

MISSION

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

Board of Trustees Regular Meeting

April 17, 2012 4:00 p.m. Argonne Library/ Administrative Offices

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00-4:05]**
- III. ACTION ITEMS**
 - A. Approval of March 20, 2012, regular meeting minutes [4:05-4:10]
 - B. Approval of March bill payment vouchers [4:10-4:15]
 - C. Unfinished Business
 - None
 - D. New Business
 - 1. Memberships in Organizations Policy (Reaffirmation): Approval recommendation [4:15-4:20]
 - 2. Memorandum of Understanding between City of Spokane Valley and SCLD: Approval recommendation [4:15-4:20]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Draft inter-local agreement for acquisition of real estate: New Spokane Valley Library and City of Spokane Valley park expansion [4:20-4:30]
 - B. Future board meeting agenda items [4:30-4:35]
- V. REPORTS**
 - A. Trustees [4:35-4:45]
 - B. Executive Director [4:45-4:55]
 - Administrative
 - Community Activities
 - C. Public Services [4:55-5:00]
 - D. Fiscal [5:00-5:10]
 - SAO audit reports for 2009-2010
 - E. Argonne Library Spotlight [5:10-5:20]
 - F. Overview: Play and Learn Storytimes [5:20-5:40]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: 1 hour and 40 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: MARCH 20, 2012

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 20, 2012, in the public meeting room of Argonne Library, 4322 N. Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee
Nancy Ledeboer - Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communications Manager; Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Apperson moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

**APPROVAL OF FEBRUARY 21 REGULAR MEETING AND FEBRUARY 28, 2012,
SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the February 21 regular meeting and February 28 special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2012 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Davis seconded approval of the February 2012 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 41400 through 41571 and
W00063-W00065 totaling \$ 410,916.41

Payroll numbers: 02102012PR and 02242012PR totaling	\$ 344,857.20
Total	\$ 755,773.61

There were no comments or questions.

The motion was unanimously approved.

NEW BUSINESS

FRIENDS OF THE LIBRARY POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded the Friends of the Library Policy be reaffirmed as presented. Branch Services Manager Doug Stumbough reiterated there were no changes from the previous policy version revised in 2010 to remove the requirement for Friends of the Library groups to maintain IRS tax-exempt statuses. There was no further discussion.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting.

Mr. Hattenburg apprised trustees a Memorandum of Understanding (MoU) between City of Spokane Valley and SCLD will be prepared and distributed at the next Board of Trustees' meeting, April 17. The MoU will describe a traffic study for the potential future site of the new Spokane Valley Library and park expansion for City of Spokane Valley.

Ms. Ledebouer shared additional information about the agreement resulting from a meeting at Spokane Valley City Hall, March 19, where Phil Brooke of Paine Hamblen represented us. The purpose of the meeting was to discuss moving forward on a potential purchase of land along Sprague Avenue. Branch Services Manager Doug Stumbough and Executive Director Nancy Ledebouer met with the SV City Manager, City Attorney and Parks Director to discuss proposed terms of an inter-local agreement regarding the property. Pending approval by SV City Council and SCLD Board of Trustees, SCLD and City of Spokane Valley will split costs of the traffic study; City of Spokane Valley plans to go forward with the land purchase regardless of our involvement. Ms. Ledebouer also indicated a draft of the inter-local agreement will be presented for board review prior to being asked to consider approval of the agreement in May. Ms. Lloyd expressed interest in learning more about the traffic study and appreciated terms of the agreement will come forward with adequate time for review. Based upon her background, she agreed traffic issues should be analyzed in depth to prevent later complications.

The first budget revision will be postponed to May; in June an executive session will be held to evaluate performance of a public employee.

REPORTS

TRUSTEES

Mr. Davis enjoyed attending PLA in Philadelphia last week.

Ms. Apperson shared ideas from PLA Conference 2012 materials, brought back from Philadelphia. She was pleased to have attended and felt proud to represent SCLD. It was gratifying to attend sessions and recognize our libraries offer many programs and services considered leading edge in the profession.

Ms. Lloyd said she thoroughly enjoyed the sessions, particularly those led by consultants, which ultimately were lessons applicable to life in general as well as libraries. Ms. Lloyd also returned with potential program ideas and materials to share. She was particularly interested in providing a book club for developmentally disabled adults called Books for Dessert. She will provide staff with more information as follow up.

Mr. Hattenburg reiterated Ms. Apperson's comments about having pride in SCLD. He noted several people he met at the conference were impressed to learn SCLD trustees attended in force. Mr. Hattenburg shared particular interests in building design and community outreach programs.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Communications; Human Resources; Information Technology; and Community Activities.

Ms. Ledebor expressed appreciation to staff for sharing time and knowledge on aspects of the district as she transitions into her new role as executive director. Tomorrow she will join Mr. Roewe for visits to Medical Lake and Cheney, the remaining two of 10 library branch visits.

Regarding community activities, Mr. Roewe extended an invitation to trustees to join the SCLD table at the Our Kids, Our Business kickoff breakfast held Friday, March 30, 7-9 a.m. at Martin Centre on Gonzaga University campus. Mark Milliron, formerly of the Bill and Melinda Gates Foundation, will speak on the value of education. Trustees were asked to RSVP to Patty Franz by Friday, March 23.

PUBLIC SERVICES

Branch Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with February 2012 customer use measures, programming and branch activities. In the future, Ms. Ledebor indicated public services reports will be presented by Mr. Roewe and Mr. Stumbough.

In response to a trustee's question about the roof at Moran Prairie, Mr. Stumbough responded the unusual force of a recent sideways wind and rain caused a leak found 30 feet

from its source. The damage assessment concluded the situation is repairable; Facilities staff is working on repairs.

In response to a trustee's question about patron use of false names when applying for a library card via Web application, Mr. Stumbough replied this method provides temporary limited access as convenience for customers who ultimately must show proof of identification at his/her next library visit.

Ms. Lloyd commented with superlatives regarding all the wonderful support provided SCLD by its Friends groups. Trustees were in agreement to send a note of thanks for recent generous donations from Spokane Valley Friends.

FISCAL

Revenue and Expenditure Statement through February 29, 2012.

Fund 001

Revenues	\$	458,284
Expenditures	\$	1,910,757
Ending Fund Balance	\$	2,471,488
Fund Budget Expended		16.71%

Business Manager Bill Sargent provided a written report prior, yet was unable to attend the meeting. There were no questions or comments.

OVERVIEW:

Human Resources Manager Paul Eichenberg provided an overview of employee recruitment and selection for SCLD. He also reviewed recent implementation of Opportunity for Lateral Transfer, a job-transfer procedure available to current employees, and Tips for Applicants, instructions added to the Web site designed to help applicants successfully navigate our employment application process.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:57 p.m.

Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of March 31, 2012 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$968,212.12 and that we are authorized to authenticate and certify these claims.

DATE: April 1, 2012

SIGNED: *[Signature]*

TITLE: Business Manager

SIGNED: *[Signature]*

TITLE: Library Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
041572	VOID VOUCHER	\$ -
041573	VOID VOUCHER	-
041574	VOID VOUCHER	-
041575	VOID VOUCHER	-
041576	ALLIED SECURITY	295.10
041577	AMSAN CUSTODIAL SUPPLY	15.20
041578	APS, INC.	157.62
041579	AUDIOGO	52.95
041580	AVISTA UTILITIES	2,931.89
041581	BAKER AND TAYLOR ENTERTAINMENT	585.01
041582	BLACKSTONE AUDIO BOOKS	58.50
041583	SHERI BOGGS	247.60
041584	BRILLIANCE AUDIO, INC.	179.24
041585	WASHINGTON COUNTIES INS FUND	81,352.74
041586	SARAH ENGLISH	237.70
041587	FED EX OFFICE	31.65
041588	GALE GROUP, INC.	1,161.24
041589	GAYLORD BROTHERS DIVISION	75.99
041590	GREATER SPOKANE VALLEY CHAMBER	50.00
041591	GREENLEAF LANDSCAPING, INC.	30.27
041592	HAGEL & COMPANY	989.32
041593	INGRAM DISTRIBUTION GROUP, INC	9,893.64
041594	KENDRA JONES	129.60
041595	KATE KRAUS	571.49
041596	LERNER GROUP	173.02
041597	MD DESIGNS, INC	190.23
041598	MIDWEST TAPE	3,033.82
041599	NEW YORK TIMES	62.40

041600	EVAMARIE NOTTAGE	TRAVEL REIMBURSEMENT	582.00
041601	OHIO LIBRARY COUNCIL	LIBRARY MATERIALS	25.00
041602	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,772.13
041603	OVERDRIVE, INC.	LIBRARY MATERIALS	2,296.76
041604	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,537.13
041605	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
041606	RANDOM HOUSE, INC.	LIBRARY MATERIALS	211.15
041607	RECORDED BOOKS, LLC	LIBRARY MATERIALS	463.67
041608	ROSEN PUBLISHING GROUP	LIBRARY MATERIALS	178.50
041609	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	814.10
041610	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,227.25
041611	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
041612	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	906.74
041613	STATE AUDITOR'S OFFICE	ANNUAL STATE AUDIT	1,672.00
041614	SUPERMEDIA, LLC	ADVERTISING	15.25
041615	TANTOR MEDIA	LIBRARY MATERIALS	17.99
041616	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,658.78
041617	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	14,092.54
041618	VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	135.88
041619	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,121.83
041620	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,442.15
041621	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,515.82
041622	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	338.25
041623	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	2,725.73
041624	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
041625	ALIBRIS, INC.	LIBRARY MATERIALS	10.94
041626	AUDIOGO	LIBRARY MATERIALS	512.90
041627	AVISTA UTILITIES	UTILITIES	2,059.73
041628	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,221.62
041629	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	19.47
041630	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	507.51
041631	CAPSTONE	LIBRARY MATERIALS	972.37
041632	CENTURYLINK	TELEPHONE	77.74
041633	CENTURYLINK	TELEPHONE	3,280.00
041634	CENTURYLINK	TELEPHONE	36.65
041635	CENTURYLINK	TELEPHONE	41.42
041636	CENTURYLINK	TELEPHONE	41.19
041637	CENTURYLINK	TELEPHONE	333.20
041638	CENTURYLINK	TELEPHONE	142.21
041639	CENTURYLINK	TELEPHONE	86.72
041640	CENTURYLINK	TELEPHONE	333.20
041641	CHEVRON U.S.A. INC.	VEHICLE FUEL	76.71
041642	CITY OF SPOKANE	UTILITIES	209.57
041643	CITY OF AIRWAY HEIGHTS	UTILITIES	128.17
041644	CITY OF CHENEY	UTILITIES	690.30
041645	CITY OF DEER PARK	UTILITIES	63.37
041646	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,810.68

041647	FRONTIER	TELEPHONE	88.99
041648	GALE GROUP, INC.	LIBRARY MATERIALS	108.22
041649	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	129.35
041650	HIGHSMITH, INC.	OFFICE/LIBRARY SUPPLIES	52.56
041651	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,083.27
041652	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	246.26
041653	MIDWEST TAPE	LIBRARY MATERIALS	2,567.48
041654	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,743.37
041655	NAMIFY	OFFICE/LIBRARY SUPPLIES	19.35
041656	OVERDRIVE, INC.	LIBRARY MATERIALS	4,529.18
041657	PAINE, HAMBLIN, LLP	LEGAL SERVICES	87.50
041658	PARAGON MOTOR CLUB	VEHICLE REPAIR & MAINTENANCE	389.85
041659	RECORDED BOOKS, LLC	LIBRARY MATERIALS	949.16
041660	TOWN OF FAIRFIELD	UTILITIES	144.88
041661	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	101.15
041662	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	755.47
041663	WALTER E. NELSON CO.	CLEANING AND SANITATION SUPPLIES	786.68
041664	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	200.00
041665	AMERICAN LIBRARY ASSOCIATION	TRUSTEE MEMBERSHIPS	570.00
041666	ALIBRIS, INC.	LIBRARY MATERIALS	30.94
041667	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	65.40
041668	AVISTA UTILITIES	UTILITIES	4,430.45
041669	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	2,834.32
041670	BOOKS IN MOTION	LIBRARY MATERIALS	54.32
041671	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	239.14
041672	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	155.39
041673	BRODART CO.	OFFICE/LIBRARY SUPPLIES	139.12
041674	CENTURYLINK	TELEPHONE	592.01
041675	COMIC BOOK SHOP	LIBRARY MATERIALS	287.64
041676	CITY OF MEDICAL LAKE	UTILITIES	244.79
041677	DASHER PRINTING SERVICES, INC	PRINTING	160.73
041678	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	922.66
041679	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,266.00
041680	EMPIRE DISPOSAL INC.	UTILITIES	17.74
041681	ENSLLOW PUBLISHERS, INC.	LIBRARY MATERIALS	184.25
041682	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	2,260.88
041683	FRONTIER	TELEPHONE	402.80
041684	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
041685	GALE GROUP, INC.	LIBRARY MATERIALS	215.36
041686	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	59.79
041687	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	2,548.23
041688	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	250.04
041689	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,064.90
041690	INLAND POWER AND LIGHT	UTILITIES	583.11
041691	WEST PLAINS BEEKEEPERS ASSOC	LIBRARY PROGRAMS	308.23
041692	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	20.97
041693	MIDWEST TAPE	LIBRARY MATERIALS	4,538.79

041694	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	8.24
041695	OCLC, INC.	CATALOGING & SUPPORT SERVICES	4,188.11
041696	OVERDRIVE, INC.	LIBRARY MATERIALS	5,377.22
041697	PAINE, HAMBLIN, LLP	LEGAL SERVICES	1,425.00
041698	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	324.01
041699	QWEST CORPORATION	TELEPHONE	2,071.38
041700	RANDOM HOUSE, INC.	LIBRARY MATERIALS	716.61
041701	RECORDED BOOKS, LLC	LIBRARY MATERIALS	3,290.87
041702	ROURKE PUBLISHING LLC	LIBRARY MATERIALS	2,129.10
041703	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	1,215.27
041704	SPOKANE COUNTY UTILITIES	UTILITIES	445.90
041705	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	627.51
041706	TANTOR MEDIA	LIBRARY MATERIALS	337.70
041707	TEACHING COMPANY	LIBRARY MATERIALS	139.90
041708	VOID VOUCHER	VOID VOUCHER	-
041709	TUMBLEWEED PRESS INC.	LIBRARY MATERIALS	4,000.00
041710	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
041711	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	284.50
041712	AUDIOGO	LIBRARY MATERIALS	73.28
041713	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,057.62
041714	BOOKS IN MOTION	LIBRARY MATERIALS	6.52
041715	BLICK ART	OFFICE/LIBRARY SUPPLIES	30.49
041716	CAPSTONE	LIBRARY MATERIALS	481.26
041717	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,369.63
041718	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	537.65
041719	CENTURYLINK	TELEPHONE	86.26
041720	CENTURYLINK	TELEPHONE	118.89
041721	CENTURYLINK	TELEPHONE	82.81
041722	CENTURYLINK	TELEPHONE	33.87
041723	CENTURYLINK	TELEPHONE	59.85
041724	CENTURYLINK	TELEPHONE	86.72
041725	CENTURYLINK	TELEPHONE	124.23
041726	CENTURYLINK	TELEPHONE	6,764.17
041727	DEPT OF ENTERPRISE SERVICES	OTHER PROFESSIONAL SERVICES	250.00
041728	CHARLES T. WILLIAMS	LIBRARY MATERIALS	58.85
041729	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	25,283.18
041730	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	81.60
041731	EARTHWORKS RECYCLING, INC	UTILITIES	140.00
041732	GALE GROUP, INC.	LIBRARY MATERIALS	470.52
041733	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	591.87
041734	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,592.51
041735	INLAND POWER AND LIGHT	UTILITIES	276.05
041736	MIDWEST TAPE	LIBRARY MATERIALS	3,761.36
041737	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	136.17
041738	OVERDRIVE, INC.	LIBRARY MATERIALS	2,307.44
041739	RANDOM HOUSE, INC.	LIBRARY MATERIALS	423.22
041740	RECORDED BOOKS, LLC	LIBRARY MATERIALS	888.84

041741	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	279.04
041742	JOHN PAUL SHIELDS	LIBRARY PROGRAMS	1,500.00
041743	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,170.03
041744	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	764.74
041745	STATE AUDITOR'S OFFICE	ANNUAL STATE AUDIT	10.20
041746	TANTOR MEDIA	LIBRARY MATERIALS	17.99
041747	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,736.19
041748	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	98.20
041749	UPS	FREIGHT CHARGES	46.77
041750	VERIZON WIRELESS	TELEPHONE	154.58
041751	VERIZON WIRELESS	TELEPHONE	138.79
041752	WALTER E. NELSON CO.	CLEANING AND SANITATION SUPPLIES	479.16
041753	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	120.60
041754	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,354.84
041755	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	27,213.31
041756	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	338.25
041757	1ST LINE 1ST AID	STAFF TRAINING	1,215.00
041758	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	208.40
041759	ANN APPERSON	TRAVEL REIMBURSEMENT	332.23
041760	ARTCRAFT PRINTING	OFFICE/LIBRARY SUPPLIES	284.51
041761	AUDIOGO	LIBRARY MATERIALS	291.63
041762	AVISTA UTILITIES	UTILITIES	714.39
041763	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	92.32
041764	A+ PRINTING, INC	PRINTING	699.21
041765	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	58.41
041766	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	591.70
041767	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL,VISION AND LIFE INS.	82,978.45
041768	CENTURYLINK	TELEPHONE	3,280.00
041769	CENTURYLINK	TELEPHONE	41.42
041770	CENTURYLINK	TELEPHONE	41.19
041771	CITY OF AIRWAY HEIGHTS	UTILITIES	10.00
041772	DAN DAVIS	TRAVEL REIMBURSEMENT	301.19
041773	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,942.02
041774	HEARING LOSS CENTER	OTHER PROFESSIONAL SERVICES	137.69
041775	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	222.84
041776	GALE GROUP, INC.	LIBRARY MATERIALS	1,059.63
041777	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES & SNOW REMOVAL	1,200.86
041778	TIM HATTENBURG	TRAVEL REIMBURSEMENT	110.00
041779	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,999.03
041780	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	31.79
041781	MARY E LLOYD	TRAVEL REIMBURSEMENT	249.00
041782	MIDWEST TAPE	LIBRARY MATERIALS	4,302.41
041783	NEW YORK TIMES	LIBRARY MATERIALS	62.40
041784	OVERDRIVE, INC.	LIBRARY MATERIALS	3,699.61
041785	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
041786	PRESSWORKS	PRINTING	891.35
041787	RANDOM HOUSE, INC.	LIBRARY MATERIALS	48.92

041788	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,430.87
041789	RELIANCE LABEL SOLUTIONS, INC.	OFFICE/LIBRARY SUPPLIES	2,091.08
041790	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	2,906.36
041791	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
041792	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	662.74
041793	STERLING CLEANING SERVICES	CUSTODIAL SERVICES	275.00
041794	TANTOR MEDIA	LIBRARY MATERIALS	29.98
041795	TEACHING COMPANY	LIBRARY MATERIALS	389.85
041796	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	4,708.62
041797	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	11,168.22
041798	WALTER E. NELSON CO.	CLEANING AND SANITATION SUPPLIES	606.76
W00066	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	47,579.96
W00067	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	3,465.36
W00068	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>52,237.62</u>

Total Non-Payroll General Operating Fund \$ 633,859.06

PAYROLL VOUCHERS

03092012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 161,510.99
03232012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>172,842.07</u>

Total Payroll General Operating Fund \$ 334,353.06

TOTAL GENERAL OPERATING FUND \$ 968,212.12

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,609.23
Maintenance	2,038.46
Travel	11,277.88
Acquisitions	3,051.97
Information Technology	1,283.22
Total Purchases	<u><u>\$25,260.76</u></u>

MEMBERSHIPS IN ORGANIZATIONS POLICY (REAFFIRMATION): APPROVAL RECOMMENDATION

Recommendation:

Staff recommends reaffirmation of the Memberships in Organizations Policy as written.

Action Required:

Motion to affirm the Memberships in Organizations Policy.

Background:

The Memberships in Organizations Policy authorizes District organizational memberships consistent with our mission, values and goals. It was adopted in 1998 at the recommendation of the Washington State Auditor's Office and was last reaffirmed in February 2010.

Following the policy's direction, memberships are reviewed and approved by the Board of Trustees as part of the budget development process the following year. For 2012, that review took place in October 2011.

Currently the District has active memberships in several Chambers of Commerce including Deer Park, Greater Spokane Inc., Spokane Valley, Hangman Creek and West Plains. The Library is an institutional member of the Washington Library Association (WLA), the Washington Local Government Personnel Institute and the Inland Northwest Council of Libraries (INCOL). The District budgets for trustees to be members of WLA and the Public Library Association (PLA) which is a Division of the American Library Association (ALA). In addition, the District funds membership for appropriate staff to represent the Library District in the SirsiDynix User Group, International Public Management Association for Human Resources and local Rotary and community service organizations.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: MEMBERSHIPS IN ORGANIZATIONS

It is the policy of Spokane County Library District to support through memberships, and through staff and Trustee participation in their activities, selected civic, business and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

The Board of Trustees shall approve all organization memberships paid by the District and shall review them annually.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: FEBRUARY 19, 1998
LAST REVIEWED AND REAFFIRMED: ~~FEBRUARY 16, 2010~~ APRIL 17, 2012

**MEMORANDUM OF UNDERSTANDING (MoU):
APPROVAL RECOMMENDATION**

Recommendation:

Approval of the Memorandum of Understanding between the City of Spokane Valley and Spokane County Library District to share the cost equally to conduct traffic study pertaining to the proposed purchase of land on Sprague Avenue.

Action Required:

Move to approve the MoU and authorize the Executive Director to work with the City of Spokane Valley to conduct a traffic study.

Background:

The Library District approached the City of Spokane Valley with a request to consider a joint purchase of property on Sprague Avenue for the purpose of a library and a park. City staff and Library staff have been working on a preliminary agreement to identify a course of action. During these discussions it was determined a traffic study is necessary to better understand the type of right-of-way improvements, sidewalks and other access needed. A study will provide a better understanding of how the proposed development will impact traffic and the potential cost of required improvements. Both parties will share the cost of the traffic study.

Draft

**MEMORANDUM OF UNDERSTANDING REGARDING ALLOCATION OF TRAFFIC
STUDY COSTS RELATED TO PARK PROPERTY ACQUISITION BY CITY**

This Memorandum of Understanding (MOU) is made between the CITY OF SPOKANE VALLEY, a Washington municipal corporation ("City") and the SPOKANE COUNTY LIBRARY DISTRICT, a Washington municipal corporation ("Library District") collectively referred to herein as the "Parties." The Agreement shall become effective as of the date the last Party hereto executes this Agreement.

The City anticipates negotiating for the purchase of four contiguous parcels, comprising approximately 8.4 acres (the Property), from the current owner for public purposes. The Spokane County parcel numbers are 45174.9053, 45174.9054, 45174.9055, and 45174.9056. The City further anticipates selling a portion of the Property, currently estimated at between 2.5 and 3.5 acres, to the Library District for locating a new library facility.

In anticipation of the projected development needs of the Parties on the Property, the Parties agree that a traffic analysis should be completed which identifies likely right-of-way improvements or other site-wide development costs. The cost of the traffic analysis shall be split equally between the Parties, provided that the total cost does not exceed \$16,000, with payment due by the Library District to the City within 30 days of request for payment.

Memorandum of Understanding for allocation of costs for
traffic study related to park property acquisition by the City – Page 1

Draft

Allocation of costs for any right-of-way improvements or other site-wide development costs shall be determined as part of the Joint Site Development Plan, as set forth in the *draft* Interlocal Agreement for Acquisition of Real Estate dated March 30, 2012, attached hereto for reference.

SPOKANE COUNTY LIBRARY DISTRICT

CITY OF SPOKANE VALLEY

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Dated: _____

Dated: _____

Memorandum of Understanding for allocation of costs for
traffic study related to park property acquisition by the City – Page 2

Draft

STATE OF WASHINGTON)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledge it as the _____ of the SPOKANE COUNTY LIBRARY DISTRICT to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Dated: _____, 2012

Printed Name: _____
Notary Public in and for the State of Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that Mike Jackson is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledge it as the City Manager of the CITY OF SPOKANE VALLEY to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Dated: _____, 2012

Printed Name: _____
Notary Public in and for the State of Washington
Residing at: _____
My appointment expires: _____

Memorandum of Understanding for allocation of costs for traffic study related to park property acquisition by the City – Page 3

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE: APPROVAL RECOMMENDATION

Recommendation:

Review and make suggestions to a draft Inter-local Agreement with the City of Spokane Valley regarding the purchase of land on Sprague Avenue for a future library and park.

Action Required:

No action required at this time. This item is for review and possible discussion. The proposed Inter-local Agreement may be presented at a later date, depending on the outcome of the traffic analysis.

Background:

The Library District approached the City of Spokane Valley with a request to consider a joint purchase of property on Sprague Avenue for the purpose of a library and a park. The property is too large for the Library District to purchase for the sole purpose of a library. However, in talking with City staff it would be an ideal location for expanding an existing park and creating a civic plaza in conjunction with a new library.

Key points addressed in the draft inter-local agreement include how the property will be purchased, the development of a joint-use site plan and what will happen in the event the Library District is unable to secure funds to build a new library. The City of Spokane Valley has agreed to purchase the property. During the first year, District staff will work with the City to develop a joint-use site plan to determine which part of the property will be used for a library. Once that has been done, the City will deed the property to the District. The City plans to develop a park to complement the Library with amenities such as a reading garden, sculpture walk, civic plaza and outdoor performance area or gathering spot. In the event the District is unable to secure funding to build a library within five years of the purchase, the City intends to purchase the property from the District. At that time they would develop the entire parcel as a park.

This joint project provides the Library District an excellent opportunity to plan for the much needed replacement of the Spokane Valley Library branch. The site has many advantages. It is in fair proximity to the existing library and located on a major arterial with excellent visibility. The agreement provides several opportunities for the Library District to exit the project. Should the joint-use site plan reveal the property is not suitable for a library, the District can terminate its participation. If the District is unable to secure funds to build a library, it will be obligated to sell the land back to the City for the original price.

The agreement attempts to address several complex scenarios and provide options for an uncertain future. Before we ask the Board and Council to approve the agreement, we want to be sure all concerns and comments have been addressed.

INTERLOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE

This Agreement is made by and between the CITY OF SPOKANE VALLEY ("City") and the SPOKANE COUNTY LIBRARY DISTRICT, a Washington municipal corporation ("Library District") collectively referred to herein as the "Parties", based upon the following Recitals. The Agreement shall become effective as of the date the last Party hereto executes this Agreement.

RECITALS

A. WHEREAS, the Parties each have need of acquiring real property in furtherance of their respective public purposes; and

B. WHEREAS, four contiguous parcels of real property comprising approximately 8.4 acres located on the corner of Sprague and Herald within the City and legally described on the attached Exhibit "A", (the "Property") have been identified by the Parties as appropriate to their needs. The Spokane County parcel numbers are 45174.9053, 45174.9054, 45174.9055, and 45174.9056; and

C. WHEREAS, City anticipates entering into negotiations with the owner of the Property, Pring Corporation ("Pring"), whereby the City would purchase the Property from Pring; and

D. WHEREAS, the Library District for its purposes needs between two and one-half and three and one-half acres of the Property while the City needs the balance; and

E. WHEREAS, the Parties hereto wish to enter into this Agreement for the purpose of agreeing to jointly develop the Property and to provide for dividing the Property between the City and the Library District at a later date such that the interests of both Parties will be served; and

F. WHEREAS, pursuant to RCW 36.34.340, the City is authorized to acquire by purchase title to real property for park and recreational purposes; and

G. WHEREAS, RCW 39.33.010 authorizes governmental entities to transfer real property between themselves as set forth in RCW 39.33.020, and

H. WHEREAS, RCW 39.34.030(1) provides that any power or authority capable of being exercised by a public agency of this state may be exercised jointly with any other public agency of this state.

NOW THEREFORE, based upon the foregoing recitals, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. **Joint Board.** No joint board or agency shall be created as a result of this interlocal agreement between the Parties. Any action taken pursuant to the terms of this agreement must be separately approved by the governing boards of each Party.
2. **Purchase of Property.** The City will negotiate in good faith with Pring regarding a Real Estate Purchase and Sale Agreement (the "Purchase and Sale Agreement") for the purchase of the Property.
3. **Purchase Price.** The Library District, contemporaneous with the Closing between the City and Pring, and subject to mutual agreement on the price paid by the City to Pring, shall pay to the City an amount equal to the per square foot Purchase Price of the Property based upon the total number of square feet of the Property determined by the survey times two and one-half acres (108,900 sq. ft.) together with the same proportionate share of any survey, title, recording, closing, and phase I environmental audit costs. Any appraisal fees shall be paid entirely by the City.

4. **Title.** The Parties agree that the Purchase and Sale Agreement shall reflect that the Purchase Price at Closing shall be paid in cash and that title to the Property shall be taken in the name of the City, subject to the contract right of ownership by the Library District of at least 2.5 acres, as identified in this Agreement. This contract right of ownership is enforceable in an action for specific performance.

5. **Closing.** Closing of the transaction to purchase the Property shall occur on or before a date mutually acceptable to the City and Pring.

6. **Joint Site Development Plan.** Within one year following the Closing, the Parties shall work together to draft and finalize a Joint Site Development Plan with the goal of agreeing, among other things, on how much of the Property the Library District will require for its purposes, and location of the same. The Parties intend that the Joint Site Development Plan shall include building footprints, parking, curb cuts, sidewalks, storm water management, access including reciprocal access and parking easements if any, and any other matters that the Parties deem desirable to be included as part of such Joint Site Development Plan. The Library District anticipates that its needs will include the following:

A. 50,000 square foot building on two floors, not necessarily of equal size.

B. Consistent with a 2007 pre-design document, "The exterior building image should provide a sense that this building is a library and an important civic and community building. This can be accomplished by using timeless, quality materials like brick, stone, concrete and composite metal panels to name a few."

C. Site Requirements:

- Building footprint possibly up to 30,000 square feet.

Discussion Draft 03/30/12 – Page 4

- Drive-through materials pick-up and return requires vehicular access along one side of the building.
- Vehicular access required for rear service entrance.
- Appropriate parking to meet the City's code minimum requirements for a public library, 200 seat auditorium with fixed seating, and 100 seat meeting room.
- Require frontage on or clear visibility from Sprague Avenue but not from behind a parking lot.
- At least one side of library building adjacent and open to landscaped park area.

The City anticipates that its needs will include the following:

A. Park land for neighborhood park

B. Due to civic nature of site, shared hardscape such as walkways and plaza anticipated

C. Typical park amenities

- library parking
- reading garden
- public market space
- civic plaza and fountain
- flag display/Veteran's memorial
- small picnic shelter
- large shelter
- performance/gathering place
- seasonal café place
- open field
- walking loop/trail
- art/sculpture walk

D. Site requirement considerations:

- Public access to library restrooms during park hours
- Park frontage on Sprague
- Off-street parking for park users (shared parking with library)

Fundamental to the understanding between the Parties hereto is that as of the date hereof, neither Party is in a position to know precisely how the Property should be divided such that the resulting two parcels will maximize the use and benefit to each Party of the Property for the Parties' respective needs to the extent allowed by law. To that end, the Parties agree that as of the date hereof, the diagram depicted on Exhibit "B" attached hereto represents the current estimate of the Parties as to the division of the Property, recognizing that the number of square of feet and the precise location of the boundary line to be created cannot be known until completion of the Joint Site Development Plan. The Parties therefore agree to cooperate in good faith with each other to arrive at a mutually satisfactory arrangement reflected in the Joint Site Development Plan. Any engineering or other consulting fees incurred in this process shall be split equally. Allocation of costs for a traffic study that addresses impacts of anticipated development shall be the subject of a separate Memorandum of Understanding between the Parties. Allocation of costs for any right-of-way improvements or other site-wide development costs shall be determined as part of the Joint Site Development Plan, which the Parties will negotiate in good faith.

7. **Property Adjustment.** If, as a result of the Joint Site Development Plan process the Library District determines that it needs more than 2.5 acres, then the City agrees that it will sell to the Library District at the original per square foot Purchase Price up to one additional acre of the Property. Payment to the City by the Library District of any additional property in excess of the original 2.5 acres shall be made on or before recording of the Deed described in Section 8 below. Any costs

incurred for the boundary line adjustment process, and any surveying fees and fees for preparation and recording of the Deed shall be paid for by the Library District. Any legal fees incurred by the Parties shall be the separate responsibility of each.

8. **Deed to Library District.** Within 30 days after completion of the Joint Site Development Plan, the Parties will cooperate to initiate the process to adjust the boundary line as agreed in the Joint Site Development Plan through a boundary line adjustment. Within 10 days of the completion of the boundary line adjustment, the City will convey to the Library District by deed that portion of the Property designated for the Library District on the Joint Site Development Plan to the Library District.

9. **Failure of Joint Site Development Plan.** In the event that, despite their good faith best efforts, the Parties are unable to agree on a Joint Site Development Plan as described above, and absent an agreement between the Parties to extend the deadline for developing such Joint Site Development Plan, then City shall, within 60 days after the final deadline for developing the Joint Site Development Plan, reimburse the Library District the full amount of that portion of the Purchase Price together with the pro-rata share of any survey, title, recording closing, and phase I environmental audit costs paid by the Library District.

10. **Re-Purchase by City.** In order to construct a library building and ancillary improvements on the portion of the Property acquired by the Library District, it is anticipated that the Library District will need to secure voter approval of a District-wide bond levy covering this and other projects. Without voter approval of such bond, the Library District will not be in a position to develop its portion of the Property. The Parties agree that in the event that the Library District has not, within five years following the Closing, secured voter approval of a construction bond for the library building and

ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City. Such payment shall be paid all in cash. The Library District, in such event, shall convey title to the City with the same type of instrument as it received the Property from the City.

11. **Maintenance Costs**. The City agrees to maintain the Property, including that portion deeded to the Library District, until such time as the Library District shall begin development of its property. Maintenance is anticipated to include weed control and trash removal, and the Library District agrees to reimburse the City on an annual basis its proportionate share of such costs.

12. **Use of Property**. The City agrees that its portion of the Property will be dedicated to public use and will not be sold to any third party. The Library District agrees that its portion of the Property will be developed into a public library facility provided that funding for such project is secured as provided above in Section 10.

13. **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, personal representatives, legal representative, agents, attorneys, successors and assigns.

14. **Entire Agreement**. This Agreement is the sole and entire agreement between the Parties, and there is no other agreement, either oral or in writing, which modifies the terms of this Agreement. No statement, promises, or inducements made by either Party or any agent of either Party that is not contained in this written Agreement shall be valid or binding. Any enlargement, modification or alteration of this Agreement is binding only if executed in writing and signed by all Parties hereto.

15. **Attorneys' Fees.** In any action to enforce this Agreement, the prevailing Party shall be entitled to recover expenses, including reasonable attorneys' fees, at all trial and appellate levels, including any bankruptcy proceedings.

16. **Venue.** This Agreement is entered into in the State of Washington and venue of any action shall be the Superior Court for Spokane County.

17. **Notices.** All notices, demands or other communications which are required or permitted to be given under this Agreement shall be in writing, and either personally delivered or mailed to the other Party at the address set forth below its signature on this Agreement, or at such other addresses as either party may give to the other by notice in writing pursuant to the terms of this paragraph.

18. **Waiver.** Waiver by either Party of any covenant, condition or provision of this Agreement shall not operate as or be considered to be a waiver by such Party of any other covenant, condition or provision hereof, or of any subsequent breach of either Party.

19. **Additional Acts.** The Parties each hereby agree to perform, execute and/or deliver or cause to be performed, executed and/or delivered, any and all such further acts, documents and assurances as may be reasonably required to consummate the transaction contemplated hereby.

20. **Recording of Agreement.** Pursuant to the provisions of RCW 39.34.040, this Interlocal Agreement shall be filed with the office of the Spokane County Auditor.

21. **Negotiation and Construction.** This Agreement, and each of the terms and provisions hereof, are deemed to have been explicitly negotiated between the Parties, and the language in all parts of this

Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.

22. **Representation of Authority**. Each person who executes this Agreement represents and warrants to the Parties that he or she has the authority to do so.

SPOKANE COUNTY LIBRARY DISTRICT

CITY OF SPOKANE VALLEY

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Dated: _____

Dated: _____

STATE OF WASHINGTON)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledge it as the _____ of the SPOKANE COUNTY LIBRARY DISTRICT to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Dated: _____, 2012

Printed Name: _____
Notary Public in and for the State of Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that Mike Jackson is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he is authorized to execute the instrument and acknowledge it as the City Manager of the CITY OF SPOKANE VALLEY to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

Dated: _____, 2012

Printed Name: _____
Notary Public in and for the State of Washington
Residing at: _____
My appointment expires: _____

FUTURE BOARD MEETING TENTATIVE AGENDAS: MAY – JULY 2012

FOR INFORMATION ONLY

Next regular meeting

May 15, 2012: Cheney Library (4:00 p.m.)

Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the May 2012 regular Board of Trustees' meeting.

- Inter-local Agreement for Acquisition of Real Estate
- 2012 budget revision #1 (Resolution)
- Public Art in District Facilities Policy review
- Personnel Policy review: Trial Period and Holidays
- Overview: Print Management System
- Summer Board of Trustees' meeting schedule
- Branch Spotlight – Cheney Library

Please send requests for agenda additions or changes to the board chair or Patty no later than noon, Monday, April 30, for inclusion in the preliminary agenda to be emailed Wednesday, May 2. The meeting packet will be mailed Wednesday, May 9.

Future meetings/activities

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

June 19, 2012: Argonne Library/Administrative Offices (4:00 p.m.)

- Computer Software Control Policy review
- Strategic Planning
- Overview: Risk Management
- Branch Spotlight – Deer Park
- Executive session: Evaluating the performance of a public employee

July 17, 2012: Moran Prairie Library (4:00 p.m.)

- Annexation of Cities & Towns to the Library District Policy review
- Strategic Planning
- Overview: Communications and Advocacy
- Branch Spotlight – Moran Prairie

EXECUTIVE DIRECTORS REPORT

MARCH 2012

Administration

Business Office, Finance & Facilities

- Year-to-date total for taxes collected is \$322,730, and total revenues to date are \$919,663, which is just under 8% of annual budget. Expenditures are 24.22% of annual budget (\$11,434,154).
- Information received from both custodial services and grounds maintenance contractors advised there will be no 2012 rate increases in conjunction with one-year contract extensions.
- The manager for the local office of the State Auditor's Office advised that the reports for the 2009 & 2010 audits have been finalized and should be released within the first few days of April.
- The process has begun for completing Mid-Year Review # 1 for the 2012 budget. The results of this project will be presented to the board at its regular meeting, scheduled for May 15.

Collection Services

- Ordered 2,478 titles and 8,217 copies in March; both the number of titles and number of copies ordered were better than February and almost the same as January.
- With 25% of the year done, total print/nonprint stands at 26.70% expended.
- Youth Collection Development Librarian Pat Stainbrook's last day with the District was 3/30. Sheri Boggs, currently with Timberland Regional Library, accepted the position with a start date of 5/1. Andrea Sharps will cover youth ordering during the month of April with assistance from other CS staff.
- Several District staff participated in a 3/12 radio interview with KYRS Thin Air Community Radio reporter Denise Jennings about OverDrive and eBooks. Communications Manager Jane Baker reports that Youth Services Manager Gwendolyn Haley and Technical Services Coordinator David Girshick did a "fantastic interview about digital downloads."

Communications

- Media Contacts resulted in 16 stories or mentions in area newspapers, TV news and regional publications.
- Web site updates included
 - Spring into Health, Money Smart Week, Spring Break Game Fest added as web features;
 - Month of the Military Child, Library Snapshot Day, Digital Bookmobile added as news items.
- Distributed to 47,221 online eNewsletters, posted to Web site, Twitter
- Organized a social media team with a schedule, content calendar - "likes" on Facebook increased by approximately 60 people in the week and a half following the meeting
- Outreach updates included
 - Spokane Valley Chamber of Commerce Innovations Show - Wednesday, March 28.
 - Attended two breakout sessions on increasing web traffic;
 - Had 50+ extended interactions with business people at our booth display discussing the library's programs, events and eReaders.
 - Attended Our Kids: Our Business kick-off breakfast; purchased 10 yard signs to display at library branches during the month of April.

Human Resources

- Recruited for Page, Public Services Clerk and Librarian. Interviewed and selected candidates for all three positions.

- HR programs can morph into Public Services programs, as recently demonstrated. Over the years, the HR Department arranged through Spokane Teacher's Credit Union to provide short "breakfast and learn" programs for SCLD staff on such topics as *Improving Your Credit*, *Becoming Debt Free* and *Saving on a Budget*, to name just a few. We also had STCU present a program at Staff Day 2011 on *Organizing Your Finances*. In the past, HR also sponsored wellness programs for staff such as *New Year, New You*, and *Spring into Wellness*. At a previous staff day we arranged for a speaker from Social Security Administration to talk about benefits and retirement. Public Services staff contacted the HR Assistant for contact information for these speakers and subsequently scheduled two upcoming programs for SCLD, *Spring Into Health* and *Money Smart Week*.

Information Technology

- Researched and obtained quotes for new routers to handle faster network speeds for Argonne, North Spokane and Spokane Valley. The faster speeds (over 100mbps) require much more expensive equipment than we've used in the past.
- Researched and obtained quotes for a major upgrade to the wireless network.
- Finalized new telecommunication contracts and filed for e-rate reimbursements for the coming year (July 1, 2012-June 30, 2012).
- Completed preparations for a switch to a new version of LibOnline to keep us in compliance with the Payment Card Industry (PCI). This upgrade also prepares the way for print management. The switch is scheduled for April 4.
- Obtained and completed most of the configurations for new computer lab laptops.
- Planned for a test of electronic signage on the cheap at the North Spokane Library. The Friends have offered \$2000 for this test.
- Director's Station was upgraded on a new server at the end of February. Obtained training for about half of the end users and administration training for Teresa, Ven and Priscilla. The remaining end user training is scheduled for mid-April.

Community Activities

Several staff attended the Spokane Valley Chamber Bizz Buzz to network and share information about library services. The District was also present at the Innovation Show sponsored by Spokane Valley Chamber, where the SCLD booth displayed various eReaders, handed out SCLD-branded USBs, and had 50 one-on-one discussions with show attendees about Library programs and events.

The District hosted a table for the Our Kids: Our Business breakfast to kick-off National Child Abuse Prevention Month. Several staff attended, along with Trustees Mary Lloyd and Tim Hattenburg. It was a good opportunity to network with community leaders and other like-minded organizations. Dr. Mark Milliron was the featured speaker who discussed how post-secondary education for adults was a key factor in breaking the cycle of poverty, and how facilitating that level of education for those adults would in turn improve the quality of life for their children.

Branch Service Manager Doug Stumbough and I met with City of Spokane Valley staff to discuss the DRAFT Inter-local Agreement concerning the property along Sprague Ave. Phil Brooke attended the meeting as legal representative for SCLD. We are in agreement the City of Spokane Valley will make an offer to purchase the property. Upon closing the District will pay to the City an amount based upon the final sales price for 2.5 acres of the site. We will have an option to purchase up to 3.5 acres at a future date. The agreement allows the District up to five years to pass a bond for capital funding to build a library. During the first year we would share the cost of developing a site plan that will determine the property boundaries for the land that will be deeded to the District. If SCLD is unable to secure capital to build within five years, the City will purchase the property from the District at the initial sales price. During our discussion it was determined both parties are interested in conducting a traffic

study prior to closing on the property. The study will help determine what type of site improvements may be needed and the potential costs associated with turn out lane, sidewalks, curb cuts, etc. The agreement to proceed on the traffic study will be presented to the Board for its consideration at the April regular meeting. We will also have a draft of the Inter-local Agreement for review and possible discussion prior to presenting it for board approval in May.

As part of getting to know the community, I attended a leadership meeting for Inland Northwest Early Learning Alliance held at United Way. Mary Ellen Braks also attended; she is a participant representing the District on the Action Teams working to develop strategies for preparing young children to enter school ready to learn. It was very positive to see the alliance has representatives from various disciplines including health, education and business. I look forward to getting to know the various partners. The meeting included an update on legislative issues related to early childhood education and services, a presentation of a study on health inequities in Spokane County as they relate to children and an update on the efforts to prepare children for kindergarten (WAKIDS).

I spent several weeks on a pre-planned vacation trekking in Nepal. This gave me time to reflect on the challenges that lie ahead as I take on the leadership role for the District. Now that I am back from this exciting adventure, I look forward to building relationships with community partners, assessing the economic conditions that will enable us to move forward on much needed capital improvements and initiating a strategic planning process to guide the District over the next three to five years.

**ITEM AND TITLE MONTHLY REPORT
MARCH 2012**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	199338	171018	370356		85436	50751	136187
Nonprint	49245	22233	71478		19814	5990	25804
Subtotal	248583	193251	441834		105250	56741	161991
Periodicals	15518	2839	18357		355	46	401
Total	264101	196090	460191		105605	56787	162392

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			7632			6845
Licensed eBOOKS			654			654
Audiobooks			10412			8971
Digital music			1240			1240
OverDrive: Total			19938			17710
GRAND TOTAL			480129			180102

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	9902	7895	17797
Nonprint	2760	982	3742
TOTAL	12662	8877	21539
DELETIONS			
Print	11836	6768	18604
Nonprint	1424	512	1936
TOTAL	13260	7280	20540

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1934	1127	-807
Nonprint	1336	470	1806
Periodicals	1494	275	1769

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
 Further statistical changes and adjustments in 9 and 10/11

Summary (Patrick/Doug)
Customer Use Analysis

In-Branch Circulation

March experienced a slight decrease in circulation activity in the libraries over the same month last year, down ~1% (1948 items). This contrasts with what was seen in February (+2.94% (5107 items), but is similar to the slight drop of -0.6% in January. For the first quarter of 2012, usage is up slightly (0.37%), with 565,688 items checked out compared to 563,615 at the same point in 2011 (+2073). At individual libraries, half of the branches experienced growth, with Airway Heights (+14%, 844) showing the biggest gain, while Deer Park (-7%, -1098) and Otis Orchards (-14%, 1192) saw the greatest drops compared to the same month last year.

Self-check usage as a percentage of in-library circulation remained near 45% (90,116 items) of the in-library circulation, nearly identical to January (45%, 83,060) and February (45% 79,726). District-wide the percentage of circulation conducted using the self-check stations is up compared to 41% last March, with seven branches experiencing a slight increase in the amount of circulation done at the stations compared to staffed desk. Once again, North Spokane had the highest percentage of self-check users, although, as explained in the circulation section of this report, those numbers may not be quite as high as the software reports.

YTD Measures at a Glance

- Door count for the first three months of 2012 (345,296) was virtually even to the same period in 2011(346,957).
- Program attendance is up 13% over the same period last year, keeping pace with the increased number of programs offered (+14%).
- Software station bookings through the first quarter of 2012 maintained the decline of -8% seen over the past 4 months, with just one branch posting higher usage (OT, +2%).
- Reference inquires through March show a moderate increase over 2011(+9%), with Airway Heights (+42%) and Deer Park (+36%) posting significant upticks in activity.

Selected Service Point Activity

Remote service provision saw increases and decreases across the spectrum this month:

- Tutor.com provided 124 tutoring sessions, down -38% from March 2011 (199). College Intro was the grade level with the most sessions (56) for the second consecutive month.
- AskWA live reference chat tallied 181 total chat and/or email sessions, down -18% from March 2011(220).
- Text a Librarian tallied 35 conversation threads, a +17% increase from March 2011 (30).
- Our third month of offering Livemocha tallied 384 language learning sessions, a -64% decrease over last month (1068). This drop is likely due to a high initial interest in the product which wasn't sustained through the following month. Much like the previous two months, Spanish (~39%) and French (~26%) accounted for the majority of the sessions.

This is the third month in which we've tracked these selected service points, and usage continues to fluctuate, so it's difficult to determine any emerging trends. Last month we saw significant increases and this month we saw the opposite. We'll continue to monitor usage.

-Selected Self-Service Activity

	2012			2011			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	248,082		700,140	242,926		671,167	5,156		28,973
Self-Check	90116	36%	252902	83344	34%	216026	6,772	2%	36,876
Online Renewal	29903	12%	86187	29678	12%	81145	225	0%	5,042
Digital Collection	16178	7%	47240	9103	4%	25183	7,075	3%	22,057
Total Self Service	136197	55%	386329	122125	50%	322354	14072	5%	63975
Total Holds	50434		145660	47765		137111	2669		8549
By Customer	37366	74%	107717	35766	75%	104566	1600	-1%	3151
Digital Collection	5530	11%	17293	3325	7%	9906	2205	4%	7387
Total Self Service	42896	85%	125010	39091	82%	114472	3805	3%	10538
Total Payments	\$25,888.89		\$80,638.74	\$27,210.43		\$73,993.23	-\$1,321.54		\$6,645.51
Online*	\$7,992.23	31%	\$26,201.53						

*Online self-payment option began June 2011, with first full month July 2011

Security Incident Reports

There were 20 Security Incident reports filed, 1 fewer than last month. SV held the most active spot, with 7 reports this month. Beyond the notable behavior incidents detailed in the individual library reports below, incidents included:

- Two medical situations resulting in 911 calls, one each at SV and CH.
- One report of vandalism at MP.
- Four building issues at various branches.

No discernible pattern has emerged when comparing incidents month to month, as the numbers increase and decrease inconsistently. Compared to March 2011 in which 19 incidents were reported, this month saw an increase of +11%.

Adult Services (Stacey)

Programming:

- The last six of our *Music of Peru* program series had a combined attendance of 82, averaging 13.6 per performance. Music programs continue to be a popular draw in all ten of our branches.
- The last two of our *Backyard Bounty: Bee Informed* programs had a combined attendance of 34. The North Spokane program also featured a sign language interpreter—the first time we've had an interpreter request for an adult program in my tenure as the AS Manager.
- The first two of our *Backyard Bounty: Urban Chicken* programs had a combined attendance of 41.
- Our five computer classes yielded a combined attendance of 29, an average of 5.8. This is down from last March's combined attendance of 39 for the five classes offered (an average of 7.8). March also marked our first offering, in Fairfield, of the "Choose your class" option, where attendees indicate at registration which of our four Basics classes they want to learn. We had three register for the class, but only one showed up. Interestingly enough, last March saw 7 people attend the Fairfield Computer Basics class.
- The sixth program in our *Civil War 150th Anniversary Series*, a lecture titled *Slavery in the Civil War: from Contrabands to the 13th Amendment*, had 27 attendees.
- Book discussion attendance averaged 7.75, down from last month's average of 8.5.

Information:

- We did 16 Book-a-Librarian sessions this month throughout the District, down from last month's 18.

Collection:

- This month's weeding focus was the mystery collection.

Community connections:

- We visited 44 facilities in March, the same as last month, and checked out 1854 items. This is up from last month's circulation of 1620 items.
- On March 6th, staff visited Orchard Crest to present information about outreach services to its residents. There were six people in attendance.
- On March 28th I assisted Communications Manager Jane Baker with setting up the SCLD table at the Spokane Valley Chamber of Commerce's Innovations Show. Several information services staff worked with Jane throughout the day to staff the booth, and talked with 50 people about library services. The most popular topic was eReaders and digital content, perhaps prompted by the fact that we brought four devices along to demo.
- The free Tax Aide service offered at five of our branches—Cheney, Deer Park, Medical Lake, Moran Prairie and Spokane Valley—continues to be steadily used in all locations. The organizer for the Spokane Valley site told us this month that that site is the 2nd busiest site in the state for Tax Aide in terms of filed returns. Customers have commented to staff in all five branches how appreciative they are that the service is available, and at no cost.

Youth Services (Gwendolyn/Mary Ellen)

Programming:

- This month's After School Special drew a total 193 children. The average attendance was 19, with the smallest program at Fairfield (4) and the largest at North Spokane (57). Our total attendance was up by 36 (+125%) from last March, which averaged 16 attendees per program.
- We had 6 teen programs this month. The two Anime club programs brought in 39, a 22% decline compared to last March (50). The TWINE program brought in 3. We had three special Hunger Games programs to celebrate the release of the movie that brought in a total of 29 teens.
- We provided 120 storytimes for 3707 children. Last year at this time we provided 124 storytimes for 3799 children, averaging the same number of children per storytime as we did last year—31.

Collection:

- This month the focus was children's fiction. We usually weed this collection on usage and condition to prepare for the summer reading program. This way replacements are in just as the kids are free to do more recreational reading once school ends.

Community connections:

- We did 60 storytimes for 913 children at 29 childcare facilities.
- Mary Ellen attended a regional meeting for organizations doing Community Cafes. While our Community Café is not bringing in anyone, there may be some possibilities to partner with other organizations hosting or interested in hosting cafes in the county.
- Mary Ellen attended a meeting with Thrive by Five who was here from Seattle to do a site visit with the Inland Northwest Early Learning Alliance. It turns out our model of the Early Learning Coalition is one Thrive by Five is encouraging other communities to use. Thrive by Five was also impressed with how well the coalition members worked together.
- Mary Ellen sat in on the State and Local Coordination Project Steering Committee Meeting (another Early Learning project) for a member from Pierce County Library System who was attending PLA. It's great we have a library representative on this steering committee. This

project will focus on improving communication about Early Learning from the state to local level.

- Mary Ellen and Gwendolyn attended the Our Kids, Our Business Breakfast with Patrick, Jane, Kristy, Sonia, Cindy and Trustees Mary and Tim.
- Mary Ellen also participated in the West Valley School District's Strategic Planning meeting.
- Gwendolyn and Mary Ellen attended the Early Achievers meeting which relates new developments in the program. This is to become a monthly meeting. We are working with Community Minded Resources to provide meeting room space for the training of child-care providers in the new Early Achievers program during the spring and summer months.
- KREM 2 did a news spot on our Play and Learn Storytimes. The filming took place at Spokane Valley during Wednesday Preschool Storytime.
- Mary Ellen and Nancy attended the Inland Northwest Early Learning Alliance Leadership Team meeting. The Spokane County Health District did a presentation on the health inequities in Spokane County.

Circulation services (Judy/Gina)

Circulation numbers were nearly level with numbers we saw last year in March, with less than one percent difference in circulation figures District-wide.

In West Plains we continue to see growth in circulation. Airway Heights is up 14.34% this month compared to March of 2011. The branch has seen a 60.67% increase over the past five years. Medical Lake, up 2.82% this month, has seen a 62.9% increase over the past five years.

Deer Park Library's circulation was down 6.72% this month. This may be attributed to the loss of SCRLD paid non-resident customers. The branch saw a 12.67% increase last year due to those new customers. Some of those cards are still valid depending on when they were issued.

The -5.17% drop at Moran Prairie is consistent with the leveling off they have experienced in the last year. Otis Orchards continues to see a drop in circulation, down 13.87%.

IN-BRANCH CIRC								
	This Month leap year		This month compared to same month			Year – to – Date		
	2012	2011	1-yr ago	3-yrs ago	5-yrs ago	2012	2011	Diff
AH	6729	5885	14.34%	46.00%	60.67%	17043	15287	11.49%
AR	16744	16534	1.27%	16.40%	36.12%	45667	45611	0.12%
CH	17004	17065	-0.36%	18.08%	18.23%	47616	46890	1.55%
DP	15238	16336	-6.72%	6.92%	13.39%	44056	44872	-1.82%
FF	1490	1462	1.92%	-18.85%	-20.91%	4308	3963	8.71%
ML	5620	5466	2.82%	13.06%	62.90%	14743	15612	-5.57%
MP	17911	18887	-5.17%	3.85%	23.05%	50628	51763	-2.19%
NS	56608	55560	1.89%	16.18%	20.00%	157365	155753	1.03%
OT	7403	8595	-13.87%	-7.18%	3.34%	20832	22399	-7.00%
SV	56892	57797	-1.57%	9.99%	21.10%	163430	161465	1.22%
TOT	201639	203587	-0.96%	11.94%	26.00%	565688	563615	0.37%

SELF-CHECK*					
	This Year This Month		Last Year This Month		
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	Change in self-check use
AH	2439	36.25%	2011	34.17%	2.07%
AR	5613	33.52%	5557	33.61%	-0.09%
CH	4039	23.75%	3896	22.83%	0.92%
DP	4432	29.09%	4596	28.13%	0.95%
FF	329	22.08%	375	25.65%	-3.57%
ML	2834	50.43%	2707	49.52%	0.90%
MP	6429	35.89%	6797	35.99%	-0.09%
NS	31027	54.81%	24148	43.46%	11.35%
OT	3498	47.25%	3872	45.05%	2.20%
SV	29476	51.81%	29385	50.84%	0.97%
TOT	90116	44.69%	83344	40.94%	3.75%

**2012 Self-check statistics at NS include 23591 items at the self-check stations and 7436 items retrieved from the DX2 security system, which also serves as a self-check station. The DX2 count includes all items retrieved from the system, including some material previously checked out at a staffed station or a separate self-check station, inflating the NS self-check numbers a bit.*

Pickup Library	Holds filled	% of total branch circ
AH	1646	24.46%
AR	2954	17.64%
CH	3549	20.87%
DP	2809	18.43%
FF	302	20.27%
jML	1206	21.46%
MP	3606	20.13%
NS	10305	18.20%
OT	1866	25.21%
SV	9747	17.13%

NEW CARDS ISSUED			
	March 2012	March 2011	% Difference
AH	65	56	16.07%
AR	139	148	-6.08%
CH	113	115	-1.74%
DP	72	105	-31.43%
FF	4	6	-33.33%
ML	45	27	66.67%
MP	133	148	-10.14%
NS	382	381	0.26%
OT	34	38	-10.53%
SV	475	459	3.49%
TOTAL	1462	1483	-1.42%

This month's report also includes a break out of circulation figures for Books-To-Go, DVDs and New Books and a report of the percentage of checkouts customers requested through the holds system. District-wide, 18.96% of the items checked out in March 2012 were holds. DVD checkouts accounted for 23.44% of branch circulation district-wide; Books-to-go represent 1.51% and New Books accounting for 5.95% of the circulation.

	Books to Go	% of branch checkout	DVD	% of branch checkout	New Books	% of branch checkout
AH	113	1.68%	2582	38.37%	296	4.40%
AR	347	2.07%	3886	23.21%	1200	7.17%
CH	251	1.48%	4419	25.99%	868	5.10%
DP	207	1.36%	4650	30.52%	708	4.65%
FF	43	2.89%	409	27.45%	92	6.17%
ML	77	1.37%	1739	30.94%	276	4.91%
MP	249	1.39%	3805	21.24%	1069	5.97%
NS	768	1.36%	11275	19.92%	3542	6.26%
OT	109	1.47%	1802	24.34%	428	5.78%
SV	877	1.54%	12696	22.32%	3522	6.19%
TOTAL	3041	1.51%	47263	23.44%	12001	5.95%

Customer Payments:

The total taken in customer payments (cash, check, online credit/debit) this month was \$25,888.89.

Payment type	March-2011	March-2012	% difference
Cash	\$13,038.34	\$12,677.06	-2.77%
Check	\$6,247.63	\$5,219.60	-16.45%
Credit	\$7,924.46	\$7,992.23	0.86%
Total	\$27,210.43	\$25,888.89	-4.86%

- The total taken in online credit/debit via PayIt was ~31% of the total.
- The decline in total payments is the first we've seen since at least January 2011 when we starting tracking the comparison. This drop, however, may be attributable to last March's unprecedented jump in collection of older fees, fines and long overdue materials, due to inadvertently sending additional notices to all customers with long overdue fines.
- With January 2012 being a full year of requiring that accounts be cleared at renewal, small balances that were carried over year to year have finally been paid off, and that might be a contributing factor. We will continue to monitor the totals to see if a trend emerges, or if the totals continue to fluctuate.
- The variation in check payments is also noteworthy, as we saw a decrease in January, an increase in February, and now a decrease again in March. We anticipated a declining trend in check payments in favor of the increase in credit/debit payments, so we will continue to monitor. A full year of data tracking the out-of-library credit/debit payment option will be available after July to help determine impact.

Service improvements:

- IT set up emails to Welcome New Customers, with one version going out to residents of Spokane County with In-District cards and another to city residents, who have more limited services with us. Not only does this give customers with email addresses some additional information on their new cards from the start, it also allows circulation staff to catch errors on email.

Library reports

Airway Heights: Stacy Hartkorn

Events:

- Average Storytime attendance for the month of March continues the 2012 trend of lower attendance compared to 2011 (excluding ECEAP). March 2012 averaged 7 fewer people per Storytime compared to March 2011. Additionally, March averaged 2.7 fewer people per event compared to February 2012.
- Although an attendance of 11 people at the March After School Special is equal to March 2011, we are drawing an increased number of attendees compared to an average of 7.3 people per event in 2011.
- Airway Heights hosted Music of Peru, attracting a total of 15 people.

Positive Customer Experiences:

- A patron commented that he wished everyone provided the same quality customer services he receives at the library.

Community Connections:

- The library offered a monthly in-library storytime for both the AM and PM group of the neighboring ECEAP Preschool, which served a total of 31 people, continuing the slight increase compared to previous months of 2012 and the previous year of 2011.

Building Related:

- The library lost power, causing the USB connection between the carousels and the computer monitor to fail. After operating for one day without the ability to retrieve discs from the carousels, IT switched the monitors at the circulation desk to restore functionality of the carousels.
- Posters purchased for the teen area by the Friends group arrived and are now on display.

Argonne: Mary Kay Anderson

Events:

- Play and Learn Storytimes continue to attract more children and adults. The numbers nearly doubled compared to last year. We noticed three new families at storytime the same Wednesday we heard KREM did a piece on Play and Learn earlier in the week; we did wonder if there was a connection and will try to find out if we see them again. There was a slight drop in numbers for the After School Special: 11 compared to 14 in 2011.
- 14 people attended Backyard Bounty: Bee Informed program.

Positive Customer Experiences:

- Former Executive Director Mike Wirt reported that during his visit to Kauai, he and his wife encountered an Argonne customer who took the opportunity to tell him how much she enjoys our library.

Staffing:

- One of our pages resigned to start the nursing program at SCC next month.

Community Connections:

- We learned in 2008 political caucuses are more popular than organizers think and when we started hearing from a number of people about ones held on a Saturday this month, we notified the person who booked Argonne's meeting room for ten or so precincts. We recommended a back-up plan in case of many attendees; she did just that and did end up sending one or two precincts to the back-up. The morning went very smoothly.
- After a break from meetings all winter, the Argonne Friends met early in the month and drafted a number of ideas for the upcoming year.

Building Related:

- We completed the collection shifting project started last month and customers are particularly pleased with more browsing room for DVDs.

Cheney: Pat Davis

Events:

- The Music of Peru program was enjoyed by 12.
- Our After School Special had an attendance of 19, down from 25 a year ago but up from 14 in February.
- Average toddler storytime dropped from 33 last year to 27 this year. Average Play and Learn attendance also decreased from 43 last March to 34 this year. Baby Lapsit attendance averaged 19 this month.

Customer Issues:

- The customer who was excluded for 30 days last month was reinstated after meeting with library staff to review the incident and discuss behavior expectations for the future.
- A regular customer apparently interested in a photo of a previous employee wanted one of our staff READ posters; we declined the request.

Positive Customer Experiences:

- A customer brought her nook in for help. She had been in and asked questions but hadn't been able to get it to work at home. Lori assisted her and the customer told Lori she was a Guru. Lori figured out what she was doing wrong and the customer left extremely pleased with the help she received.
- A local author, John Soennishsen, brought his book, "Washington's Channeled Scablands Guide", in to donate to the library. The book was evaluated and ten copies were purchased for the District. We are looking into potential programs with the author.

Staffing:

- Judy Luck and I conducted interviews and selected our new PSC who will start in April.
- Cheney Care Center and residents presented Lyle Coffey a framed Certificate of Appreciation with the following inscription, "in recognition of your deep commitment and outstanding devotion to our organization and the people we serve."

Community Connections:

- The Republican Party Caucus used the meeting room March 3rd. We had informed them in advance they could caucus only in the meeting room and the day went smoothly.
- We featured a disability and diversity puppet display for one week in the children's area. An EWU student needed to have a public display of her puppets to complete her project, and also needed public comments on her puppets which she received by placing a notebook with the display.

Building Related:

- The city flushed the water pipes and we had a few days of orange yellow water in the toilets culminating in a day of brown water.

- The center railing on the steps in front of the building came loose and was removed. The city plans to fill the holes when the weather permits. Some skateboarders came in and asked if they could have the railing. We suspect that after hours skateboarding may have been the reason the railing came loose.

Deer Park: Kris Barnes

Events:

- Our children's programs enjoyed attendance increases this month from last year. Our Play and Learn storytime attendance increased by 36% and storytime attendance increased by 5%. The most significant increase we saw was the After School Special attendance which increased by a whopping 350%.

Customer issues:

- We had several interactions with a young man new to Deer Park and approaching young children in the library in attempts to initiate conversation. Parents expressed concern about his unwanted conversations. I interceded on the parents' behalf and he stopped approaching the children.

Staffing:

- One of our community service volunteers completed his required 13 hours. We still have another community service volunteer who will be working with us during the months of April and May.

Community connections:

- We made arrangements with Deer Park School District to have its courier drop by weekly. She will come by to see if any of their library books have been returned to us by mistake.
- The Friends of the Deer Park Library met and firmed up plans to offer monthly book sales at the Deer Park storage facility. The book sales will be offered monthly from June until October of this year.
- Patrick Roewe and I attended Deer Park Chamber of Commerce meeting this month. Deer Park Mayor Robert Whisman spoke about security improvements in the parks and at City Hall and also updated us regarding the Forest Avenue paving project. We also heard Penny Loomis speak regarding plans the city has to renovate the airport in its attempt to attract commercial interests.
- Mandy and I attended the Deer Park Senior Fair celebration. We took the opportunity to promote some of our services such as outreach services, computer classes and eBooks. Several seniors stopped by the booth to ask about our downloadable service.
- Kris attended an informational meeting at Deer Park City Hall regarding the upcoming Forest Avenue paving project. The city will be expanding the street in front of the library, adding sidewalks and building a retaining wall along the park area north of the library.

Fairfield: Bev Bergstrom

Events:

- Storytime attendance doubled from last month's six children per session to 12.
- Four kids attended the After School special. Attendance this school year has ranged from 0-6 kids and rarely the same kids, which is odd for our small town.

Positive customer experiences:

- A customer brought in several WWII ration books (hers and her family's) and several V-mail letters which needed to be enlarged to view. She was pleased with our copy machine's quality and our help.

Community connections:

- The Friends met to discuss its upcoming June book sale. They provided support money for the Music of Peru program in Fairfield. They also decided to explore a few programming ideas for adults as well as open an email account.
- I set up a display table at the Freeman Elementary Science Fair. Once again, this is a fun event where lots of kids enjoyed making bookmarks and seeing what we offer to students.
- The Hangman Creek Chamber met at the Freeman Elementary school, getting a tour of the newly remodeled school.

Medical Lake: Laura Baird

Events:

- Storytime attendance averaged 26, up from 23 in March 2011.
- The After School Special attendance was 13, up from six last March.
- The Hunger Games program attendance was four.
- 10 people attended the Music from Peru program.

Positive Customer Experiences

- A longtime customer using the Live Mocha database has found it very easy and useful.
- Several tax aid customers who had never been in the library signed up for new library cards and said they were impressed with all the services offered.

Community connections

- Work has begun on the relocation of the Medical Lake Food Bank adjacent to the library.
- Lake City Learning Center children and students from the Hutterite School are visiting the branch twice a month.
- International Watercolor artist and Medical Lake resident Del Gish donated a large print to the library that will be framed and hung in the adult fiction area.

Moran Prairie: Jason Johnson

Events:

- Toddler Storytime attendance held strong with an average of 47, up from 37 last March. Preschool Storytime had an average of 23. Baby Lapsit averaged 22, up from 12 in March 2011.
- The adult program *Urban Chicken* attracted 13 attendees.

Customer Issues:

- A gentleman asked to use the information desk phone and was informed that he could, provided it was a quick call. After 10 minutes of talking and multiple warnings from staff about both the length of the call and the loud abrasive language he was using, staff told him that he needed to get off the phone. After a bit of arguing he slammed the phone down, and pushed his chair violently towards the desk. At this point he was told to leave the building and he stormed out.

Staffing:

- Our new Library Page started at the beginning of the month.

Building Related:

- The Moran Prairie Library was vandalized with graffiti on two separate occasions this month. A Police report was filed and Facilities quickly removed or covered the graffiti.
- Facilities stopped by to discuss the closet remodel in the meeting room. This will allow us to fit all the chairs and tables in the closet as well as have a secure area for storage.

North Spokane: Patrick Roewe

Events:

- Storytime Attendance: Baby Lapsit averaged 24, a -6% decrease over the March 2011 average (26). Preschool averaged 48, a 19% increase over March 2011 (41). Toddler averaged 37, a -9% decrease compared to March 2011 (41). Despite last month's increase, this month aligns with the previous four month decreasing trend in Toddler storytime attendance. Family Story Evening averaged 39, an 86% increase over March 2011 (21).
- This month's adult book club brought in 10 attendees, double that of March 2011 (5). This is the fifth consecutive month of a sustaining trend in which attendance has at least doubled when compared to the previous year.

Customer Issues:

- An adult customer was harassed by two other adult customers who were accusing him of having inappropriate interest in children simply because he was using a software station in the children's area. Staff intervened.

Community connections:

- I attended weekly Rotary Club 21 meetings.
- The North Spokane Friends held its spring book sale.
- I attended the GSI State of the County Address by Commissioner Todd Mielke with Nancy and Doug.
- I attended the Bureau of Indian Affairs public hearing about the Spokane Tribe's proposed economic develop project.

Building related:

- The large rock in the southern radius of the parking lot was run over again by an inattentive driver. A tow truck had to be called to remove the car, and Facilities had to winch the rock back into place.

Otis Orchards: Bev Bergstrom

Events:

- Storytime attendance increased from an average of 25 children per session last year to an average of 29 per session this year.
- Attendance at the After School Special doubled from 7 children last March to 14 kids this year.

Community connections:

- At East Valley High's senior project presentations, Bev was a judge for two students' projects. It has been rewarding to have this community connection with the school over the past five years. I recognize several other judges as various businesspersons in the area.
- The Otis Orchards Friends purchased an Easter flower display that "dressed up" the circulation desk.

Building related:

- The roof leaked but did no permanent damage to the ceiling.

Spokane Valley: Doug Stumbough

Events:

- Storytime attendance this month: Baby Lapsit averaged 23, compared to 26 last March (-21%), and Toddler Play and Learn was also down, 44 vs. 53 (-16%). Preschool Play and Learn was up +13% (43) from last year (38), as was Family storytime at +18%, with an average of 28 attendees this year compared to 24 last March.
- In other youth programming, eight people participated in the Hunger Games party celebrating the movie release, and 31 came to the Anime club (slightly down from last March's 34, -9%). The afterschool special, Knot at the Library, drew 26 participants, an increase of +86% over

the March 2011 program. Three writers took part in this month's T.W.I.N.E. group, down from nine last month, and the smallest turnout since the program started last fall.

- The Urban Chicken program enticed 28 participants, which more than doubled the number who came to last year's Urban Egg program (11).
- The Community Café did not draw any attendees, the fourth of our five offerings of this program to do so.

Customer Issues:

- 911 was called when a customer with low blood sugar needed medical assistance.

Staffing:

- One of our librarians, Grace, resigned to take a position with the Sno-Isle Library District on the west side of the state.

Community Connections:

- Kandy and I were joined by Jane Baker at the Greater Spokane Valley Chamber Biz Buzz breakfast this month.
- Several librarians took part in staffing the SCLD table at the Innovations show, where they demonstrated downloading library materials on several eReaders.
- I attended the GSI State of the County Address by Commissioner Todd Mielke with Nancy and Patrick.
- Nancy, Patrick and I also attended a presentation on the Future Plans for Spokane Valley and Millwood, presented by the mayor of each city.
- I attended weekly Sunrise Rotary meetings.

Building Related:

- A leak in the roof appeared during a heavy downpour. It was discovered that the leaf guards over a section of the rain gutters had slipped out of place and some debris was causing a backup of water. The gutter was cleaned and the leaf guards replaced.

**Customer Use Measures
March 2012**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,364	117,026	N/A	1%	N/A
Door count	122,758	128,990	345,296	0%	1%
Circulation	248,082	242,926	700,140	4%	4%
Digital Media Catalog	16,178	9,103	47,240	88%	93%
Reference inquiries	23,419	22,937	66,022	9%	4%
Programs					
Number	223	211	617	14%	12%
Attendance	5,371	5,350	14,750	13%	14%
Group Visits					
Number	3	4	6	-40%	17%
Attendance	20	71	50	-70%	12%
Software Station bookings	19,415	21,531	54,648	-8%	-7%
Meeting room bookings	338	363	1,011	14%	9%
Holds placed					
By customers	37,366	35,766	107,717	3%	0%
By staff	7,538	8,674	20,650	-9%	-7%
Digital Media Catalog	5,530	3,325	17,293	75%	91%
Database use					
Searches	21,817	21,934	54,136	-52%	-36%
Retrievals	29,191	32,626	66,358	-63%	-49%
Website use (Remote)					
User sessions	91,282	86,730	260,479	3%	8%
Page views	299,493	322,312	822,499	7%	16%
Catalog	66,276	41,065	198,410	65%	45%
Database Access	6,834	11,848	20,044	-34%	65%
Interlibrary loans					
Loaned	253	453	750	-22%	-6%
Borrowed	448	452	1,130	-6%	5%

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.*

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF MARCH 31, 2012
[PERCENT OF YEAR = 25.0%]

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF MARCH 31, 2012

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 696,921	\$ 10,576,615	6.59%
CONTRACTED CITIES, SERVICES & FEES	137,801	772,755	17.83%
MISCELLANEOUS REVENUES	77,370	168,878	45.81%
INTEREST EARNINGS	7,571	35,000	21.63%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 919,663	\$ 11,553,248	7.96%
EXPENSES:			
SALARIES	\$ 1,373,656	\$ 5,597,451	24.54%
FRINGE BENEFITS	393,607	1,651,044	23.84%
SUPPLIES	79,866	537,679	14.85%
SERVICES	495,738	1,685,734	29.41%
CAPITAL EXPENDITURES	-	30,000	0.00%
LIBRARY MATERIALS	425,918	1,489,361	28.60%
INTEREST EXPENSE	97	500	19.40%
OPERATIONAL CONTINGENCIES	-	242,385	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	200,000	0.00%
TOTAL EXPENSES	\$ 2,768,882	\$ 11,434,154	24.22%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (1,849,219)	\$ 119,094	
CHANGES TO GENERAL FUND BALANCE:			
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,849,219)	\$ 119,094	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2012	3,923,959	3,923,959	
ENDING FUND BALANCE - 3/31/12 & ESTIMATED BALANCE 3/31/12	\$ 2,074,740	\$ 4,043,053	

ASSETS:	
CASH	\$ 2,266,188
ACCOUNTS RECEIVABLE	528
TAXES RECEIVABLE	357,774
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	53,763
PREPAID EXPENSES	36,924
TOTAL ASSETS	\$ 2,715,177
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 282,663
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	357,774
TOTAL LIABILITIES	\$ 640,437
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 257,613
NONSPENDABLE FUNDS -- INVENTORY	53,763
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,316
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,282
ASSIGNED FOR FACILITY MAINTENANCE PLAN	172,104
ASSIGNED FOR TECHNOLOGY PLAN	297,233
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	103,158
ASSIGNED FOR LIBRARY MATERIALS PLAN	148,396
ASSIGNED FOR CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	483,287
ENDING FUND BALANCE MARCH 31, 2012	\$ 2,074,740
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 2,715,177
FUND BALANCE CAPITAL PROJECTS FUND - MARCH 31, 2012	\$ 1,174,242

BRANCH SPOTLIGHT:

ARGONNE LIBRARY

This month Branch Supervisor Mary Kay Anderson will share highlights about the Argonne Library and community it serves.

OVERVIEW:

PLAY AND LEARN STORYTIMES

This month Youth Services librarians Sonia Gustafson and Christie Onzay will review the goals, features, materials and community impact of Play and Learn Storytimes.