

**MISSION**

**Spokane County Library District connects people with resources, 24/7.**

**Board of Trustees Regular Meeting**

July 19, 2011 4:00 p.m. Medical Lake Library

**A G E N D A**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of June 21, 2011, regular meeting minutes [4:00-4:05]
  - B. Approval of June bill payment vouchers [4:05-4:10]
  - C. Unfinished Business
    - None.
  - D. New Business
    - 1. Disposal of Surplus Property Policy (Revision): Approval recommendation [4:10-4:15]
    - 2. Emergency Closure of Facilities Policy (Revision/Reaffirmation): Approval recommendation [4:15-4:20]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Future Board meeting agenda items [4:20-4:25]
- V. REPORTS**
  - A. Trustees [4:25-4:35]
  - B. Director [4:35-4:45]
  - C. Fiscal [4:45-4:50]
  - D. Overview: Getting library materials back [4:50-5:05]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: 1 hour and 5 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: JUNE 21, 2011**

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**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held June 21, 2011, in the public meeting room of the Argonne Library, 4322 N. Argonne Road, Spokane, 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  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary

Also Present: Paul Eichenberg, Human Resources Manager; Bethany Luck-Hutson, Communications Manager; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Ms. Apperson moved and Mr. Laete seconded to approve the agenda.

The motion was unanimously approved.

**ACTION ITEMS**

**APPROVAL OF MAY 17, 2011, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the May 17, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF MAY 2011 BILL PAYMENT VOUCHERS**

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

Fund

|     |                  |   |               |
|-----|------------------|---|---------------|
| L01 | Voucher numbers: | 39584 through 39770 and<br>CC0013 and W00035-00037 totaling | \$ 566,727.52 |
|     | Payroll numbers: | R037428PR and R037502PR totaling                            | \$ 319,178.06 |
|     |                  | Total   | \$ 885,905.58 |

There were no questions or comments.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

CONFIDENTIALITY OF CUSTOMER INFORMATION AND CUSTOMER PRIVACY POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Confidentiality of Customer Information and Customer Privacy Policy be reaffirmed as presented. The policy was reviewed by Mr. Wirt with no revision recommended, as the policy was revised in 2009 to incorporate application of the general privacy statute, stated in Chapter 42.56 of the Revised Code of Washington.

There were no questions or comments.

The motion was unanimously approved.

#### DISCUSSION ITEMS, POSSIBLE ACTION

##### EXECUTIVE DIRECTOR RECRUITMENT BROCHURE/ADS

Mr. Hattenburg expressed appreciation to staff for its outstanding work on the executive director recruitment brochure.

By consensus, CenterPlace at Spokane Valley was selected as the most appropriate venue for the candidates' community reception and staff forum, scheduled for Thursday, December 1, and Saturday, December 3, respectively.

Trustees then provided a thorough review of the executive director recruitment brochure, with an eye toward effective representation of the position, SCLD and the region.

The brochure will be revised to reflect recommended changes and made available by email to trustees prior to the next regular meeting, and will be an agenda item for review at the July board meeting.

In response to a trustee's question, Communications Manager Bethany Luck-Hutson confirmed Library Consultant June Garcia was involved at inception and provided input for brochure development.

#### FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed to trustees prior to the meeting and reviewed by Mr. Hattenburg who reminded trustees the July meeting will be held at Medical Lake Library. The August regular meeting is canceled; Otis Orchards Library will be the venue for September.

## REPORTS

### TRUSTEES

Ms. Lloyd was contacted by a friend who became a trustee of the board for Oroville Community Library, located in Okanagan County and part of North Central Regional Library based in Wenatchee. The new trustee called in search of ideas to serve the library.

Mr. Hattenburg expressed appreciation to staff for providing the PowerPoint presentation for the Board of County Commissioners' briefing held June 14 at the Commissioner's Hearing Room in the Spokane County Public Works Building, and remarked it is the great work of District staff that makes SCLD well regarded by the community.

### DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – May customer use measures, customer payments, security incident reports and Branch Services reports; Collection Services; Administration – Potential Spokane Valley Library sites, website, the economy, Reach Out and Read, back in the landlord business, West Plains annexation mitigation agreement; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

Mr. Wirt reported the following additions to his monthly report.

The house that sits on the newly acquired property at 9220 Upriver Drive has been rented through Call Realty for \$850 per month, with occupancy expected by July 1.

Fulerum Environmental Consulting, Inc., provided Phase I Environmental Site Assessment, for which Mr. Wirt circulated to trustees the written report, dated June 7, 2011. The assessment revealed typically potential conditions for older structures; e.g., lead-based paint and asbestos in floor coverings.

Trustees each received a copy of the SCLD 2010 Annual Report. Mr. Wirt said the consistent colors palette is intentional as it represents the SCLD brand. Ms. Apperson responded favorably to the Stories from the Stacks section as a great addition to the report. Ms. Luck-Hutson said she intends to seek more stories to aid advocacy.

King County Library System, KCLS, is Library of the Year 2011, as an article in the June edition of Library Journal reported. Article copies were distributed to trustees.

Copies were routed of a thank-you letter written by the principal of Deer Park Arcadia Elementary School in praise and appreciation of Deer Park Branch Supervisor Kris Barnes, for her participation in Arcadia Field Day activities. Branch Services Manager Patrick Roewe commented favorably about Kris' enthusiasm and ability to build relationships and advocacy.

In response to a trustee's question about Spokane is Reading, Ms. Luck-Hutson said the pick for this year is Packing for Mars: The Curious Science of Life in the Void by Mary Roach.

In response to another question about safety training for staff, Mr. Eichenberg and Mr. Roewe confirmed mandatory Safe Environment Training (SET) sessions will be taught by Joe Fithian, security and safety manager, Seattle Public Library, at Moran Prairie Library in September.

#### FISCAL

Revenue and Expenditure Statement through May 31, 2011.

|                      |              |
|----------------------|--------------|
| <u>Fund 001</u>      |              |
| Revenues             | \$ 5,950,803 |
| Expenditures         | \$ 4,344,296 |
| Ending Fund Balance  | \$ 4,893,756 |
| Fund Budget Expended | 38.53%       |

There were no questions or comments.

#### OVERVIEW: OPEN PUBLIC RECORDS ACT

Executive Director Mike Wirt reviewed the Open Public Records Act (Chapter 42.56 RCW) and implementation of its requirements at SCLD. His presentation included the handling of email records, not envisioned in 1972, yet now enacted into state law.

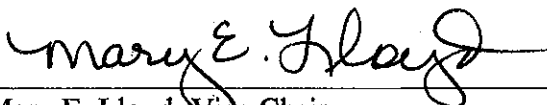
In response to a trustee's question about the privacy of applicants for the upcoming executive director position at SCLD, Human Resources Manager Paul Eichenberg said personal information is exempt and would be redacted from any requests for information about the qualifications of candidates.

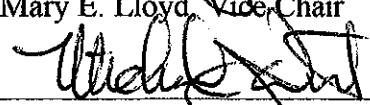
#### PUBLIC COMMENT

There were no public comments.

#### ADJOURNMENT

The meeting adjourned at 5:15 p.m.

  
\_\_\_\_\_  
Mary E. Lloyd, Vice 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 June 30, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$797,361.42 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2011

SIGNED W. H. Argent / jbt  
 TITLE: Business Manager

SIGNED [Signature]  
 TITLE: Director

| VOUCHER NUMBER | DESCRIPTION                    | VOUCHER AMOUNT |
|----------------|--------------------------------|----------------|
| 039771         | AMSAN CUSTODIAL SUPPLY         | \$ 51.02       |
| 039772         | AUDIOGO                        | 607.13         |
| 039773         | AVISTA UTILITIES               | 4,463.16       |
| 039774         | BAKER AND TAYLOR ENTERTAINMENT | 2,410.10       |
| 039775         | BLACKSTONE AUDIO BOOKS         | 34.98          |
| 039776         | BOLINDA PUBLISHING, INC.       | 95.16          |
| 039777         | CALL REALTY, INC.              | 740.00         |
| 039778         | CAL'S UPHOLSTERY               | 1,614.20       |
| 039779         | CENTER POINT LARGE PRINT       | 46.82          |
| 039780         | CENTURYLINK                    | 76.54          |
| 039781         | CITY OF SPOKANE                | 280.48         |
| 039782         | DASHER PRINTING SERVICES, INC  | 5,189.36       |
| 039783         | DEMCO, INC.                    | 753.76         |
| 039784         | DIVCO INCORPORATED             | 425.86         |
| 039785         | DAVE EHLERT                    | 50.00          |
| 039786         | EMPIRE DISPOSAL INC.           | 17.41          |
| 039787         | FRONTIER                       | 88.07          |
| 039788         | GALE GROUP, INC.               | 861.74         |
| 039789         | GAYLORD BROTHERS DIVISION      | 156.10         |
| 039790         | GREATER SPOKANE VALLEY CHAMBER | 50.00          |
| 039791         | GREENLEAF LANDSCAPING, INC.    | 334.80         |
| 039792         | INGRAM DISTRIBUTION GROUP, INC | 7,008.94       |
| 039793         | JAKE LAETE                     | 208.08         |
| 039794         | MIDWEST TAPE                   | 3,444.35       |
| 039795         | MODERN ELECTRIC WATER COMPANY  | 1,568.59       |
| 039796         | OVERDRIVE, INC.                | 3,030.37       |
| 039797         | PROGRAMS FOR SUCCESSFUL AGING  | 100.00         |
| 039798         | QWEST                          | 79.76          |
| 039799         | QWEST                          | 333.20         |
| 039800         | QWEST                          | 142.21         |
| 039801         | QWEST                          | 83.98          |
| 039802         | QWEST                          | 592.01         |
| 039803         | QWEST                          | 333.20         |
| 039804         | QWEST CORPORATION              | 2,071.38       |
| 039805         | RAGS AND TAGS                  | 176.65         |
| 039806         | RANDOM HOUSE, INC.             | 156.41         |

|        |                                |                                     |           |
|--------|--------------------------------|-------------------------------------|-----------|
| 039807 | RECORDED BOOKS, LLC            | LIBRARY MATERIALS                   | 3,286.90  |
| 039808 | SCREENSCOPE, INC.              | LIBRARY MATERIALS                   | 2,128.40  |
| 039809 | SHOWCASES                      | OFFICE/LIBRARY SUPPLIES             | 1,011.14  |
| 039810 | SIRSIDYNIX                     | D.P. HARDWARE & SOFTWARE            | 2,850.00  |
| 039811 | SNO ISLE LIBRARIES             | BUSINESS TRAVEL                     | 151.00    |
| 039812 | SPOKANE CO. WATER DISTRICT #3  | UTILITIES                           | 12.25     |
| 039813 | SUPERMEDIA, LLC                | ADVERTISING                         | 14.75     |
| 039814 | WALTER E. NELSON CO.           | CLEANING & SANITATION SUPPLIES      | 184.14    |
| 039815 | WASTE MANAGEMENT OF SPOKANE    | UTILITIES                           | 1,091.47  |
| 039816 | AMSAN CUSTODIAL SUPPLY         | CLEANING & SANITATION SUPPLIES      | 29.00     |
| 039817 | ARC ELECTRIC                   | BUILDING REPAIR & MAINTENANCE       | 673.94    |
| 039818 | AUDIOGO                        | LIBRARY MATERIALS                   | 153.20    |
| 039819 | AVISTA UTILITIES               | UTILITIES                           | 2,465.20  |
| 039820 | BAKER AND TAYLOR ENTERTAINMENT | LIBRARY MATERIALS                   | 2,338.67  |
| 039821 | BLACKSTONE AUDIO BOOKS         | LIBRARY MATERIALS                   | 169.96    |
| 039822 | BRILLIANCE AUDIO, INC.         | LIBRARY MATERIALS                   | 563.04    |
| 039823 | WASHINGTON COUNTIES INS FUND   | MEDICAL, DENTAL, VISION & LIFE INS. | 78,329.26 |
| 039824 | BUDGET-RENT-A-CAR              | TRAINING & TRAVEL - IT              | 302.02    |
| 039825 | CHEVRON U.S.A. INC.            | VEHICLE FUEL                        | 41.27     |
| 039826 | CITY OF AIRWAY HEIGHTS         | UTILITIES                           | 221.68    |
| 039827 | CITY OF CHENEY                 | UTILITIES                           | 688.52    |
| 039828 | CITY OF DEER PARK              | UTILITIES                           | 63.37     |
| 039829 | COEUR D'ALENE PRESS            | LIBRARY MATERIALS                   | 288.00    |
| 039830 | CITY OF MEDICAL LAKE           | UTILITIES                           | 232.81    |
| 039831 | COSTCO - HSBC BUS SOLUTIONS    | OFFICE/LIBRARY SUPPLIES             | 123.54    |
| 039832 | DEER PARK CHAMBER OF COMMERCE  | MEMBERSHIP DUES                     | 50.00     |
| 039833 | DEMCO, INC.                    | OFFICE/LIBRARY SUPPLIES             | 115.77    |
| 039834 | DEVRIES INFORMATION MGMT       | COURIER SERVICE                     | 4,446.00  |
| 039835 | ELECTRONIC HANDBOOK PUB.       | LIBRARY MATERIALS                   | 393.50    |
| 039836 | ELK SENTINEL                   | LIBRARY MATERIALS                   | 10.00     |
| 039837 | FINDAWAY WORLD, LLC            | LIBRARY MATERIALS                   | 562.39    |
| 039838 | GREATAMERICA LEASING CORP.     | POSTAGE METER LEASE                 | 159.95    |
| 039839 | GALE GROUP, INC.               | LIBRARY MATERIALS                   | 546.74    |
| 039840 | GREENLEAF LANDSCAPING, INC.    | GROUNDS MAINTENANCE                 | 1,890.43  |
| 039841 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS                   | 20,616.24 |
| 039842 | KODIAK ROOFING                 | BUILDING REPAIR & MAINTENANCE       | 5,371.41  |
| 039843 | MIDWEST TAPE                   | LIBRARY MATERIALS                   | 2,037.25  |
| 039844 | OVERDRIVE, INC.                | LIBRARY MATERIALS                   | 1,471.48  |
| 039845 | POSTMASTER                     | P.O. BOX RENTAL                     | 100.00    |
| 039846 | PROQUEST                       | LIBRARY MATERIALS                   | 12,140.00 |
| 039847 | RANDOM HOUSE, INC.             | LIBRARY MATERIALS                   | 150.01    |
| 039848 | RECORDED BOOKS, LLC            | LIBRARY MATERIALS                   | 112.92    |
| 039849 | SPOKANE COUNTY UTILITIES       | UTILITIES                           | 457.45    |
| 039850 | SPOKANE HARDWARE SUPPLY        | MAINTENANCE SUPPLIES                | 105.66    |
| 039851 | TANTOR MEDIA                   | LIBRARY MATERIALS                   | 98.35     |
| 039852 | TEACHING COMPANY               | LIBRARY MATERIALS                   | 59.95     |
| 039853 | ULVERSCROFT LARGE PRINT BOOKS  | LIBRARY MATERIALS                   | 94.44     |
| 039854 | UPS                            | FREIGHT                             | 12.36     |
| 039855 | WHITWORTH WATER DISTRICT #2    | UTILITIES                           | 264.05    |
| 039856 | VANTAGEPOINT TRNSFR AGENTS-457 | EMPLOYEE CONTRIBUTIONS              | 5,225.57  |
| 039857 | DEPT OF RETIREMENT SYSTEMS     | RETIREMENT CONTRIBUTIONS            | 21,534.18 |
| 039858 | SPOKANE COUNTY UNITED WAY      | EMPLOYEE CONTRIBUTIONS              | 280.00    |
| 039859 | ABM JANITORIAL SERVICES - NW   | CUSTODIAL SERVICES                  | 11,271.73 |
| 039860 | ALLIED SECURITY                | SECURITY & SAFETY SERVICES          | 123.92    |
| 039861 | AUDIOGO                        | LIBRARY MATERIALS                   | 57.05     |

|        |                                |                                |           |
|--------|--------------------------------|--------------------------------|-----------|
| 039862 | AVISTA UTILITIES               | UTILITIES                      | 669.94    |
| 039863 | BAKER AND TAYLOR ENTERTAINMENT | LIBRARY MATERIALS              | 1,443.65  |
| 039864 | BATTY, ERLANDSEN & ASSOC. P.S. | SOFTWARE SUPPORT - BO          | 275.00    |
| 039865 | BERNAN ESSENTIAL REF. PUB.     | LIBRARY MATERIALS              | 127.20    |
| 039866 | BLACKSTONE AUDIO BOOKS         | LIBRARY MATERIALS              | 34.50     |
| 039867 | BRILLIANCE AUDIO, INC.         | LIBRARY MATERIALS              | 209.16    |
| 039868 | CAPSTONE PRESS                 | LIBRARY MATERIALS              | 902.74    |
| 039869 | EARTHWORKS RECYCLING, INC      | UTILITIES                      | 185.00    |
| 039870 | FRONTIER                       | TELEPHONE                      | 402.80    |
| 039871 | GALE GROUP, INC.               | LIBRARY MATERIALS              | 1,493.77  |
| 039872 | GREENLEAF LANDSCAPING, INC.    | GROUNDS MAINTENANCE            | 4,261.53  |
| 039873 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS              | 13,064.24 |
| 039874 | INLAND POWER AND LIGHT         | UTILITIES                      | 642.69    |
| 039875 | MIDWEST TAPE                   | LIBRARY MATERIALS              | 1,545.25  |
| 039876 | OCLC, INC.                     | CATALOGING & SUPPORT SERVICES  | 2,930.01  |
| 039877 | OFFICE DEPOT                   | OFFICE/LIBRARY SUPPLIES        | 240.59    |
| 039878 | OVERDRIVE, INC.                | LIBRARY MATERIALS              | 2,551.95  |
| 039879 | PAINE, HAMBLIN, LLP            | LEGAL SERVICES                 | 2,091.50  |
| 039880 | PRESSWORKS                     | PRINTING                       | 2,999.04  |
| 039881 | QUILL CORPORATION              | OFFICE/LIBRARY SUPPLIES        | 325.99    |
| 039882 | QWEST - BUSINESS SERVICES      | TELEPHONE                      | 20.63     |
| 039883 | RANDOM HOUSE, INC.             | LIBRARY MATERIALS              | 101.91    |
| 039884 | RECORDED BOOKS, LLC            | LIBRARY MATERIALS              | 99.30     |
| 039885 | SPOKANE COUNTY LIBRARY DIST    | REIMBURSE REVOLVING FUND       | 400.47    |
| 039886 | SPOKESMAN-REVIEW               | LIBRARY MATERIALS              | 96.00     |
| 039887 | STAPLES ADVANTAGE              | OFFICE/LIBRARY SUPPLIES        | 1,006.83  |
| 039888 | TANTOR MEDIA                   | LIBRARY MATERIALS              | 14.99     |
| 039889 | VERIZON WIRELESS               | TELEPHONE                      | 113.65    |
| 039890 | VERIZON WIRELESS               | TELEPHONE                      | 141.11    |
| 039891 | WALTER E. NELSON CO.           | CLEANING & SANITATION SUPPLIES | 342.00    |
| 039892 | WEST COAST CASH REGISTER       | EQUIPMENT REPAIR & MAINTENANCE | 97.83     |
| 039893 | MIKE ALTMAN                    | LIBRARY PROGRAMS               | 40.19     |
| 039894 | BAKER AND TAYLOR ENTERTAINMENT | LIBRARY MATERIALS              | 759.96    |
| 039895 | BERNAN ESSENTIAL REF. PUB.     | LIBRARY MATERIALS              | 127.20    |
| 039896 | BLACKSTONE AUDIO BOOKS         | LIBRARY MATERIALS              | 22.48     |
| 039897 | JAMIESON ENTERPRISES, LLC      | VEHICLE STORAGE FEES           | 300.00    |
| 039898 | BRODART CO.                    | OFFICE/LIBRARY SUPPLIES        | 173.90    |
| 039899 | CAPSTONE PRESS                 | LIBRARY MATERIALS              | 556.22    |
| 039900 | CDW GOVERNMENT, INC.           | D.P. HARDWARE & SOFTWARE       | 983.74    |
| 039901 | CENTURION TECHNOLOGIES, INC.   | D.P. HARDWARE & SOFTWARE       | 511.00    |
| 039902 | CENTER POINT LARGE PRINT       | LIBRARY MATERIALS              | 570.94    |
| 039903 | US POSTAL SERVICE              | PREPAID POSTAGE                | 10,000.00 |
| 039904 | COLUMBIA UNIVERSITY PRESS      | LIBRARY MATERIALS              | 1,500.00  |
| 039905 | DEMCO, INC.                    | OFFICE/LIBRARY SUPPLIES        | 1,341.46  |
| 039906 | GALE GROUP, INC.               | LIBRARY MATERIALS              | 62.59     |
| 039907 | GREENLEAF LANDSCAPING, INC.    | GROUNDS MAINTENANCE            | 48.91     |
| 039908 | H&H BUSINESS SYSTEMS, INC.     | EQUIPMENT REPAIR & MAINTENANCE | 104.69    |
| 039909 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS              | 12,861.70 |
| 039910 | INLAND POWER AND LIGHT         | UTILITIES                      | 301.95    |
| 039911 | MIDWEST TAPE                   | LIBRARY MATERIALS              | 3,399.57  |
| 039912 | MOORE WALLACE                  | OFFICE/LIBRARY SUPPLIES        | 227.09    |
| 039913 | NEW YORK TIMES                 | LIBRARY MATERIALS              | 60.00     |
| 039914 | OFFICE DEPOT                   | OFFICE/LIBRARY SUPPLIES        | 329.67    |
| 039915 | OVERDRIVE, INC.                | LIBRARY MATERIALS              | 2,908.22  |
| 039916 | PAPERJACK.com                  | OFFICE/LIBRARY SUPPLIES        | 252.16    |



|        |                                |                                 |                  |
|--------|--------------------------------|---------------------------------|------------------|
| 039917 | PERRINE PROPERTIES, LLC        | PARKING LOT LEASE               | 200.00           |
| 039918 | POSTMASTER                     | P.O. BOX RENTAL                 | 100.00           |
| 039919 | PRESSWORKS                     | PRINTING                        | 650.02           |
| 039920 | PAUL PUHEK                     | LIBRARY PROGRAMS                | 111.83           |
| 039921 | QUILL CORPORATION              | OFFICE/LIBRARY SUPPLIES         | 482.51           |
| 039922 | QWEST                          | TELEPHONE                       | 59.85            |
| 039923 | QWEST                          | TELEPHONE                       | 83.98            |
| 039924 | QWEST                          | TELEPHONE                       | 6,961.82         |
| 039925 | RANDOM HOUSE, INC.             | LIBRARY MATERIALS               | 535.84           |
| 039926 | RECORDED BOOKS, LLC            | LIBRARY MATERIALS               | 51.60            |
| 039927 | REAL ESTATE RESEARCH COMMITTEE | LIBRARY MATERIALS               | 75.00            |
| 039928 | SPOKESMAN-REVIEW               | LIBRARY MATERIALS               | 96.00            |
| 039929 | STAPLES ADVANTAGE              | OFFICE/LIBRARY SUPPLIES         | 347.26           |
| 039930 | UNIQUE MANAGEMENT SERVICES     | COLLECTION AGENCY & NOTICE FEES | 5,046.86         |
| 039931 | VALLEY GLASS                   | BUILDING REPAIR & MAINTENANCE   | 434.80           |
| 039932 | VERNON LIBRARY SUPPLIES, INC.  | OFFICE/LIBRARY SUPPLIES         | 100.59           |
| 039933 | WALTER E. NELSON CO.           | CLEANING & SANITATION SUPPLIES  | 545.64           |
| 039934 | LARAE WILEY                    | LIBRARY PROGRAMS                | 640.00           |
| 039935 | VANTAGEPOINT TRNSFR AGENTS-457 | EMPLOYEE CONTRIBUTIONS          | 5,224.91         |
| 039936 | DEPT OF RETIREMENT SYSTEMS     | RETIREMENT CONTRIBUTIONS        | 20,651.88        |
| 039937 | SPOKANE COUNTY UNITED WAY      | EMPLOYEE CONTRIBUTIONS          | 280.00           |
| 039938 | DESIGN WALLCOVERING            | BUILDING REPAIR & MAINTENANCE   | 1,625.07         |
| W00038 | ELEC FEDERAL TAX PAYMENT SYS   | NET PAYROLL TAXES               | 52,011.74        |
| W00039 | STATE OF WASHINGTON            | MONTHLY SALES/EXCISE TAXES      | 3,552.56         |
| W00040 | ELEC FEDERAL TAX PAYMENT SYS   | NET PAYROLL TAXES               | <u>51,886.30</u> |

**Total Non-Payroll General Operating Fund** \$ 452,879.12

**PAYROLL VOUCHERS**

|            |                                 |                |                   |
|------------|---------------------------------|----------------|-------------------|
| 06102011PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | \$ 175,017.44     |
| 06242011PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | <u>169,464.86</u> |

**Total Payroll General Operating Fund** \$ 344,482.30

**TOTAL GENERAL OPERATING FUND** \$ 797,361.42

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

**No Credit Card Payments Were Made in June 2011**

| <u>Card Category</u>   | <u>Amount</u>        |
|------------------------|----------------------|
| General Purchases      | \$0.00               |
| Maintenance            | 0.00                 |
| Travel                 | 0.00                 |
| Acquisitions           | 0.00                 |
| Information Technology | 0.00                 |
| Total Purchases        | <u><u>\$0.00</u></u> |

**DISPOSAL OF SURPLUS PROPERTY POLICY (REVISION):  
APPROVAL RECOMMENDATION**

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***Recommendation:***

That the Disposal of Surplus Property Policy be revised as presented.

***Action Required:***

Motion.

***Background:***

The Disposal of Surplus Property Policy is the policy-of-the-month for July.

This policy provides District staff with guidelines for disposing of surplus furniture, equipment, library materials and real estate, incorporating any applicable state laws. As with many other areas, there is little in state law applying specifically to library district surplus property. Therefore, much of the policy content can be based on local Board prerogative and interpretation of fiduciary responsibility.

The last revision was in 2009, increasing dollar threshold amounts.

There have been no relevant statutory changes since the 2009 revision. In reviewing the policy, Business Manager Bill Sargent recommends two minor editorial changes only.

The policy follows, showing recommended additions and deletions.

SPOKANE COUNTY LIBRARY DISTRICT  
**POLICY: DISPOSAL OF SURPLUS PROPERTY**

The Spokane County Library District Board of Trustees has the authority, pursuant to RCW 27.12.210 to declare personal and real property surplus and provide for its disposal, limited only by the provisions of Chapter 39.33 RCW.

1. DEFINITION

Surplus property is any personal or real property owned by the District that is no longer needed for the provision of library services.

2. DECLARING PROPERTY SURPLUS

- a. Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Director or designee.
- b. The Director is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000, and all furniture, fixtures, and equipment with a value of less than \$5,000 per item.
- c. The Board of Trustees shall formally declare surplus by resolution library materials with an estimated aggregate value of \$1,000 or more and all other types of property with a value of \$5,000 to \$50,000 per item. The resolution shall include a listing of the property and its estimated value.
- d. Property valued at \$50,000 or more per item may be declared surplus only after a public hearing as set forth in Chapter 39.33.020 RCW.

3. DISPOSAL AND SALE OF SURPLUS PROPERTY

- a. Property having a nominal monetary value shall be disposed of by the most appropriate and cost effective method.
- b. The donation of surplus equipment to other local educational, charitable, social services, or to smaller library systems is encouraged. The Director is authorized to approve such donations on a case-by-case basis.
- c. Surplus library materials whose estimated aggregate value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall normally be sold by the method that will most efficiently provide the District with the greatest net monetary return. If warranted, ~~on the basis~~ based on efficiency and effectiveness, the Director may authorize the disposal of surplus property at a nominal cost (i.e., less than fair market value) to other governmental entities or to private parties.
- d. Surplus library materials whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest reasonable bid following publication of a notice of the auction in a newspaper with a general circulation in the District. If no reasonable bids are received, they may be sold as specified in (c), above.
- e. Property valued at \$50,000 or more that has been declared surplus after a public hearing shall be sold by public auction. If no reasonable bids are received, they may be sold as specified in (c), above.

4. EXCEPTIONS

In disposing of property by trade-in on the purchase of a like item, contract shall be awarded according to the provisions of the District's Purchasing Policy.

5. PROCEDURES

The Director is authorized to develop and carry out procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: MARCH 17, 1983  
LATEST REVIEW AND REVISION: ~~MAY 19, 2009~~ JULY 19, 2011

**EMERGENCY CLOSURE OF FACILITIES POLICY (REVISION):  
APPROVAL RECOMMENDATION**

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***Recommendation:***

That the Emergency Closure of Facilities Policy be revised as presented.

***Action Required:***

Motion.

***Background:***

The Emergency Closure of Facilities Policy provides the guidelines for closing one or more facilities in an emergency situation such as weather or for individual building issues such as heating problems or no water.

After reviewing the policy, no substantive changes are recommended. However, a terminology change is required, from "acting Director" to "Manager in Charge" in the last paragraph.

The policy, showing the single revision recommendation, follows.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: EMERGENCY CLOSURE OF FACILITIES**

District facilities may be closed under the following emergency conditions:

1. If an emergency has been declared by appropriate public officials, all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed. Because weather and other conditions vary within the District, individual branches may be closed while others remain open.
2. If there is an individual building emergency such as loss of electrical power or water/sewer service, heating/air conditioning system failure, or the existence of some type of dangerous or unhealthy working condition.

When employees are unable to work because facilities have been closed and area travel has been restricted, regularly scheduled employees may be paid for the time they were scheduled for work during the closure to a maximum of three business days.

If an individual facility is closed due to a building emergency, employees may be reassigned to work at another facility, if practical. When employees are reassigned, they shall report to the temporary assignment or use approved leave time. In situations in which it is not possible to reassign employees, regularly scheduled employees may be paid for the time they were scheduled for work up to a maximum of three business days.

The Director or ~~acting Director~~ Manager in Charge shall make all closure decisions. The Director is responsible for establishing administrative procedures necessary to carry out this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: AUGUST 18, 1983  
LATEST REVISION: FEBRUARY 15, 2005  
LAST REVISION AND REAFFIRMED: ~~JUNE 16, 2009~~ July 19, 2011

## **FUTURE BOARD MEETING TENTATIVE AGENDAS: AUGUST — OCTOBER**

### **FOR INFORMATION ONLY**

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### **August 16, 2011 meeting cancelled**

#### **Next meeting**

##### ***September 20, 2011: Otis Orchards Library***

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

- 2012 budget: Preparation schedule; overview of anticipated revenue and expense changes from 2011; Board direction to staff
- Gifts Policy review
- Confirm November special meeting dates for executive director semi-finalist selection and interviews
- Overview: Infrastructure maintenance and upgrade plans

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Tuesday, September 6, for inclusion in the preliminary agenda to be emailed on Wednesday, September 7. The meeting packet will be mailed Wednesday, September 14.

#### **Future meetings**

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

##### ***October 18, 2011: Argonne Library/Administrative Offices***

- 2012 budget: Public hearing on authorized revenue sources; organization memberships review; preliminary budget message; direction on Board of Trustees training and travel budget; overall direction to staff
- Eligibility for Library Use Policy review
- Recognizing Friends of the Library Support (Resolution)
- Overview: Digital downloads

## **LIBRARY SERVICES**

### **Branch Services**

#### **Customer Use Analysis**

June in-branch circulation was virtually unchanged (-0.07%) when compared to the same month last year. This leveling out of the circulation numbers is consistent with what was seen in April and May. However, when online circulation (downloads and renewals) are added, year-to-date total circulation is up 5%. For the first six months of the year, online transactions comprised 16.3% of total circulation, with about three-quarters of it renewals.

In other year-to-date measures, door count was steady at 0% and the program attendance increase of 8% exceeds the 3% increase in programs offered, indicating higher per-program attendance in 2011. Software station bookings dropped for the fifth month in a row, down 9% from the same period last year. Reference inquiries showed modest increases for the third month.

#### **Customer Payments**

Based on the payments history for the first six months of the year, it appears the requirement to pay off account balances before renewing a library card is the primary driver for this year's increase in fine and fees payments. The credit/debit card option is secondary. With this option again made available in June, we'll continue to assess its impact.

#### **Security Incident Reports**

33 Security Incident Reports were filed in May, 11 more than reported last month. There were five building issues reported and one incident of restroom vandalism at Spokane Valley. 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. Cheney and Spokane Valley had the most incidents reported, 8 and 16 respectively.

#### **Adult Services (Stacey Goddard, adult services manager)**

**Programming:** June's adult program attendance averages were down from last year across the board – computer classes, book discussion groups and special programs, including summer reading. Once again staff presented a business resources overview to the Greater Spokane Valley Chamber of Commerce small business development class.

**Community:** Visits were made to 43 facilities, down from 46 in June. Two suspended service due to lack of resident interest and another cancelled for the month due to a scheduling conflict.

#### **Youth Services (Mary Ellen Braks and Gwendolyn Haley, youth services managers)**

**Programming:** Summer reading programming began in June, the first year of Tween programs for kids in the 4<sup>th</sup> to 6<sup>th</sup> grades. Attendance demonstrated an audience for these programs, with 7 programs and 58 Tweens participating. We're seeing the positive impact of starting immediately after the end of the school year, rather than waiting a full week. In June of 2010, we held 12 programs for a total attendance of 643, compared to this June's total of 34 programs, with 1506 in attendance. We added a Play and Learn storytime at Spokane Valley, Moran Prairie, Airway Heights and Medical Lake. In the fall, we'll add them at Argonne and North Spokane. This is made possible by Community Minded Enterprises and a \$6,250 grant for toys used in the programs.



**Community:** We visited 15 childcares this month and did 43 storytimes for a total of 483 children. Gwendolyn was one of 30 individuals (and the only librarian) in Washington selected to serve in the OSPI's Bias and Sensitivity Review of the WAKids Assessment. This Kindergarten assessment process is an important step in promoting a seamless transition for children from preschool to kindergarten, and an essential requirement for Washington State to be eligible for competitive federal "Race to the Top" grants.

***Circulation Services (Gina Rice and Judy Luck, circulation supervisors)***

In-branch materials circulation saw a slight (0.7%) overall drop this month compared to June 2010, although it was actually up in five branches. Self-checkout comprised 43.4% of total in-branch circulation, with a high of 54.7% at Spokane Valley and low of 23.0% at Cheney. We received a letter and check from a customer who had received the March 2011 billing for long overdue charges for items due in 2008. She not only sent in the payment, she also included extra; when called to confirm she knew she didn't owe that much, she said it was a small donation and was very apologetic for owing us money for such a length of time.

***Branch highlights***

**Airway Heights Library (Pat Davis, branch supervisor)** programs included well-attended "Salish Songs" and "Get Medieval at the Library" for youth summer reading; a Tween program with no attendance, and an adult program, "Growing Container and Winter Hardy Fuschias" that attracted four. Play & Learn Storytime attendance continues to average 40 per program. Pat's transfer to the Cheney branch took effect this month with Rachel Evans' departure June 15. Pat also continued to supervise Airway Heights until the end of June while Stacy Hartkorn completed training in circulation, information and procedures. The Friends hosted a farewell luncheon for Pat. Sunset Elementary 3<sup>rd</sup> graders did their annual community walk which included visits to the library, city hall, fire station and Domino's pizza. A total of 312 students and teachers visited in two days, many of whom returned with parents to get a library card.

The first **Argonne Library (Mary Kay Anderson, branch supervisor)** adult summer reading programs were "Alternative Pack Animals" (apparently a "niche" topic with only two attendees) and "Jams and Jellies" with 13. Attendance at the two Summer Reading programs for school age children this month was higher than last June, with an average of 54. Spokane Valley's archive of early model auto wiring diagrams really impressed one of our customers who owns a 1958 Edsel. He never expected we would have them on hand, but we did, and he had the car running that weekend. We participated in the West Valley/SCOPE parade. The Friends contributed \$100 to Spokane is Reading and \$25 to the J. A. Jance appearance at the fall WALE conference.

**Cheney Library's (Pat Davis, interim branch supervisor)** youth summer reading got off to a great start with 99 at "Get Medieval at the Library" (the Knights of Veritas), 51 at "Peach Boy: A Kamishibai Tale," and 14 at the Tween "What the World Eats." A landlord cleaning out a rental found and returned 24 DVDs and VHS tapes that were either missing or no longer in the system. Pat's transfer to the Cheney branch took effect this month with Rachel's departure June 15. The Friends Book discussion group set up tentative dates for meetings next fall and is finalizing the books list, and the Friends made preparations for the July book sale.

**At Deer Park Library (Kris Barnes, branch supervisor),** summer reading program statistics are up from last year, as well as storytime attendance. The adult summer reading program, *Iced Tea and Mysteries*, attracted 15 participants; noteworthy because for the past two years, the highest attendance was five. At its June book sale, The Friends netted \$818.52 in donations, and for an opportunity to promote the group and library, sponsored the Chamber of Commerce June luncheon meeting.

**Fairfield Library's** (*Bev Bergstrom, branch supervisor*) Tea and Mysteries event attracted two people who ate well, as there were muffins and cookies as well as iced tea. We participated in the community's annual Flag Day parade. The "Salish Songs" program attracted 18 people (one of whom was a *Spokesman-Review* reporter) and there was a terrific turnout (15) for the Knights of Veritas with two kids walking three miles one way to attend. The Tween book club discussion attracted 3 boys. The interior book-drop was built by SCLD's maintenance staff and is already in use.

**Medical Lake Library** (*Laura Baird, branch supervisor*) summer reading program attendance averaged 29, compared to 19 last June. As with other branches, the highest turnout was for "Get Medieval at the Library." Seven adults attended the "Iced Tea and Mysteries" program. Hutterite school elementary students attended their final Storytime for the year. Staff participated in the city's Founder's Day parade and with the help of four high school students, handed out 500 SCLD pencils to the crowd.

Initial summer reading programs also packed 'em in at **Moran Prairie Library** (*Jason Johnson, branch supervisor*). The Knights of Veritas drew an attendance of 48 people for their "Get Medieval" presentation but were outdone by the West Valley Outdoor Learning Center's "Birds of a Feather" that had a crowd of 72. Adult programs were significantly less successful. A customer brought a thank-you card expressing his gratitude for our services to him over the past couple years as he completed his Master's degree with a 3.99 GPA. He said he never could have done it without the Moran Prairie Library's study rooms and wireless network. We again partnered with the Inland Northwest Blood Center for a blood drive.

A lot of kids "Got Medieval" at **North Spokane Library** (*Patrick Roewe, branch services manager*) – 125 to be exact. A customer approached staff at the information desk seeking their diagnosis on whether she might have a tick in her scalp line. A customer with a dog she identifies as her service animal complained that we were discriminating against her because of her disability and threatened to alert "the Feds." It turned out that her dog had been making disruptive noises in the library and was informed by staff that they might be asked to leave if the dog continued to cause a disruption. She seemed to understand the situation once Patrick explained to her that we frequently issue the same warning to humans.

**Otis Orchards Library** (*Bev Bergstrom, branch supervisor*) for the first time this year had 40 or more kids in storytime (twice this month). We also had 45 kids attend the "Get Medieval" program, a larger group than any we had last year. A customer expressed his appreciation for our interlibrary loan service, as he has ordered several books that helped him write a forensic computer program. He mentioned that he would not have been able to do the research without the library's help. A church group that was interested in taking on the community garden has not followed through, so after two years without solid backing, it'll be re-seeded with grass.

In June, all **Spokane Valley Library** (*Doug Stumbough, branch services manager*) Preschool and Toddler storytime converted to Play and Learn format. Summer Reading started this month, and the program attendance was robust, with an average of 76 attendees at the children's programs. Twenty-eight (28) young adults came to our Teen offering and our first ever Tween program attracted 11 participants. The adult programs drew mixed levels of support. There were three incidents of reported panhandling outside the library, although none were observed by staff. The Friends contributed \$1000 to purchase a set of Mother Goose Science kits and donated \$300 to support the J.A. Jance keynote presentation at this year's WALE conference.

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

### **Collections**

- Ordered 2,263 titles and 7,812 copies; processed, added to the system, and sent out 8,967 items to branches, 3,065 items ahead of last year.
- Net year-to-date increase in the print/ nonprint collection of 7,141 items after a monthly net increase of only 210 nonprint and 289 print items due to the amount of weeding done in June.
- The 9,992 OverDrive checkouts once again set a record and there were 282 new downloadable customers. Because adult OverDrive orders continue to grow beyond budget expectations we plan to look at circulation by digital format and perhaps purchase fewer physical audiobooks in the future.

### **Other**

- Youth Collection Development Librarian Pat Stainbrook finished her two years on the Newbery Award committee with the awards banquet and publisher events at the ALA Conference in New Orleans.

## **ADMINISTRATION**

### **2011 ten top taxpayers**

Avista is once again at the head of the list of SCLD's 2011 top ten taxpayers. And as I point out every year, the fact that the top taxpayer is responsible for only 1.0% of our property tax revenue – and the entire top ten for only 3.7% – is a positive. The District's financial fate doesn't hinge on the fortunes of a few companies.

### **Credit and debit cards back**

Testing was completed and a different type of the credit and debit card payment option went public June 15 in libraries and June 30 through our website. This self-serve approach extends credit/debit card acceptance to 24/7 from anywhere, and replaces the in-library approach we abandoned earlier this year. Customers who want to pay charges while in a library can do it at a pay station computer or any computer available. This eliminates the cyber-security issue that torpedoed our checkout desk acceptance and incurs much lower recurring bank charges.

Publicity will follow a little later, just to assure that all is working well beforehand. Also, down the road at our busier libraries, a "pay station" computer will be installed on or near the circulation desk.

### **Board of County Commissioners' briefing**

The June 14 Board of County Commissioners' briefing went quite well with Board of Trustees Chair Tim Hattenburg taking the lead on the presentation with Vice Chair Mary Lloyd assisting. As always, commissioners' comments were very complimentary and supportive.

The subject of public library consolidation came up during the question period, with Mr. Mielke suggesting a possible meeting with SCLD's Board of Trustees to discuss the issue. However, there hasn't been follow-up from the Commissioners' Office.

### **Upriver Drive property**

**Environmental assessment:** The Phase I Environmental Assessment, recently completed by Fulcrum Environmental Consulting, gives the Upriver Drive site a clean bill of health. The only risk management concerns identified are radon, suspect asbestos containing materials (e.g., flooring material, ceiling tile, troweled ceiling materials) and suspect lead-based paint. These are typical for older residential construction and don't need to be addressed until demolition.

**Lease:** The house was leased for \$850/month and occupied late June.

### **Future library sites**

Branch Services supervisors Patrick Roewe and Doug Stumbough worked with me on identification of potential sites and site research for new and replacement branches included in the Library Facilities Master Plan. Several options are being pursued in what promises to be a long and complicated undertaking.

### **Director recruitment**

Following Board review at the June meeting, a draft executive director recruitment e-brochure was revised accordingly and emailed to trustees for final review before completion. CenterPlace in Spokane Valley was been booked for the December 1 candidate reception and December 3 forum.

## **MY PROFESSIONAL AND COMMUNITY ACTIVITIES**

Greater Spokane Valley Chamber of Commerce monthly member breakfast.

### **COMMUNICATIONS (BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)**

- In media relations, coordinated with *Spokesman-Review* reporter for article on youth Summer Reading
- In e-marketing, updated Summer Reading information on website; added program information to Facebook and online community calendars; and prepared to launch our e-newsletter, which included cleaning the email list to comply with the CAN-SPAM Act.
- In publicity materials, created and distributed "Cancelled" stickers for the Patty Duke program; finalized Rules of Customer Conduct posters; distributed the 2010 annual report; finalized the July-December computer class brochure; and wrote intro content and proofed Summer Large Print Book list.

### **HUMAN RESOURCES (PAUL EICHENBERG, HR MANAGER)**

- Recruited for two positions; four people were hired; there were two resignations, one promotion, one transfer, and no reclassifications.
- Paul attended the Washington Counties Insurance Fund/Pool meeting in Pasco, where there was a decision not to make any insurance changes until next year.
- The Department of Labor's Occupational Employment Report of State and Local Government Surveys was completed for each branch.
- Twelve staff members were registered to attend the PNLA Conference, August 3-5, at the Doubletree Spokane.

### **INFORMATION TECHNOLOGY (PRISCILLA ICE, IT MANAGER)**

- PayIt was launched in stages and went public June 15.
- The Barracuda web filter box was replaced under the service agreement, finally fixing the problems we were having with Internet connectivity for several weeks.
- A Windows 7 advisory group was formed to help test Windows 7 usability and application performance prior to its installation as part of the staff computer replacement project this fall.
- We set up a new purchasing agreement to take advantage of new discounts negotiated at the state level with Microsoft. We've been getting great discounts, but this new one is a little better.
- Priscilla attended the annual WLA planning retreat and continued routine duties; her term as acting treasurer ends July 31.

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

- In finance, at the halfway mark for the year revenue collection is at 53.69% of the total budgeted and expenditures are 47.92%; the first half Moran Prairie LCFA debt service payment was made.
- In facilities, maintenance staff built an outside book return area into the Fairfield Library lobby so it's no longer necessary for staff to go outside to empty it; the parking lot re-sealing project is about half completed.

**Customer Use Measures  
June 2011**

| Measure                   | This year  | Last year  | YTD       | Last YTD   | Rolling YTD |
|---------------------------|------------|------------|-----------|------------|-------------|
|                           | This Month | This Month | This year | Comparison | Comparison  |
| Registered borrowers      | 117,281    | 116,227    | N/A       | 1%         | N/A         |
| Door count                | 124,728    | 122,895    | 695,999   | 0%         | -1%         |
| Circulation               | 232,612    | 226,679    | 1,333,770 | 5%         | 6%          |
| Digital Media Catalog     | 9,992      | 5,280      | 53,399    | 87%        | 75%         |
| Reference inquiries       | 19,137     | 20,027     | 127,236   | 1%         | -4%         |
| Programs                  |            |            |           |            |             |
| Number                    | 226        | 173        | 1,154     | 3%         | 1%          |
| Attendance                | 6,674      | 6,281      | 29,760    | 8%         | 5%          |
| Group Visits              |            |            |           |            |             |
| Number                    | 9          | 0          | 29        | 107%       | 78%         |
| Attendance                | 340        | 0          | 694       | 88%        | 57%         |
| Software Station bookings | 19,846     | 22,250     | 117,737   | -9%        | -7%         |
| Meeting room bookings     | 286        | 252        | 1,845     | 1%         | 5%          |
| Holds placed              |            |            |           |            |             |
| By customers              | 33,005     | 33,284     | 199,436   | 1%         | 3%          |
| By staff                  | 8,104      | 7,237      | 45,074    | -1%        | 0%          |
| Digital Media Catalog     | 3,503      | 1,574      | 19,729    | 112%       | 100%        |
| Database use              |            |            |           |            |             |
| Searches                  | 23,565     | 18,233     | 191,593   | 33%        | 59%         |
| Retrievals                | 16,563     | 23,445     | 258,794   | 71%        | 85%         |
| Website use (Remote)      |            |            |           |            |             |
| User sessions             | 75,696     | 68,708     | 486,150   | 19%        | 18%         |
| Page views                | 218,094    | 178,679    | 1,433,604 | 42%        | 35%         |
| Catalog                   | 44,142     | 34,507     | 248,948   | 24%        | 22%         |
| Database Access           | 5,122      | 1,605      | 53,056    | 311%       | 172%        |
| Interlibrary loans        |            |            |           |            |             |
| Loaned                    | 184        | 114        | 2,098     | 15%        | 11%         |
| Borrowed                  | 445        | 373        | 2,484     | 13%        | 13%         |

**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  
JUNE 2011**

|                        | <u>ITEMS</u>  |               |               |  | <u>TITLES</u> |              |               |
|------------------------|---------------|---------------|---------------|--|---------------|--------------|---------------|
|                        | ADULT         | YOUTH         | TOTAL         |  | ADULT         | YOUTH        | TOTAL         |
| <b>Total Materials</b> |               |               |               |  |               |              |               |
| Print                  | 203336        | 171865        | <b>375201</b> |  | 82861         | 49815        | <b>132676</b> |
| Nonprint               | 44985         | 19930         | <b>64915</b>  |  | 18561         | 5661         | <b>24222</b>  |
| Subtotal               | <b>248321</b> | <b>191795</b> | <b>440116</b> |  | <b>101422</b> | <b>55476</b> | <b>156898</b> |
| Periodicals            | 17194         | 3178          | <b>20372</b>  |  | 360           | 49           | <b>409</b>    |
| Total                  | <b>265515</b> | <b>194973</b> | <b>460488</b> |  | <b>101782</b> | <b>55525</b> | <b>157307</b> |

|                          | <u>ITEMS</u> |  |               | <u>TITLES</u> |  |               |
|--------------------------|--------------|--|---------------|---------------|--|---------------|
| <b>OverDrive: eBOOKS</b> |              |  | <b>3788</b>   |               |  | <b>3593</b>   |
| Licensed eBOOKS          |              |  | <b>27</b>     |               |  | <b>27</b>     |
| Audiobooks               |              |  | <b>8680</b>   |               |  | <b>7937</b>   |
| Digital music            |              |  | <b>1003</b>   |               |  | <b>1003</b>   |
| <b>OverDrive: Total</b>  |              |  | <b>13498</b>  |               |  | <b>12560</b>  |
| <b>GRAND TOTAL</b>       |              |  | <b>473986</b> |               |  | <b>169867</b> |

| <b>Print &amp; Nonprint</b> | <b>(Totals year-to-date)</b> |              |              |
|-----------------------------|------------------------------|--------------|--------------|
| <b>ADDITIONS</b>            | ADULT                        | YOUTH        | TOTAL        |
| Print                       | 24935                        | 16112        | 41047        |
| Nonprint                    | 5673                         | 3476         | 9149         |
| <b>TOTAL</b>                | <b>30608</b>                 | <b>19588</b> | <b>50196</b> |
| <b>DELETIONS</b>            |                              |              |              |
| Print                       | 24259                        | 14800        | 39059        |
| Nonprint                    | 2907                         | 1089         | 3996         |
| <b>TOTAL</b>                | <b>27166</b>                 | <b>15889</b> | <b>43055</b> |

|             | <u>NET CHANGE YTD</u> |       |             |
|-------------|-----------------------|-------|-------------|
|             | ADULT                 | YOUTH | TOTAL       |
| Print       | 676                   | 1312  | <b>1988</b> |
| Nonprint    | 2766                  | 2387  | <b>5153</b> |
| Periodicals | 2710                  | 513   | <b>3223</b> |

**NOTES:** PRINT = Book, Bkbag, Largetype, Paperback  
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway  
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet  
TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)  
ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

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

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

**OverDrive:** Statistics changed beginning with 6/2011. Not broken out by Adult/Youth

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
INCOME STATEMENT - "FINAL"  
AS OF JUNE 30, 2011  
[PERCENT OF YEAR = 50.0%]

| REVENUES:                                       | ACTUAL              | BUDGET               | PERCENT       |
|---|---------------------|----------------------|---------------|
| PROPERTY TAX                                    | \$ 5,756,983        | \$ 10,738,027        | 53.61%        |
| CONTRACTED CITIES, SERVICES & FEES              | 273,156             | 487,816              | 56.00%        |
| MISCELLANEOUS REVENUES                          | 94,195              | 176,595              | 53.34%        |
| INTEREST EARNINGS                               | 16,414              | 35,000               | 46.90%        |
| TRANSFERS IN                                    | -                   | -                    | 0.00%         |
| <b>TOTAL REVENUES</b>                           | <b>\$ 6,140,748</b> | <b>\$ 11,437,438</b> | <b>53.69%</b> |
| <b>EXPENSES:</b>                                |                     |                      |               |
| SALARIES  | \$ 2,617,909        | \$ 5,366,379         | 48.78%        |
| FRINGE BENEFITS                                 | 729,473             | 1,574,741            | 46.32%        |
| SUPPLIES  | 88,758              | 222,126              | 39.96%        |
| SERVICES  | 816,914             | 1,733,404            | 47.13%        |
| CAPITAL EXPENDITURES                            | 125,325             | 463,800              | 27.02%        |
| LIBRARY MATERIALS                               | 829,898             | 1,468,595            | 56.51%        |
| 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%         |
| <b>TOTAL EXPENSES</b>                           | <b>\$ 5,208,355</b> | <b>\$ 11,276,200</b> | <b>46.19%</b> |
| <b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b> | <b>\$ 932,393</b>   | <b>\$ 161,238</b>    |               |

| CHANGES TO GENERAL FUND BALANCE:                                      | ACTUAL              | BUDGET              |
|---|---------------------|---------------------|
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES                          | \$ 932,393          | \$ 161,238          |
| ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011                       | 3,287,249           | 3,287,249           |
| <b>ENDING FUND BALANCE - 6/30/11 &amp; ESTIMATED BALANCE 12/31/11</b> | <b>\$ 4,219,642</b> | <b>\$ 3,448,487</b> |

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
BALANCE SHEET - "FINAL"  
AS OF JUNE 30, 2011

| ASSETS:   |                     |
|---|---------------------|
| CASH  | \$ 4,491,895        |
| ACCOUNTS RECEIVABLE                                       | 357                 |
| TAXES RECEIVABLE  | 230,271             |
| DUE FROM OTHER GOVERNMENTS                                | -                   |
| INVENTORY   | 64,311              |
| PREPAID EXPENSES  | 61,446              |
| <b>TOTAL ASSETS</b>                                       | <b>\$ 4,848,280</b> |
| <b>LIABILITIES:</b>                                       |                     |
| ACCOUNTS PAYABLE  | \$ 398,367          |
| INTEREST PAYABLE  | -                   |
| TAX ANTICIPATION NOTES                                    | -                   |
| DEFERRED REVENUE  | 230,271             |
| <b>TOTAL LIABILITIES</b>                                  | <b>\$ 628,638</b>   |
| <b>GENERAL FUND BALANCE:</b>                              |                     |
| 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   | 3,041,389           |
| <b>ENDING FUND BALANCE JUNE 30, 2011</b>                  | <b>\$ 4,219,642</b> |
| <b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>        | <b>\$ 4,848,280</b> |
| <b>FUND BALANCE CAPITAL PROJECTS FUND - JUNE 30, 2011</b> | <b>\$ 761,161</b>   |



**OVERVIEW:**  
**GETTING LIBRARY MATERIALS BACK**

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For this overview, regional circulation supervisors Gina Rice and Judy Luck will explain what we do and how far we go to get past due library materials back.