-2%	-2%
Circulation	238,383	230,700	1,798,595	-2%	-2%
Digital Media Catalog	35,585	29,398	260,128	19%	23%
Programs					
Number	215	205	2,235	19%	19%
Attendance	6,848	6,140	56,433	10%	15%
Group Visits					
Number	1	1	31	-11%	0%
Attendance	15	9	1,023	-10%	-9%
Software Station bookings	23,044	21,844	169,346	0%	1%
Meeting room bookings	263	243	2,693	17%	8%
Holds placed					
By customers	32,305	33,075	259,793	-7%	-10%
By staff	7,484	7,812	58,581	-7%	2%
Digital Media Catalog	10,917	8,945	78,499	12%	15%
Database use					
Searches	142,413	103,323	836,916	-7%	-6%
Retrievals	21,106	28,404	264,191	-12%	-1%
Website use (Remote)					
User sessions	131,103	95,453	1,007,909	31%	26%
Page views	255,821	204,597	1,911,776	15%	12%
Catalog	46,280	49,962	362,456	-10%	-12%
Database Access	3,201	3,560	35,984	-5%	-1%
Interlibrary loans					
Loaned	273	271	2,668	13%	15%
Borrowed	498	530	4,326	8%	13%

**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.*

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

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

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

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

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

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

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

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

**Searches:** Number of database searches.

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

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

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

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

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

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

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

## Communication Report August 2015

### Marketing Activities

- Raising of America – Film presentation
  - Social media
- Storytime Flyer September 2015-June 2016
  - Updated brochure from last year, printed brochures
- Sign for Sheri at Sasquan panel
  - Made a sign to go with the display kit for Sasquan, advertising that SCLD's Sheri Boggs would be on a panel for "Writing for Children in the Inland Northwest"
- The Current
  - Ad promoting Library card sign-up month, edited article written by Gwendolyn Haley
- Friends of the Library Inlander Give Guide
  - Designed ad for the Friends membership event, Night at the Library
- Meet the Author-Cindy Hval
  - Flyers, news item, digital displays, calendar listings, social media
- Kids Newspaper
  - Submitted ad and advertorial promoting library card sign up month
- Author Event - Kevin J. Anderson, Building my first lightsaber
  - News item, guest blog, flyers, digital displays, social media, calendar listings
- Airway Heights Friends of the Library Sidewalk Sales
  - Updated websites, social media, calendar listings
- Deer Park Friends of the Library Book Sale
  - Updated websites, social media, calendar listings, eBlast
- Backyard Bounty food and gardening series
  - News item, flyers, digital displays, social media, calendar listings
- Freshman sneak peek
  - Social media
- Too Fun Tuesdays
  - Flyers, calendar listings
- Monday Fun Day
  - Flyers, calendar listings
- How to sell on Etsy
  - News item, guest blog, flyers, digital displays, social media, calendar listings
- Astronomy for Everyone
  - News item, press release (went out Sept 3), flyers, digital displays, social media, calendar listings
- Friends of the North Spokane Library Sidewalk Overstock Book Sale
  - eBlast, digital display, calendar listing, website, social media
- Park Clean up at Deer Park
  - Social media, press release
- Lego Club
  - News item, flyers, digital displays, calendar listings

### **News coverage**

- August 1 – Spokesman – Keep library as is (in Letters, Opinion)
- August 1 – Spokesman – Vote yes on library issue (in Letters, Opinion)
- August 1 – The Current – Ballots due Aug. 4
- August 1 – The Current – Breaking out of the ordinary: SCLD offers plethora of programs for adults
- August 4 – Spokesman – Spokane Valley library bond fails
- August 5 – KXLY – Low turnout across state for 2015 primary
- August 5 – Deer Park Tribune – Quilt group shows off area's history (referring to the quilt donated to the Deer Park Library)
- August 5 – KXLY – After two failed bonds, Spokane County Library District rethinking future
- August 6 – Spokesman – Spokane Valley library backers take stock after bond defeat
- August 7 – Spokane Valley News Herald – Library bond failing second time
- August 18 – The Inlander – Spokane is Reading's 2015 book and author
- August 23 – Spokesman – Library finances questioned (in Letters, Opinion)

### **Press Releases**

- August 26 – Board of Trustees' opening
  - August 27 – Spokesman – County to fill library, planning positions
- August 27 – Deer Park Clean up

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

#### **Social Media:**

- Facebook: # of fans: 2,492
- Twitter: # of followers: 1,555
- Pinterest: followers: 1,432

#### **Library District Blog:**

The most viewed blog post last month was Nancy Ledebor's *From the Director...* with 530 views throughout the month of August. This post was Nancy's response to the results of the August 4th bond election.

#### **Blog posts:**

- August 4 – Easy small-batch homebrewing: Part 1 – basic equipment
- August 5 – Exploring the lives of imaginary friends: 5 books for kids & grown-ups
- August 6 – Asper-reads: Great books and resources about Asperger's and autism spectrum disorders
- August 7 – Night at the Library: A special membership event
- August 10 – From the Director...
- August 11 – Easy small-batch homebrewing: Part 2 – basic ingredients and a recipe
- August 12 – 5 YA books recommended by teens
- August 13 – Summer beverages: your library on the rocks
- August 17 – September is National Library Card Sign-Up Month
- August 18 – Getting ready for kindergarten book list
- August 19 – 6 Twitter accounts book lovers should follow
- August 21 – Holiday Closure
- August 25 – 7 Most anticipated YA books to read this fall

- August 26 – Where to find free science fiction & fantasy short stories online
- August 27 – Cookbook recommendations for amazing casseroles and one-pan meals
- August 28 – How to sell on Etsy
- August 31 – New Board of Trustees position opening

**eNewsletter email:**

- 74,596 sent on August 13, 2015
- Open rate: 24.2% (17,962)
- Clicked: 2,517 (3.4% click rate)
- Unsubscribed: 262

**Friends of the Library Book Sales:**

- North Spokane – Sun, August 23 – sent to 9,005

**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:

- Every Hero Has a Story (Youth Summer Programs)
  - How to Draw Comics
  - Late Night at the Library (2)
  - Star Wars Celebration (3)
  - Pokemon Tournament (4)
- Escape the Ordinary (Adult Summer Programs)
  - Pickling Summer Vegetables (6)
  - Fresh Vietnamese Spring Rolls (2)
  - Celtic Rhythm with Floating Crowbar (2)
  - Secrets of Sauerkraut
  - Delicious No-Bake Desserts (2)
  - Ripe for the Telling: Surprising Stories of Washington Fruit (4)
  - Fresh salsas
- Basic Food Preservation
- Summer Lego Club (8)
- Library Gardening Series (2)
- Putting Your Garden to Bed (3)
- The Basics of Soil & Composting
- Saving Seeds (4)
- Meet The Author: Cindy Hval
- Author Kevin J. Anderson
- SCLD streaming services
- Poetry Scribes of Spokane
- Night at the Library

### **Reprints of previously created work & order fulfillment**

- Pens for North Spokane
- Storytime brochures for Airway Heights

### **Communication Display Kits provided for community events**

- KSPS Fit Kids Day
- Airway Heights Summer Movie
- Sasquan
- Airway Heights Festival 2015
- Millwood Daze
- Spokane Valley 3rd Annual Art, Music and Beer Festival, Hopped Up Brewing Co.
- Hiring Heroes Career Fair
- Airway Heights Sunset Elementary Open House
- Otis Orchards Elementary Open House
- Riverside Elementary Open House
- We "Heart" Deer Park Event

### **Current & Upcoming Projects & Event Promotion**

- September
  - How to Sell on Etsy
  - Argonne Friends of the Library Book Sale
  - Spokane Valley Random Fandom
  - Spokane Valley Too Fun Tuesdays
  - Night at the Library – membership drive event for Friends of Spokane County Library District
  - Valleyfest
  - Deer Park Friends of the Library Book Sale
  - Southeast Spokane County Community Fair
  - Park Clean up at Deer Park
  - Statista promo
  - The Current
  - Staff Agenda
  - eNewsletter
  - Kids Newspaper
  - Astronomy for Everyone: Size and Scale of the Universe
  - Promote a service: Book a Librarian
  - My Library, My Card/Student Card
  - Large Print Fall Booklist
  - Friends Thank You Sign
- October
  - Tween Club
  - Outreach Flyers - Read Aloud
  - Deer Park Friends of the Library Book Sale
  - Friends of the North Spokane Library Book Sale
  - Spokane Valley Friends of the Library Book Sale
  - Spokane Is Reading
  - Apple Fest
  - eNewsletter
  - Kids Newspaper

- Thrive – fall programming (we started work on this at the end of July, and will continue to promote through October)
- Add your event to our calendar form
- Fall Energy Program
- BiblioBoard/SELF-e promo
- NaNoWriMo MiniConference
- Genealogy classes
- Family Construction Zone Part 3
- November
  - Family Game Day with Uncle's Games
  - Lynda.com
  - Busy Bags
  - Getting to know MS Excel
  - School's Out - Find some fun at the library
- December
  - War Bonds/Love Songs of WWII

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Eight Months Ended August 31, 2015**

*Target 67%*

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 6,025,179	\$ 10,740,000	56.10%	\$ 4,714,821
CONTRACT CITIES - AIRWAY HEIGHTS	175,778	234,272	75.03%	58,494
CONTRACT CITIES - SPOKANE	66,287	149,643	44.30%	83,356
FINES & FEES	180,450	282,100	63.97%	101,650
GRANTS & DONATIONS	71,310	147,475	48.35%	76,165
E-RATE REIMBURSEMENTS	67,104	120,000	55.92%	52,896
OTHER	22,125	179,340	12.34%	157,215
INTEREST REVENUES	17,822	24,000	74.26%	6,178
<b>TOTAL REVENUES</b>	<b>\$ 6,626,055</b>	<b>\$ 11,876,830</b>	<b>55.79%</b>	<b>\$ 5,250,775</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,626,055</b>	<b>\$ 11,876,830</b>	<b>55.79%</b>	<b>\$ 5,250,775</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,964,559	\$ 5,995,339	66.13%	\$ 2,030,780
FRINGE BENEFITS	1,130,334	1,834,205	61.63%	703,871
SUPPLIES	101,759	177,180	57.43%	75,421
UTILITIES	282,729	420,120	67.30%	137,391
SERVICES	742,893	1,195,815	62.12%	452,922
INSURANCE	65,233	66,885	97.53%	1,652
EQUIPMENT & SOFTWARE	62,754	363,000	17.29%	300,246
LIBRARY MATERIALS	909,801	1,403,229	64.84%	493,428
ELECTRONIC LIBRARY MATERIALS	104,754	160,000	65.47%	55,246
LIBRARY PROGRAMS	84,655	156,883	53.96%	72,228
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
<b>TOTAL EXPENSES</b>	<b>\$ 7,449,472</b>	<b>\$ 11,876,830</b>	<b>62.72%</b>	<b>\$ 4,427,358</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 7,449,472</b>	<b>\$ 11,876,830</b>	<b>62.72%</b>	<b>\$ 4,427,358</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (823,416)</b>	<b>\$ -</b>		
BEGINNING CASH	4,431,397			
NET FROM ABOVE	(823,416)			
<b>ENDING CASH</b>	<b>\$ 3,607,981</b>			
<b>Number of months cash on hand</b>	<b>3.6</b>			
<b>Capital Project Fund Balance</b>	<b>904,070</b>			

## **Spotlight Spokane Valley Library**

Managing Librarian Aileen Luppert and Community Librarian Diane Brown will share highlights of Spokane Valley Library and the community it serves.

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

## **OVERVIEW 3D Printing Service**

Library Services Manager Gwendolyn Haley and Public Services Specialist Aaron Miller will provide an overview of the District's new 3D Printing service.

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