Board of Trustees Regular Meeting

June 21, 2011   4:00 p.m.   Argonne Library/Administrative Offices

AGENDA

I.   CALL TO ORDER

II.   AGENDA APPROVAL [4:00]

III.   ACTION ITEMS
   A. Approval of May 17, 2011, regular meeting minutes [4:00-4:05]
   B. Approval of May bill payment vouchers [4:05-4:10]
   C. Unfinished Business
       None
   D. New Business
       1. Confidentiality of Customer Information and Customer Privacy Policy (Reaffirmation): Approval recommendation [4:10-4:25]

IV.   DISCUSSION ITEMS, POSSIBLE ACTION
   A. Executive Director recruitment brochure/ads [4:25-4:40]
   B. Future Board meeting agenda items [4:40-4:45]

V.   REPORTS
   A. Trustees [4:45-4:55]
   B. Director [4:55-5:00]
   C. Fiscal [5:00-5:05]
   D. Overview: Open Public Records Act [5:05-5:25]

VI.   PUBLIC COMMENT

VII.   ADJOURNMENT

[Estimated meeting length: 1 hour and 25 minutes plus public comment]

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

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING MINUTES: MAY 17, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held May 17, 2011, in the public meeting room of the Deer Park Library, 208 South Forest Avenue, Deer Park, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:
Tim Hattenburg	- Chair
Mary E. Lloyd	- Vice Chair
Ann Apperson	- Trustee
Daniel Davis	- Trustee
Michael J. Wirt	- Director and Secretary

EXCUSED:
Jacob Laete	- Trustee

Also Present: Kris Barnes, Branch Supervisor; Paul Eichenberg, Human Resources Manager; Bethany Luck-Hutson, Communications Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Apperson moved and Mr. Davis seconded to approve the agenda. There were no questions or comments.

The motion was unanimously approved.

ACTION ITEMS

APPROVAL OF APRIL 19, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the April 19, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF APRIL 2011 BILL PAYMENT VOUCHERS

Ms. Lloyd moved and Mr. Hattenburg seconded approval of the April 2011 bill payment vouchers as follows:

Fund

L01   General Operating Fund
Voucher numbers: 39389 through 39583 and
W000032-W00034 and CC0012 totaling $ 545,924.95
Payroll numbers: 04082011PR and 04252011PR totaling $ 333,910.09
Total $ 879,835.04

L08   Capital Projects Fund
Voucher numbers: 9501 through 9502 totaling $ 1,332.50
Total Capital Projects Fund   Total $ 1,332.50

There were no questions.

The motion was unanimously approved.

NEW BUSINESS

TRAVEL POLICY (REVISION): APPROVAL RECOMMENDATION. Ms. Lloyd moved and
Mr. Hattenburg seconded that the Travel Policy be revised as presented.

Mr. Wirt commented on the recommended changes to remove procedural elements from the
current travel policy. Upon approval, the travel policy format will become consistent with
other District policies, and correlated procedures will be revised as appropriate.

There were no questions.

The motion was unanimously approved.

RULES OF CUSTOMER CONDUCT POLICY (REVISION): APPROVAL RECOMMENDATION. Mr.
Davis moved and Ms. Apperson seconded that the Rules of Customer Conduct Policy be
revised as presented.

Mr. Wirt explained the intent of the recommended policy changes formulated by input from
Branch Services managers, the management team and District legal counsel is to make
more specific the basis for handling situations where behavior is inconsistent with the
current policy. After attending Safe Environment Training (SET) at the WLA Conference,
it became apparent precise customer conduct rules are necessary for consistent
interpretation and to effectively implement SET at SCLD. If approved, the accompanying
procedures will be updated.

In response to a trustee's question, Branch Services Manager Patrick Roewe explained
chain of command as it relates to staff members' handling of incidents, including calls to
law enforcement and/or exclusion of patrons across branches.

There were no additional questions.

The motion was unanimously approved.

PERSONNEL POLICY. Ms. Apperson moved and Mr. Davis seconded that revision to Personnel Policy Sections 2.13, 3.20, 5.10, and 11.2 be approved as presented.

Human Resources Manager Paul Eichenberg commented on recommended revisions, stating the majority of revisions expand on current practice or reflect changes in federal or state law.

In response to a trustee's question regarding military leave, Mr. Eichenberg clarified leave is only for an employee in the National Guard or reserves who is called to active duty or active duty training, and policy changes ensure an employee will receive full pay for the days of military leave an employee would have worked for the District.

There were no additional questions.

The motion was unanimously approved.

UPRIVER DRIVE PROPERTY RENTAL: APPROVAL RECOMMENDATION. Mr. Hattenburg moved and Ms. Lloyd seconded that the Upriver Drive Property Rental be approved as presented.

Business Manager Bill Sargent reviewed the research conducted for use or care of the Upriver Drive property until expansion of the Argonne Library facility begins, and recommended as the most fiscally-responsible option, the District rent the property through Call Realty, a property management company.

In response to a trustee's question, Mr. Sargent explained areas of responsibility between Call Realty and District Facilities Management, and confirmed the property is available for rent by anyone interested, as it will be handled as a commercial agreement.

There were no additional questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

SUMMER BOARD OF TRUSTEES MEETING SCHEDULE

After brief discussion, there was consensus to cancel the August 16, 2011, regular meeting to be held at Argonne Library. Action items tentatively scheduled for the August regular meeting will be moved to September.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items scheduled for future meetings was distributed prior to the meeting. The June 21 regular meeting will be held at Argonne where customer privacy and West Plains' annexation are anticipated on the agenda. The regular meeting scheduled for July 19 will be held at Medical Lake Library.

REPORTS

TRUSTEES

Ann Apperson reported she encouraged the transition of a bibliophile acquaintance from library believer to library user.

Dan Davis said he has a new favorite library branch: Deer Park.

Mary Lloyd echoed the favorable comments about Deer Park Library and its pleasant environs, and looks forward to the future library at Conklin.

Tim Hattenburg commented he was reminded of the Moran Prairie Qwest-related network outage turned patron outrage when his own computer had network problems over the weekend.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – Branch Services reports – April customer use analysis, Library Snapshot Day, Security Incident Reports, Adult, Youth and Circulation services; Collection Services and Interlibrary Loan; Administration – Upriver Drive property, West Plains annexation mitigation, WLA Conference, Safe Environment Training, Cascade Executive Program, Good news about e-books, Proposed SCLD annexation, Staff Training and Development Day, Legislative session; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance and Purchasing.

Mr. Wirt had nothing further to add and there were no questions.

FISCAL

Revenue and Expenditure Statement through April 30, 2011.

Fund 001		
Revenues	$	4,812,462
Expenditures	$	3,416,347
Ending Fund Balance	$	4,683,364
Fund Budget Expended		30.30%

Mr. Sargent said the financial report reflects current figures at mid-year budget review.

There were no questions.

OVERVIEW: TEEN PROGRAMMING

Branch Services Manager Patrick Roewe introduced Librarian Amber Williams who enthusiastically provided an overview of Teen Programming for which she co-coordinates with Spokane Valley Librarian Cindy Benson. Though offered for decades, programs for

teens are now offered year round and the summer lineup holds significant highlights. Anime is the most popular program with strong participation at North Spokane and Spokane Valley. Programs of interest at each branch bring teens to the library to meet each other, mentor youth and leave the library with armloads of books.

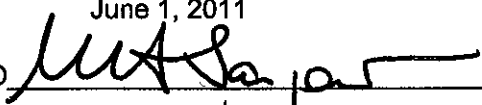## PUBLIC COMMENT

There were no public comments.

ADJOURNMENT
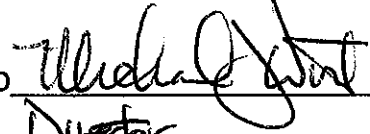
The meeting adjourned at 4:41 p.m.

_____

Tim Hattenburg, Chair

_____

Michael J. Wirt, 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 May 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $885,905.58 and that we are authorized to authenticate and certify these claims.

DATE: June 1, 2011

SIGNED _____

TITLE: Business Manager

SIGNED _____

TITLE: Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
039584	THE ACTIVE NETWORK, INC.	D. P. HARDWARE & SOFTWARE	$ 12,009.12
039585	ALLIED SECURITY	SECURITY & SAFETY SERVICES	204.31
039586	AUDIOGO	LIBRARY MATERIALS	819.09
039587	AVISTA UTILITIES	UTILITIES	4,381.71
039588	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	6,651.48
039589	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	107.58
039590	CDW GOVERNMENT, INC.	D. P. HARDWARE & SOFTWARE	30,541.99
039591	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	24.05
039592	CENTURYLINK	TELEPHONE	76.54
039593	CITY OF SPOKANE	UTILITIES	397.63
039594	CITY OF AIRWAY HEIGHTS	UTILITIES	211.02
039595	CITY OF CHENEY	UTILITIES	746.55
039596	CITY OF DEER PARK	UTILITIES	63.37
039597	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	3,920.80
039598	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	7,168.00
039599	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	146.75
039600	FRONTIER	TELEPHONE	88.07
039601	GALE GROUP, INC.	LIBRARY MATERIALS	883.18
039602	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	149.92
039603	GENWORTH LIFE AND ANNUITY	LIFE AND DISABILITY INSURANCE	1,937.00
039604	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	726.93
039605	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	216.05
039606	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,021.41
039607	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	244.92
039608	MIDWEST TAPE	LIBRARY MATERIALS	6,718.45
039609	OCLC, INC.	CATALOGING & SUPPORT SERVICES	237.31
039610	OCLC, INC.	CATALOGING & SUPPORT SERVICES	390.23
039611	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	932.03
039612	OREGONIAN PUBLISHING CO.	LIBRARY MATERIALS	182.00
039613	OVERDRIVE, INC.	LIBRARY MATERIALS	3,851.51
039614	PASADENA PARK IRR. DIST. 17	UTILITIES	27.82
039615	DEPT OF RETIREMENT SYSTEMS	ADMINISTRATIVE FEES	35.73
039616	PRESSWORKS	OFFICE/LIBRARY SUPPLIES	3,145.78

039617	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	596.93
039618	QWEST - BUSINESS SERVICES	TELEPHONE	24.24
039619	QWEST	TELEPHONE	333.20
039620	QWEST	TELEPHONE	142.21
039621	QWEST	TELEPHONE	83.98
039622	QWEST	TELEPHONE	592.01
039623	QWEST	TELEPHONE	333.20
039624	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
039625	RANDOM HOUSE, INC.	LIBRARY MATERIALS	36.69
039626	RECORDED BOOKS, LLC	LIBRARY MATERIALS	685.48
039627	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	15,197.35
039628	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
039629	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	997.73
039630	SUPERMEDIA, LLC	ADVERTISING	14.75
039631	TANTOR MEDIA	LIBRARY MATERIALS	50.39
039632	TORNADO CREEK PUBLICATIONS	LIBRARY MATERIALS	134.71
039633	UPS	FREIGHT	22.28
039634	WESTERN STATES INSURANCE	INSURANCE	2,853.80
039635	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,195.35
039636	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	19,827.18
039637	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
039638	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	23.40
039639	ANTHRO CORPORATION	FURNITURE, FIXTURES & EQUIPMENT	1,292.67
039640	AVISTA UTILITIES	UTILITIES	2,466.02
039641	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,208.37
039642	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	206.92
039643	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	772.04
039644	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,708.71
039645	CDW GOVERNMENT, INC.	D. P. HARDWARE & SOFTWARE	6,402.97
039646	CHEVRON U.S.A. INC.	VEHICLE FUEL	106.54
039647	COMIC BOOK SHOP	LIBRARY MATERIALS	338.62
039648	CITY OF MEDICAL LAKE	UTILITIES	271.30
039649	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	30,218.61
039650	DEVRIES INFORMATION MGMT	DELIVERY SERVICE	4,572.00
039651	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,195.97
039652	EARTHWORKS RECYCLING,INC	UTILITIES	205.00
039653	EMPIRE DISPOSAL INC.	UTILITIES	17.24
039654	FED EX OFFICE	PRINTING	116.01
039655	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	4,236.77
039656	FRONTIER	TELEPHONE	402.80
039657	GREATAMERICA LEASING CORP.	EQUIPMENT LEASE	159.95
039658	GALE GROUP, INC.	LIBRARY MATERIALS	863.73
039659	TIM HATTENBURG	TRAVEL REIMBURSEMENT	270.08
039660	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	21,822.68
039661	INLAND POWER AND LIGHT	UTILITIES	611.60
039662	MARY E LLOYD	TRAVEL REIMBURSEMENT	270.08
039663	MIDWEST TAPE	LIBRARY MATERIALS	5,681.12
039664	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,579.23
039665	NOAA-NATIONAL DATA CENTERS	LIBRARY MATERIALS	68.00
039666	OVERDRIVE, INC.	LIBRARY MATERIALS	3,899.25
039667	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	459.44
039668	QWEST	TELEPHONE	117.77

039669	QWEST CORPORATION	TELEPHONE	2,071.38
039670	RANDOM HOUSE, INC.	LIBRARY MATERIALS	323.89
039671	RECORDED BOOKS, LLC	LIBRARY MATERIALS	471.06
039672	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,190.44
039673	SPOKANE COUNTY UTILITIES	UTILITIES	457.45
039674	TANTOR MEDIA	LIBRARY MATERIALS	20.99
039675	TEACHING COMPANY	LIBRARY MATERIALS	10.00
039676	TOWN OF FAIRFIELD	UTILITIES	140.00
039677	TUMBLEWEED PRESS INC.	LIBRARY MATERIALS	2,194.50
039678	WHITWORTH WATER DISTRICT #2	UTILITIES	31.44
039679	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	50.40
039680	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	1,220.20
039681	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,778.56
039682	ANN APPERSON	TRAVEL REIMBURSEMENT	256.08
039683	AUDIOGO	LIBRARY MATERIALS	216.76
039684	AUNTIES BOOKSTORE	LIBRARY MATERIALS	49.86
039685	AVISTA UTILITIES	UTILITIES	937.73
039686	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	581.30
039687	VOID VOUCHER	VOID VOUCHER	-
039688	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	207.96
039689	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	481.59
039690	BRODART CO.	OFFICE/LIBRARY SUPPLIES	306.44
039691	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	644.68
039692	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	2,200.00
039693	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	838.69
039694	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	178.80
039695	ENSLOW PUBLISHERS, INC.	LIBRARY MATERIALS	56.34
039696	FED EX OFFICE	PRINTING	130.37
039697	FILM IDEAS, INC.	LIBRARY MATERIALS	717.00
039698	FP MAILING SOLUTIONS	EQUIPMENT LEASE	129.20
039699	GALE GROUP, INC.	LIBRARY MATERIALS	899.79
039700	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	973.47
039701	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	164.22
039702	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,680.35
039703	INLAND POWER AND LIGHT	UTILITIES	246.25
039704	IT1 SOURCE	D. P. HARDWARE & SOFTWARE	5,747.52
039705	MIDWEST TAPE	LIBRARY MATERIALS	2,444.99
039706	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,534.64
039707	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	179.44
039708	OREGONIAN PUBLISHING CO.	LIBRARY MATERIALS	182.00
039709	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,094.62
039710	OVERDRIVE, INC.	LIBRARY MATERIALS	3,978.36
039711	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
039712	PASADENA PARK IRR. DIST. 17	UTILITIES	30.00
039713	PRESSWORKS	PRINTING	726.12
039714	QWEST	TELEPHONE	83.53
039715	QWEST	TELEPHONE	80.19
039716	QWEST	TELEPHONE	32.49
039717	QWEST	TELEPHONE	59.85
039718	QWEST	TELEPHONE	83.98
039719	QWEST	TELEPHONE	120.29
039720	QWEST	TELEPHONE	6,961.82

039721	RANDOM HOUSE, INC.	LIBRARY MATERIALS	157.25
039722	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,933.80
039723	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,433.13
039724	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	476.86
039725	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	4,966.31
039726	VERIZON WIRELESS	TELEPHONE	113.65
039727	VERIZON WIRELESS	TELEPHONE	135.01
039728	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,040.60
039729	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	100.80
039730	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,190.41
039731	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	19,618.99
039732	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
039733	ACCURATE STRIPING	GROUNDS MAINTENANCE	2,462.92
039734	AUDIOGO	LIBRARY MATERIALS	216.71
039735	AVISTA UTILITIES	UTILITIES	355.06
039736	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,496.57
039737	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	54.92
039738	BOLINDA PUBLISHING, INC.	LIBRARY MATERIALS	35.16
039739	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	141.03
039740	BRODART CO.	OFFICE/LIBRARY SUPPLIES	173.90
039741	BUILDER'S BOOK, INC.	LIBRARY MATERIALS	538.40
039742	DAMEWARE DEVELOPMENT	D. P. HARDWARE & SOFTWARE	180.00
039743	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	217.40
039744	ENSLOW PUBLISHERS, INC.	LIBRARY MATERIALS	988.25
039745	FED EX OFFICE	PRINTING	141.28
039746	GALE GROUP, INC.	LIBRARY MATERIALS	764.17
039747	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	9.78
039748	HATZOFF PRODUCTIONS	LIBRARY MATERIALS	25.48
039749	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,451.39
039750	JAN WAY COMPANY	OFFICE/LIBRARY SUPPLIES	2,105.00
039751	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	1,690.29
039752	MIDWEST TAPE	LIBRARY MATERIALS	1,749.04
039753	NEW YORK TIMES	LIBRARY MATERIALS	60.00
039754	OCLC, INC.	CATALOGING & SUPPORT SERVICES	859.72
039755	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	217.12
039756	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,772.13
039757	OVERDRIVE, INC.	LIBRARY MATERIALS	3,102.81
039758	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
039759	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	157.66
039760	QWEST - BUSINESS SERVICES	TELEPHONE	3,280.00
039761	QWEST	TELEPHONE	40.10
039762	RANDOM HOUSE, INC.	LIBRARY MATERIALS	1,024.08
039763	RECORDED BOOKS, LLC	LIBRARY MATERIALS	80.71
039764	SHOWCASES	OFFICE/LIBRARY SUPPLIES	320.89
039765	JEREMY N. SMITH	LIBRARY PROGRAMS	500.00
039766	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	612.58
039767	TANTOR MEDIA	LIBRARY MATERIALS	143.97
039768	UPS	FREIGHT	22.67
039769	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	13,308.25
039770	WSU EXTENSION-MASTER GARDNERS	LIBRARY PROGRAMS	150.00
CC0013	USB TREASURY MANAGEMENT SVCS	BANK FEES	274.00
W00035	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	47,712.00

| W00036 | STATE OF WASHINGTON | MONTHLY EXCISE/SALES TAXES | 1,919.78 |
| W00037 | ELEC FEDERAL TAX PAYMENT SYS | NET PAYROLL TAXES | 46,869.35 |

Total Non-Payroll General Operating Fund $ 566,727.52

PAYROLL VOUCHERS

| 05102011PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | $ 161,927.02 |
| 05252011PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | 157,251.04 |

Total Payroll General Operating Fund $ 319,178.06

TOTAL GENERAL OPERATING FUND $ 885,905.58

Spokane County Library District
Monthly Credit Card Activity
For the Month of May 2011

Card Category	Amount
General Purchases	$1,790.83
Maintenance	1,537.36
Travel	5,579.86
Acquisitions	2,424.79
Information Technolgy	1,975.41
Total Purchases	$13,308.25

CONFIDENTIALITY OF CUSTOMER INFORMATION AND CUSTOMER PRIVACY POLICY (REAFFIRMATION): APPROVAL RECOMMENDATION

Recommendation:
> That the Confidentiality of Customer Information and Customer Privacy Policy be reaffirmed as written.

Action Required:
> Motion.

Background:
> The Confidentiality of Customer Information and Customer Privacy Policy is written to safeguard the privacy of District customers' use of library materials and resources—what is read, viewed, or listened to. It's based on both general privacy statutes and library-specific public records exemptions stated in Chapter 42.56 of the Revised Code of Washington and also reflects applicable federal law.
>
> Those state statutes are as follows:
>
> > **RCW 42.56.050 Invasion of privacy, when.**
> > A person's "right to privacy," "right of privacy," "privacy," or "personal privacy," as these terms are used in this chapter, is invaded or violated only if disclosure of information about the person: (1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public. The provisions of this chapter dealing with the right to privacy in certain public records do not create any right of privacy beyond those rights that are specified in this chapter as express exemptions from the public's right to inspect, examine, or copy public records.
> >
> > **RCW 42.56.310 Library records.**
> > Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.
>
> In 2009 the policy was revised to incorporate application of the general privacy statute, which had never been reflected in it. I saw nothing in this scheduled review needing to be updated or clarified; therefore I recommend it be reaffirmed as written.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CONFIDENTIALITY OF CUSTOMER INFORMATION AND CUSTOMER PRIVACY

It is the policy of Spokane County Library District that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is considered private, consistent with RCW 42.56.050, Invasion of Privacy, and is exempt from public inspection and copying consistent with RCW 42.56.310, Library Records. It is also the District's policy that library facilities are public places in which library users have no expectation of privacy beyond the content of library records.

For purposes of this policy, such library records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records. Public inspection and copying also includes any requests, oral or written, for information contained in these records.

Without permission of the library user, the District will not release exempt library records to any individual, organization, or to any agency of federal, state, or local government except pursuant to a valid court order under applicable state or federal law. The District will make reasonable efforts in its routine service provision to avoid making information available that might inadvertently link use of specific library materials and resources to an individual.

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JANUARY 8, 1976
LATEST REVIEW AND REVISION: ~~APRIL 21, 2009~~ JUNE 21, 2011

EXECUTIVE DIRECTOR RECRUITMENT AND HIRING — INTERVIEW DATES AND BROCHURE: DISCUSSION AND DIRECTION

Discussion goal:

Provide direction on dates for on-site interviews and any required changes in the draft Executive Director recruitment brochure; if no changes are required for the brochure, approve by consensus.

Background:

On-site interview dates

December may seem like it's a long way off, but it's not with regard to reserving space for the planned candidate reception and forum. In fact, of the three potential venues contacted, only one (CenterPlace in Spokane Valley) was able to accommodate both activities for both date ranges on the schedule: December 1 for the reception and December 3 for the forum, or December 8 and 10. It appears imperative to decide on the date as soon as possible so we'll have a place to hold the activities.

As a reminder, the reception is an invitation-only early evening event for community and business leaders to mingle and talk with the candidates. Light refreshments will be provided. CenterPlace's Fireside Lounge is a better fit for the anticipated turnout than the Great Room, which is huge. It has a capacity of 150, but the way it's configured won't look too big for a smaller group. The forum is a staff, Friends, and general public event at which candidates will each give a brief presentation and respond to questions. The 105-seat auditorium would work well for this.

The combined rental fees are around $1,100 to which catering charges will be added. These rates are lower than the Lincoln Center or Spokane Arena, the other options investigated. Funds for this purpose are included in the recruitment budget.

Brochure

A Board of Trustees executive director recruitment and hiring task to be completed no later than your July meeting is to sign off on recruitment materials. The primary item is a PDF brochure that'll be emailed by Consultant June Garcia and SCLD to prospective applicants and public libraries throughout the U.S. in lieu of printing and mailing. It will also be posted on our website employment section with links to it from appropriate online library job sites. Our website will also include official position description and application instructions.

The brochure is intended to answer potential applicant questions about the position, SCLD, and the Spokane area. It's designed to be eye-catching and to make a good first impression about the District. The position announcement to be posted on library job websites will be based on the brochure and include only brief information, with a link to our website and the online brochure.

This is your opportunity to review the brochure and suggest any desired changes to be made for your final approval in July. If you like the content and design as presented (or have only minor changes), you can OK it at this meeting. A formal vote isn't necessary.

The brochure is attached.

Executive Director

Spokane County Library District

Spokane County Library District seeks an intelligent, dynamic, passionate, experienced individual to serve under the general direction of the Board of Trustees as executive director of SCLD.

MISSION
Connecting people with resources 24/7

VISION
To be indispensable to the community

Spokane County Library District

www.scld.org

Spokane.
NEAR NATURE.
NEAR PERFECT.

Spokane serves as the *hub of the Inland Northwest* for business, transportation, media, medicine, education and entertainment. Affordable real estate and cost of living, fabulous natural beauty, big city amenities and excellent quality of life make Spokane County an ideal place to live, work and play.

The fourth most populated county in Washington, *Spokane County* has more than 436,000 residents and is home to Fairchild Air Force Base, four full-service hospitals, two community colleges and four universities.

In Spokane, you can shop at unique boutiques or well-known department stores and dine at national chains or find distinctively regional tastes at locally-owned restaurants and bistros. Spokane has a lot of art and culture to offer with Broadway performances, intriguing art galleries, world-class museums and powerful stage performances.

The Spokane region also has an amazing number of *outdoor recreational opportunities* just a short drive away— mountains for skiing, hiking and biking, lakes and rivers for swimming, boating and fishing, and golf courses with challenging holes and beautiful scenery.

Spokane County Library District

Covering 1,700 square miles with 10 full-service branches serving nearly 255,000 residents, Spokane County Library District is the largest public library system in Spokane County and one of the 10 largest in the State of Washington. SCLD holds a collection of approximately half a million items and is proud of our reputation for exceptional customer service and fiscal responsibility.

SCLD serves unincorporated Spokane County and the affiliated cities and towns of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley and Waverly. Spokane Public Library, which is separate from SCLD and is a division of the City of Spokane, serves residents within the Spokane city limits.

In 2011, a dedicated property tax levy of 50¢ per $1,000 of assessed valuation in the unincorporated county and annexed municipalities accounts for more than 93% of *annual funding*. Remaining revenue is derived from contract fees, other fees and charges and interest earnings.

Budgeted 2011 revenue is $11,488,067. Property taxes and contract fees total $10,999,597. Other revenue is $488,470. Budget expenditures are $11,223,275 and the unrestricted operating reserve is $1,710,807.

Spokane County Library District is a municipal corporation established by voters in 1942 under provisions of *RCW 27.12.040.* An independent special purpose district, SCLD's sole purpose is to provide public library services to the unincorporated county and affiliated municipalities. A *five-member Board of Trustees* appointed by Spokane County Commissioners governs the District. A Board-appointed library executive director serves as chief administrator.

Learn more about Spokane County Library District by visiting *www.scld.org.*

2010 STATISTICS

Materials borrowed:	2,538,468
Reference questions:	241,746
Unique website sessions:	832,059
Computers booked:	253,444
Library card holders:	116,788
Library visits:	1,372,601
Programs held:	2,172
Program attendance:	51,230
Staff (full & part time):	172

Looking Ahead

There will be many occasions for growth, expansion and change for Spokane County Library District in the coming years. Here are a few opportunities on the horizon:

Execution of the Library Facilities Master Plan

Approved by the Board of Trustees in July 2010, the plan recommends replacement of three existing libraries with larger facilities, construction of three new branches, and expansion or remodeling of six others through a voter-approved District-wide bond issue, which is presently targeted for no earlier than 2013. *Click here* to view the Library Facilities Master Plan Summary, or *click here* to view the complete Library Facilities Master Plan.

Board member changes

One current long-standing trustee will leave the board as their terms expire at the end of each of the next three years (2011, 2012, 2013).

Continued funding

SCLD has enjoyed consistent voter support to maintain its property tax levy rate. Continued careful fiscal planning and levy maintenance requests will be necessary to sustain a healthy budget.

Turnover of leadership

In the last two years, SCLD's management team has welcomed three new members because of employee turnover, and we expect there may be additional retirements from the management team in the next several years.

Community advocacy

SCLD's community advocacy program, which is scheduled to launch in the fall of 2011, will require time and support from the Executive Director as he or she serves as the public figure for SCLD.

Differentiation and collaboration

Having two major library systems in the area requires the frequent need for SCLD to differentiate itself from Spokane Public Library, but also provides opportunities for cooperation and collaboration.

The Position

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

To view the complete job description, please *click here.*

COMPENSATION & BENEFITS

Hiring salary range for this exempt position is $97,864–$112,548.

Benefits include:
- Sick leave (12 days per year)
- Vacation (starting at 16 days per year)
- Holidays (11 paid)
- Medical, dental and vision insurance
- Public Employees Retirement System
- Life insurance
- Short-term and long-term disability
- Employee assistance program

The Ideal Candidate

LEADER

- Provides leadership for the District
- Develops the District's organizational structure
- Reviews and evaluates results and initiates corrective action as needed
- Maintains current knowledge of developments, trends and issues in librarianship, library administration, public administration and technology
- Maintains current knowledge of state and federal laws and regulations, existing and proposed, affecting the District
- Directs and manages major functions, activities and services of the District
- Develops and administers the District's annual budget; recommends reallocation of resources as needed

ADVOCATE & PARTNER

- Directs the District's advocacy efforts
- Actively participates in state legislative planning activities
- Establishes and maintains continuous effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations and the general public
- Participates in the activities of area civic and community organizations
- Participates in professional library organizations

VISIONARY

- Provides strategic direction for the District
- Directs short- and long-term strategic planning for programs, services and activities, library facilities, technology, finance and staffing
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Encourages use of technologies to improve customers' experiences and enable staff to be more productive

COMMUNICATOR

- Serves as an official spokesperson for the District
- Interacts in a professional and respectful manner with the Board of Trustees, District staff and the public
- Communicates new impacts of state and federal laws and the District's position to appropriate parties

QUALIFICATIONS & EXPERIENCE

- M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by *RCW 27.04.055*
- Eight years progressively responsible professional library management experience
- At least five years recent professional senior level management experience in a public library
- Multiple-site management experience preferred and experience in an independent library district preferred
- Advanced professional-level training in the areas of administration and leadership may be substituted for up to two years of experience (Certificate of Completion required)

How to Apply

Submit a completed and signed Spokane County Library District *employment application* along with your resume and a signed cover letter addressing your work experience related to the skills and abilities required for the position to:

Human Resources
Spokane County Library District
4322 N Argonne Rd
Spokane, WA 99212

All materials must be received no later than 12pm PST on Friday, October 7, 2011. Applications may not be submitted via email or fax.

If you have questions about the application process, please contact :

Library Recruiter, June Garcia at
303.522.2225 or *june@junegarcia.com.*

 SPOKANE COUNTY
LIBRARY DISTRICT

Next meeting

July 19, 2011: Medical Lake Library

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

- Disposal of Surplus Property Policy review
- Emergency Closure of Facilities Policy review (originally scheduled for August)
- West Plains Annexation mitigation agreement with City of Spokane (tentative)
- Executive Director recruitment brochure/ads approval (if not completed at June meeting)
- Overview: Getting Library Materials Back

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Tuesday, July 5, for inclusion in the preliminary agenda to be emailed on Wednesday, July 6. The meeting packet will be mailed Wednesday, July 13.

Future meetings

Other than normal monthly business, the following action, discussion and information items are tentatively scheduled for future regular meeting agendas.

August 16, 2011: Meeting cancelled

September 20, 2011: Otis Orchards Library
- 2012 budget: Preparation schedule; overview of anticipated revenue and expense changes from 2011; Board direction to staff
- Gifts Policy review
- Overview: Infrastructure maintenance and upgrade plans

LIBRARY SERVICES
Branch Services
Customer Use Analysis
Total circulation (in-branch, online renewals, and downloadable) was up 6% year-to-date in May, with downloadable media 86% ahead of last year. Compared to the same month last year, there was modest increase in in-branch circulation in May 2011 (+2.32%). This slight uptick maintains the growth seen in April (2.51%), but is slower than March (+6%) and February (+6%). Self-check station usage District-wide continues to holds steady at around 42%, which is where it has been for the four months we have been tracking it. Looking at the branch extremes, self-checkout accounted for about 50% of Airway Heights, Medical Lake and Spokane Valley checkouts, and Cheney came in around 22%.

It's notable that program attendance was up (+8%) for the third consecutive month (+5% March-April) even though fewer programs were offered (-2%).

Software station bookings for May were down -9%, the fourth straight month at that level. This developing trend is of interest, as historically we've regarded software stations as a perennially high-demand service. The potential reasons for the trend are varied: the preponderance of more affordable mobile devices (smart phones, tablets, etc.), the widespread available of Wi-Fi networks on which to use those devices, and even as an indication that the economic circumstances that drove usage recently are starting to abate. Medical Lake was the only branch that saw an increase, at a modest 1%.

Customer Payments
The reinstatement of requiring account balances to be paid off at the time of renewal, effective January 1, 2011, and generalized bill notices continue to encourage an increasing revenue trend, as suggested when comparing May 2010 to May 2011.

Security Incident Reports
Twenty-two security incident reports were filed in May, 10 fewer than April. There were three building issues reported, one incident of restroom vandalism, and two reports of empty wine bottles found in a women's restroom. The remaining reports were a variety of issues, many of which were human behavior situations that resulted in Rules of Customer Conduct advisements or were recorded as potential problems, with law enforcement called for only one incident this month.

Adult Services (Stacey Goddard, adult services manager)
Programming: Attendance at special programs—the third Master Gardener spring series at North Spokane, Karen Burrell author program at Cheney, and the first Adult Summer Reading program— were mixed. Book discussion average attendance was up, as it was for the six computer instruction classes.
Community: Two librarians represented SCLD at the Eldercare "Caregiver's Conference," speaking to 52 attendees and at the "Celebrate Life! Expo", talking with 82 people about District services and programs. Staff visited 46 adult facilities.

Youth Services (Mary Ellen Braks and Gwendolyn Haley, youth services managers)
Programming: 43 people attended our "Locke Early Learning Author Series" (sponsored by the Foundation for Early Learning) program at Spokane Valley, featuring children's poet Kenn Nesbitt. May's After School Special "Bubble Trouble" drew children in to create bubble art and rounded out

the year with an average attendance of 14. Anime programs at Spokane Valley and North Spokane continue to draw a healthy teen audience, with 33 and 18 respectively. Summer Reading poster and flyers were finalized

Community: We hosted three STARS training classes for childcare providers: one regularly scheduled and two in cooperation with NEW ESD 101, one at North Spokane and one at Colville Public Library as part of the "Culture of Literacy" grant project. Combined attendance was 83. We provided 47 storytimes to 768 children at 27 childcare facilities. This is also the time of year when schools want to bring field trips to the library, and we are invited to schools to talk about summer programs.

Circulation Services (Gina Rice and Judy Luck, circulation supervisors)
The most significant circulation increases this month were at Deer Park, Cheney, Airway Heights and Argonne libraries. One factor in Deer Park's 13.2% increase may be the steadily increasing number of non-resident cards issued to Libraries of Stevens County residents. Across the District we've noticed an increase in verbal customer complaints—anger at having to pay fines and fees for damages, as well as negative comments about interactions with staff. Circulation staff are aware of the Rules of Customer Conduct and have been reminded how to deal with offensive language from customers on the phone and in person.

Branch highlights
Airway Heights Library *(Pat Davis, branch supervisor)* held the last two ECEAP storytimes, and the kids brought thank-you books they'd made with each child coloring a page and the teacher helping them write what they liked best about Storytime. Sunset Elementary invited Pat to participate in the last Family Evening of the school year to talk about SCLD activities that encourage children to continue reading during the summer. Sunset Elementary student art work was displayed in the library. Our new Safari table and chairs arrived, and our chair and a half was re-upholstered with a jungle-themed material; both were immediate hits with the younger children.

The Friends of the **Argonne Library** *(Mary Kay Anderson, branch supervisor)* held its first book sale since reorganization and were extremely pleased to bring in just under $1,000 for the five-hour event on May 14. They also added three people to the group. At the end of the month wrap up meeting, they decided to contribute $100 to Spokane is Reading and discussed plans for a fall wine tasting fund raiser. A security report was filed after a customer displayed odd behavior in the parking lot after hours. The sheriff's deputies responded, arrested the individual and the next day his car was towed at our request; at month's end he was residing in the Benton County Jail in Kennewick.

Cheney Library's *(Rachel Evans, branch supervisor)* Preschool Play & Learn Storytime attendance averaged 56 participants per program, up 22 from the average of 34 in May 2010. We were barely able to squeeze all 73 participants into our meeting room on one occasion. We received four new chrome metal-framed chairs for our teen area. We also received new "TEEN" signage, and are awaiting the arrival of two lounge chairs and ottomans purchased with funds from Friends. Also, Friends presented Rachel with a going away gift, and Jan Matthews (former President) and Jean Bruntlett (current President) treated her to lunch. [Note: Rachel is leaving SCLD June 15 to move with her husband to New York City.]

At **Deer Park Library** *(Kris Barnes, branch supervisor)* there's been an increase in behavior issues with a group of teens who meet there to play card games; almost doubling in size has created challenges for them in keeping the noise level down. Kris was invited to attend Arcadia Elementary school's field day event where she read stories, shared poetry and talked about our summer reading program schedule to 520 students. The Friends had a special meeting to discuss a special

library tech student scholarship application, book sale accounting matters and the WALE conference speaker sponsorship.

Fairfield Library (*Bev Bergstrom, branch supervisor***)** Friends purchased scratch n' sniff bookmarks for customers. At the last Hangman Creek Chamber of Commerce meeting for this business year, Bev was re-elected treasurer. By the end of the second month processing online applications, Fairfield staff has mailed over 110 cards. In a small community like Fairfield, the loss of regular customers, especially families, can have a significant impact on library use. This is one factor in the downward trend in materials circulation (-28 % over the two-year period, May 2009 to May 2011), and Fairfield lost another regular family this month.

Several **Medical Lake Library** *(Laura Baird, branch supervisor)* customers commented on the historical pictures and artifacts in the display case on loan from the Historical Society, which finalized plans to house 13 pictures from its collection in the library's adult area. The Hutterite Kindergarten through 2nd graders attended their last Storytime of the school year. They brought cookies and a thank-you card in appreciation of the staff's assistance in ordering suggested books for their monthly visits. Fifth graders from Hallett Elementary displayed dioramas in the children's area.

Moran Prairie Library (*Jason Johnson, branch supervisor***)** received a call from a young man claiming to have lost a hamster in the library. We kept an eye out for the hamster and later found out that the Spokane Valley branch had received the same call around the same time so are assuming it was a prank. A teacher from Mullan Road School set up a tour of the library for first-graders next month; we sent a packet of library card applications with her for her students' parents to fill out and return and are creating the cards for the 80+ students in preparation for their visit. The Adult Non-Fiction section underwent a major shift to create more space that went very smoothly and took far less time then anticipated.

Attendance at the **North Spokane Library** *(Patrick Roewe, branch services manager)* adult book club has gradually increased over the past four months. An adult male asked if we hired teens and whether a specific teen page still worked there. Both the manner in which he interacted and his comments caused staff concern, and he was informed it is not appropriate to make personal inquiries regarding staff members. Patrick attended the weekly Rotary 21 meetings.

At **Otis Orchards Library (***Bev Bergstrom, branch supervisor***)**, Bev had two assistants for handing out pencils at the annual Otis Orchards community parade, which also featured our outreach van festooned with balloons. The Friends made a donation to WLA'S WALE interest group to help sponsor author J.A. Jance at this fall's conference. The Friends purchased scratch n' sniff bookmarks for customers. The staff chose various scents—chocolate, pizza, bubblegum, gingerbread and popcorn—and it's been entertaining to watch customers' enjoyment as they select their favorites.

The average attendance at several regular **Spokane Valley Library (***Doug Stumbough, branch services manager***)** programs saw upticks this May compared to the same time last year. At its May meeting, the Friends reported they made $1,800 at their spring book sale. They also committed to donate funds toward the purchase of "comfortable seating" in the reference area and for Amazon Kindles to be used for staff training once OverDrive eBook service is available to that device. The last of the freestanding reference shelves were shortened. This completes the changes to the reference area as a result of the reference print collection evaluation. There were two reports of empty wine bottles/boxes left in the stall of the women's restroom.

COLLECTION SERVICES *(ANDREA SHARPS, COLLECTION SERVICES MANAGER)*

Collections

- Ordered 2,190 titles and 8,829 copies; processed, added to the system, and sent out 10,413 items to branches, a new non-bond month record.
- Net year-to-date increase in the print/nonprint collection of 6,642 items after a monthly net increase of 1,197 nonprint and 271 print items.
- The first OverDrive standing order plan for adult downloadable audiobook titles arrived.

Technical Services

- In the March survey of time from receipt of items to their addition to the collection, the average time was 16.83 days, the fastest of any previous survey, with 94% of items processed within 31 days or less, a second best.

Other

- The free Kindle we earned for making a large order from an independent vendor of children's materials arrived.

ADMINISTRATION

Potential Spokane Valley Library sites

Doug Stumbough and I met with Spokane Valley City Manager Mike Jackson and Community Development Director Kathy McClung to brief them on the Library Facilities Master Plan as it relates to Spokane Valley, and where we are with identification of potential sites. It was also an opportunity for them to provide feedback. Unfortunately, Spokane Valley has no other planning in place or envisioned that would assist with appropriately locating the replacement for Spokane Valley Library, so we're on our own in dealing with site selection.

Toward the end of the month Doug and I spent some time driving the Sprague Avenue corridor and environs consulting aerial view maps and notes about property. We identified a couple of site possibilities in addition to the two that we've discussed previously. The next step is to determine whether any could be acquired and at what cost.

Website

A major project to update and restructure About SCLD and Reader's Corner sections of our Website has been completed, thanks to the efforts of Communications Manager Bethany Luck-Hutson and Data/Web Services Administrator Ven Kozubenko. It's easier to find one's way around the sections and more information is included.

The economy

At the Economic Update presentation at the monthly GSI breakfast, Washington Trust Bank's Steve Scranton said that the economy, both national and local, is recovering but much more slowly than we've been led to expect from previous recessions. What he's telling his customers to plan for is one to three percent economic growth per year over the next five years, not the three to five percent that we wish would happen. Slow growth is better than no growth.

Reach Out and Read

Youth Services Manager Mary Ellen Braks and I met with Reach Out and Read Washington State Program Director Dr. Jill Sells and her regional program manager. Nationally, Reach Out and Read prepares America's youngest children to succeed in school by partnering with doctors to prescribe books and encourage families to read together. Here in Washington, the state coalition is working with the Early Learning Public Library Partnership as part of its efforts. They were in the area to meet with various agencies in an effort to expand the number of clinics offering the program which is currently more concentrated west of the Cascades.

Two clinics in our service area offer the program: CHAS in Deer Park and Spokane Valley. We provide them with information about early literacy, our storytime programs and kids' materials, and in turn the physicians give to kids and their parents as part of their well-child checkups. We offered to do whatever we could to help expand the program in the communities we serve—and briefed them about our services and programs.

Back in the landlord business
After an almost 30 year hiatus, we'll soon be a landlord again. Arrangements were finalized with a property management company for the Upriver Drive house to be on the market in early June. Our previous experience was with our First Avenue headquarters property that included three adjacent houses and a small warehouse building.

West Plains Annexation mitigation agreement
By month's end we had received no further word from the City of Spokane regarding the proposed annexation mitigation agreement. It's now scheduled for your June meeting agenda but could be further delayed.

MY PROFESSIONAL AND COMMUNITY ACTIVITIES
GSI monthly member breakfast; Reach Out and Read meeting.

COMMUNICATIONS *(BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)*
- In media relations, sent news releases on the Adult Summer Reading program and Youth Summer Reading (jointly with Spokane Public Library); coordinated on-air interview with Patrick Roewe.
- In community relations, designed and produced new banners for parades; received 2010 Annual Report from printer; SCLD had a booth at the Celebrate Life Expo on May 14.
- For E-marketing (website, social media, email), completed About SCLD and Reader's Corner website revisions; launched Summer Reading information on website; began adding Adult Summer Reading programs and Friends' May and June book sales to Facebook.
- For Spokane is Reading, sent news release on the year's title and updated the website.

HUMAN RESOURCES *(PAUL EICHENBERG, HR MANAGER)*
- Recruited for two positions and one person hired; there was one termination and no reclassifications, transfers or promotions.
- The "Essential Skills for Supervisors" training started on May 9, and will be completed in July.
- A formal procedure for requesting lateral transfers was developed and implemented.

INFORMATION TECHNOLOGY *(PRISCILLA ICE, IT MANAGER)*
- The SAN (Storage Area Network) hardware was installed and the Network Administrator attended a training class in Minneapolis to help us manage this new equipment.
- The date was set for installation of the DXII media dispenser at North Spokane to replace the current problem-prone machine.
- Staff worked through online credit/debit card questions with LibOnline about PayIt and with the Business Office to set up accounts to support it.
- Five iPads were purchased for District use, two with cellular connections for IT staff.
- E-rate reimbursement submissions for the first half of the current e-rate year were completed.

FACILITIES, FINANCE, AND PURCHASING (*BILL SARGENT, BUSINESS MANAGER*)

- In finance, May was a normal month.
- In facilities, the Otis Orchards parking lost was resealed and restriped; North Spokane Library roof repairs were successfully completed; in late June SCLD maintenance staff will be installing an interior book drop at Fairfield Library.
- Paperwork to aggregate the Argonne and Upriver Drive properties into a single, tax exempt parcel was completed and the 2011 property taxes paid at closing were refunded. Arrangements were made with a property management firm to handle leasing and associated maintenance.

Customer Use Measures
May 2011

Measure	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	Rolling YTD Comparison
Registered borrowers	116,858	116,473	N/A	0%	N/A
Door count	111,433	110,173	571,271	0%	0%
Circulation	212,418	201,508	1,101,158	6%	6%
Digital Media Catalog	9,075	4,844	43,407	86%	72%
Reference inquiries	21,186	20,007	108,099	2%	-5%
Programs					
Number	204	194	928	-2%	-2%
Attendance	5,464	4,781	23,086	8%	4%
Group Visits					
Number	7	2	20	43%	14%
Attendance	146	71	354	-4%	-28%
Software Station bookings	19,062	20,669	97,891	-9%	-6%
Meeting room bookings	343	294	1,559	-1%	5%
Holds placed					
By customers	30,076	31,771	166,431	2%	5%
By staff	7,261	7,384	36,970	-4%	-1%
Digital Media Catalog	3,151	1,575	16,226	110%	95%
Database use					
Searches	30,183	24,901	168,028	34%	59%
Retrievals	20,919	25,600	242,231	90%	86%
Website use (Remote)					
User sessions	78,343	67,505	410,454	21%	19%
Page views	216,749	160,729	1,215,510	47%	35%
Catalog	43,065	31,930	204,806	23%	19%
Database Access	8,461	2,055	47,934	324%	157%
Interlibrary loans					
Loaned	451	342	1,914	12%	5%
Borrowed	427	336	2,039	12%	12%

Customer Use Measure Definitions

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

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

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

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

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

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

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

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

Holds placed: Requests for specific titles in any format. *Data collection method: Actual computer system count.*
> **By customers**: Placed online by customer, whether from library or remotely.
> **By staff:** Placed for customers, usually as part of a reference transaction.

Database use: Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*
> **Searches:** Number of database searches**.**
> **Retrievals:** Number of search result documents retrieved.

Web site use: "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*
> **User sessions:** Number of times website is accessed by individual IP address.
> **Page views:** Number of times each page is accessed.
> **Catalog:** Subset of page views; shows the number of times customers enter the catalog through the website.
> **Database access:** Subset of page views; shows the number of times customers enter a subscription database from the website.

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

ITEM AND TITLE MONTHLY REPORT
MAY 2011

	ITEMS				TITLES		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	203189	171723	**374912**		82510	49798	**132308**
Nonprint	45081	19624	**64705**		18664	5681	**24345**
Subtotal	**248270**	**191347**	**439617**		**101174**	**55479**	**156653**
OverDrive	9199	3800	**12999**		8489	3664	**12153**
Periodicals	16786	3103	**19889**		359	49	**408**
Total	**274255**	**198250**	**472505**		**110022**	**59192**	**169214**

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	20771	13193	33964
Nonprint	4603	2662	7265
TOTAL	25374	15855	41229
DELETIONS			
Print	20242	12023	32265
Nonprint	1741	581	2322
TOTAL	21983	12604	34587

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	529	1170	**1699**
Nonprint	2862	2081	**4943**
Periodicals	2302	438	**2740**

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

TITLE = Each distinct bibliographic record in the database; there can be several
   records for one actual title (e.g. regular print, large type, various
   formats of audiobooks, videorecordings)
ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

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

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

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF MAY 31, 2011
[PERCENT OF YEAR = 41.7%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	$ 5,705,085	$ 10,738,027	53.13%
CONTRACTED CITIES, SERVICES & FEES	207,127	487,816	42.46%
MISCELLANEOUS REVENUES	26,325	176,595	14.91%
INTEREST EARNINGS	12,266	35,000	35.05%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	$ 5,950,803	$ 11,437,438	52.03%
EXPENSES:			
SALARIES	$ 2,167,582	$ 5,366,379	40.39%
FRINGE BENEFITS	610,054	1,574,741	38.74%
SUPPLIES	74,426	222,126	33.51%
SERVICES	706,744	1,733,404	40.77%
CAPITAL EXPENDITURES	116,556	463,800	25.13%
LIBRARY MATERIALS	668,856	1,468,595	45.54%
INTEREST EXPENSE	78	500	15.60%
OPERATIONAL CONTINGENCIES	-	40,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	406,655	0.00%
TOTAL EXPENSES	$ 4,344,296	$ 11,276,200	38.53%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	$ 1,606,507	$ 161,238	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	$ 1,606,507	$ 161,238
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249
ENDING FUND BALANCE - 5/31/11 & ESTIMATED BALANCE 12/31/11	$ 4,893,756	$ 3,448,487

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF MAY 31, 2011

ASSETS:	
CASH	$ 5,097,220
ACCOUNTS RECEIVABLE	301
TAXES RECEIVABLE	242,744
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,311
PREPAID EXPENSES	49,849
TOTAL ASSETS	$ 5,454,425
LIABILITIES:	
ACCOUNTS PAYABLE	$ 317,925
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	242,744
TOTAL LIABILITIES	$ 560,669
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	3,715,503
ENDING FUND BALANCE MAY 31, 2011	$ 4,893,756

TOTAL LIABILITIES AND GENERAL FUND BALANCE:	$ 5,454,425

FUND BALANCE CAPITAL PROJECTS FUND - MAY 31, 2011	$ 760,605

OVERVIEW:
OPEN PUBLIC RECORDS ACT

Executive Director Mike Wirt will review the Open Public Records Act and SCLD implementation of its requirements.