

MISSION

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

Board of Trustees Regular Meeting

April 19, 2011 4:00 p.m. Argonne Library/ Administrative Offices Meeting Room

A G E N D A

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00-4:05]**
- III. ACTION ITEMS**
 - A. Approval of March 15, 2011, 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. Revising the 2011 Budget (Resolution No. 11-02): Approval recommendation [4:15-4:25]
 - 2. Purchasing Policy (Revision): Approval recommendation [4:25-4:30]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Library director recruitment and hiring [4:30-5:00]
 - 1. Position description update
 - 2. Timeline
 - B. Future Board meeting agenda items [5:00-5:05]
- V. REPORTS**
 - A. Trustees [5:05-5:15]
 - B. Director [5:15-5:20]
 - C. Fiscal [5:20-5:25]
 - D. Overview: Gift materials [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. EXECUTIVE SESSION**

To review the performance of a public employee (RCW 42.30.110(g)) [5:45-6:15]
- VIII. ADJOURNMENT**

[Estimated meeting length: 2 hours and 15 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 15, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held March 15, 2011, in the public meeting room of the Airway Heights Library, 1213 South Lundstrom Street, Airway Heights, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed guests.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Jacob Laete - Trustee
Michael J. Wirt - Director and Secretary
James C. Sloane - Legal Counsel
Ryan Bishop - Realtor

Also Present: Pat Davis, Branch Supervisor; Paul Eichenberg, Human Resources Manager; Dave Johnson, Maintenance Supervisor; Bethany Luck-Hutson, Communications Manager; Dave Rennick, Maintenance Assistant; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF FEBRUARY 15, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the February 15, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2011 BILL PAYMENT VOUCHERS

Mr. Davis moved and Ms. Apperson seconded approval of the February 2011 bill payment vouchers.

Fund

L01	Voucher numbers: 39040 through 39223 and W00026-W00028 and CC0010 totaling	\$ 578,884.76
	Payroll numbers: 2102011 and 2252011 totaling	\$ 324,910.42
	Total	\$ 903,795.18

In response to a trustee's question, Business Manager Bill Sargent explained the payment to Qwest for \$6,961.82 provided WAN/IT.

The motion was unanimously approved.

NEW BUSINESS

CONTRACT WITH JUNE GARCIA, LLC, FOR EXECUTIVE SEARCH SERVICES. Ms. Lloyd moved and Mr. Hattenburg seconded that the director be authorized to execute an agreement with June Garcia, LLC, for executive recruitment services included in her March 1, 2011, proposal, at a cost not to exceed \$11,760, plus travel expenses.

Human Resources Manager Paul Eichenberg clarified where responsibility will lie for candidate background checks. SCLD will arrange comprehensive background checks for three-five finalists through an outside source; the results will be forwarded directly from the outside source to the consultant.

There were no other questions or comments.

The motion was unanimously approved.

CONTROL OF CAPITAL ASSETS POLICY. Ms. Apperson moved and Mr. Davis seconded that the Control of Capital Assets Policy be revised and approved as written.

The current policy continues to meet State Auditor's Office requirements; however, Business Manager Bill Sargent recommends the inclusion of additional electronic equipment as controllable inventory items.

There were no questions or comments.

The motion was unanimously approved.

ACQUISITION OF PROPERTY AT 9220 EAST UPRIVER DRIVE. Mr. Laete moved and Ms. Lloyd seconded that the District purchase property located at 9220 East Upriver Drive at a cost of \$129,900, plus associated expenses for an estimated total cost of \$131,377, and the Director be authorized to execute all related documents.

Mr. Wirt reviewed materials sent by mail and email prior to this meeting, and distributed additional supporting maps and documents received today. The property purchase is in accordance with the approved Library Facilities Master Plan with intent to expand the Argonne administrative facility for adequate space to accommodate IT, and the Capital Projects Fund can accommodate the purchase price. There was consensus among trustees to proceed with the purchase, as it is considered an ideal opportunity to expand and buy adjacent property priced below its assessed valuation. Trustees

expressed appreciation to the director for his quick actions. Next, staff will determine future options and interim care for the house and property, an environmental assessment will be conducted and design options for building expansion will be prepared to present to the Board in May or June. The Library Facilities Master Plan will be revised accordingly.

There were no other questions or comments.

The motion was unanimously approved.

REVISING THE 2011 BUDGET (RESOLUTION No. 11-01). Mr. Davis moved and Mr. Hattenburg seconded that Resolution No. 11-01, revising the District's 2011 final budget, be approved.

With the approval of the 9220 East Upriver Drive property purchase, it is necessary to revise the Capital Projects Fund to provide expenditure authority for the purchase. At the suggestion of Business Manager Bill Sargent, the revision proposed in Resolution No. 11-01 adds two line items totaling \$200,000. \$150,000 is estimated to include purchase price, taxes, title insurance and other associated expenses. \$50,000 is estimated to include an environmental assessment, consultant fees for site study and potential demolition. This resolution applies only to the Capital Projects Fund. Property insurance, grounds maintenance, utilities and ongoing expenses will be paid from the General Operating Fund.

There were no questions or comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

WEST PLAINS ANNEXATION: CITY OF SPOKANE ANNEXATION MITIGATION AGREEMENT

The goal of this discussion was for the board to provide direction toward the West Plains annexation mitigation agreement with the City of Spokane.

Because this was the subject of a joint meeting among SCLD and Spokane Public Library Board of Trustees and state officials over a year ago, as a review Mr. Wirt sent background information to the board prior to this meeting and expanded and opened discussion on major points at this meeting. District Legal Counsel James Sloane provided history of annexation as it stands now and suggested it might be worthwhile to pursue statute changes at the legislative level for less future economic impact,

There was consensus by trustees to proceed with the mitigation agreement for West Plains on terms offered by the City of Spokane, which is a five-year ramp down; the same agreements we have for North Division, Greenfield Estates and Park Place.

Mr. Wirt will follow through on an agreement to present at the board meeting in April or May.

FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg highlighted items on the April agenda, which include an executive session to conduct the director's annual performance review.

REPORTS**TRUSTEES**

No reports.

DIRECTOR

Mr. Wirt had no additions to his written report for February provided prior to the meeting that included information on the following topics: Library Services – February customer use measures and branch services reports; Collection Services; Administration – 2011 Legislature (Legislation, Library Legislative Day and 4th District Senator selection), 2011 staff studies, Reciprocal borrowing with Spokane Public Library (2010 circulation and Customers); 2010 Census figures; Potential City of Airway Heights' annexation; Proposed West Plains' annexation; 2010 budget recap; Beth Gillespie; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

Mr. Eichenberg apprised trustees about an unanticipated budget-change item that will be added to the April agenda.

The Washington Counties Insurance Pool (WCIP) self-insured PPO medical plans were replaced with fully insured PPO medical plans offered by Washington Counties Insurance Fund (WCIF) through Premera. Claims against the self-insured PPO were far in excess of premiums received for those plans, especially during the last six-months of 2010. Because of a covenant in the agreement forming the Pool, WCIP Board of Directors voted to levy an assessment from member groups to cover the claims. The assessment for SCLD is \$23,316.35, 80% of which will be initially billed and the remainder only if necessary.

FISCAL

Revenue and Expenditure Statement through February 28, 2011.

<u>Fund 001</u>	
Revenues	\$ 322,855
Expenditures	\$ 1,806,486
Ending Fund Balance	\$ 1,807,516
Fund Budget Expended	16.10%

There were no questions or comments.

OVERVIEW: FACILITY MAINTENANCE

Business Manager Bill Sargent presented an overview of SCLD maintenance operations and introduced Maintenance Supervisor Dave Johnson and Maintenance Assistant Dave Rennick who have been employed by the District for 22 years and 3 years respectively. All buildings are kept operational, comfortable and in good repair by consistent following of a 15-year maintenance plan and standards of our inter-local agreements. SCLD fleet-services and cell-phone usage/handling are compliant with IRS regulations, aids vehicle security and on-call demands.

Trustees expressed their appreciation to Mr. Johnson and Mr. Rennick for their work excellence and dedication, reflected by the pleasant atmosphere at each of the branches.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 5:04 p.m.


Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of March 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$892,486.36 and that we are authorized to authenticate and certify these claims.

DATE: April 1, 2011

SIGNED: 

SIGNED: 

TITLE: BUSINESS MANAGER

TITLE: Director

**VOUCHER
NUMBER**

DESCRIPTION

**VOUCHER
AMOUNT**

GENERAL OPERATING FUND

039224	ALIBRIS, INC.	LIBRARY MATERIALS	\$ 44.95
039225	AUDIOGO	LIBRARY MATERIALS	205.32
039226	AVISTA UTILITIES	UTILITIES	4,892.41
039227	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,833.66
039228	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	252.13
039229	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,328.92
039230	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	592.14
039231	EARTHWORKS RECYCLING, INC	UTILITIES	221.50
039232	GALE GROUP, INC.	LIBRARY MATERIALS	709.73
039233	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,650.01
039234	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,625.05
039235	NEW YORK TIMES	LIBRARY MATERIALS	60.00
039236	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	179.44
039237	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,687.12
039238	QWEST - BUSINESS SERVICES	TELEPHONE	3,280.00
039239	QWEST	TELEPHONE	40.14
039240	RANDOM HOUSE, INC.	LIBRARY MATERIALS	222.42
039241	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,730.58
039242	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,520.74
039243	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	506.87
039244	SUPERMEDIA, LLC	ADVERTISING	14.75
039245	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,999.48
039246	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	410.76
039247	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,102.95
039248	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,133.17
039249	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	18,159.55
039250	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
039251	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES	545.00
039252	ALIBRIS, INC.	LIBRARY MATERIALS	48.35
039253	AUDIOGO	LIBRARY MATERIALS	183.36
039254	AVISTA UTILITIES	UTILITIES	3,668.74
039255	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,993.51
039256	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	119.51
039257	BUDGET-RENT-A-CAR	TRAVEL/CAR RENTAL	212.55
039258	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	47.14

039259	CENTURYLINK	TELEPHONE	76.66
039260	CHEVRON U.S.A. INC.	VEHICLE FUEL	122.47
039261	CITY OF SPOKANE	UTILITIES	195.43
039262	CITY OF AIRWAY HEIGHTS	UTILITIES	152.69
039263	CITY OF CHENEY	UTILITIES	741.86
039264	CITY OF DEER PARK	UTILITIES	63.37
039265	CITY OF MEDICAL LAKE	UTILITIES	234.09
039266	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,086.00
039267	EMPIRE DISPOSAL INC.	UTILITIES	17.24
039268	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	446.16
039269	FRONTIER	TELEPHONE	88.30
039270	FRONTIER	TELEPHONE	402.80
039271	GREATAMERICA LEASING CORP.	EQUIPMENT LEASE	159.95
039272	GALE GROUP, INC.	LIBRARY MATERIALS	719.47
039273	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,071.84
039274	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,586.17
039275	MIDWEST TAPE	LIBRARY MATERIALS	4,876.90
039276	MONTGOMERY HARDWARE	OFFICE/LIBRARY SUPPLIES	6.32
039277	OVERDRIVE, INC.	LIBRARY MATERIALS	6,484.56
039278	PAINE, HAMBLIN, LLP	LEGAL SERVICES	442.50
039279	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	189.12
039280	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	597.35
039281	QWEST - BUSINESS SERVICES	TELEPHONE	19.58
039282	QWEST	TELEPHONE	39.92
039283	QWEST	TELEPHONE	333.20
039284	QWEST	TELEPHONE	84.07
039285	QWEST	TELEPHONE	592.01
039286	QWEST	TELEPHONE	333.20
039287	QWEST	TELEPHONE	284.42
039288	QWEST CORPORATION	TELEPHONE	2,071.38
039289	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
039290	RANDOM HOUSE, INC.	LIBRARY MATERIALS	155.55
039291	RECORDED BOOKS, LLC	LIBRARY MATERIALS	625.59
039292	RODALE	LIBRARY MATERIALS	39.94
039293	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	2,429.45
039294	SPOKANE COUNTY UTILITIES	UTILITIES	302.59
039295	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	208.08
039296	VOID VOUCHER	VOID VOUCHER	-
039297	VOID VOUCHER	VOID VOUCHER	-
039298	VOID VOUCHER	VOID VOUCHER	-
039299	TANTOR MEDIA	LIBRARY MATERIALS	41.99
039300	TOWN OF FAIRFIELD	UTILITIES	140.00
039301	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
039302	APS, INC.	OFFICE/LIBRARY SUPPLIES	208.70
039303	AUDIOGO	LIBRARY MATERIALS	32.57
039304	AVISTA UTILITIES	UTILITIES	1,437.49
039305	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,166.53
039306	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	80.00
039307	BOOKS IN MOTION	LIBRARY MATERIALS	6.52
039308	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	300.96
039309	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	106.70
039310	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION, LIFE INS.	78,381.55
039311	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
039312	CHENEY FREE PRESS	LIBRARY MATERIALS	24.00
039313	COBRA ROOFING	BUILDING REPAIR & MAINTENANCE	528.28
039314	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	321.67

039315	INFOBASE PUBLISHING	LIBRARY MATERIALS	427.91
039316	GALE GROUP, INC.	LIBRARY MATERIALS	1,193.06
039317	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	254.79
039318	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,399.81
039319	INLAND POWER AND LIGHT	UTILITIES	557.20
039320	THE MASTER'S TOUCH, LLC	OFFICE/LIBRARY SUPPLIES	35.72
039321	MIDWEST TAPE	LIBRARY MATERIALS	1,284.14
039322	NATIONAL BARRICADE OF SPOKANE	MAINTENANCE SUPPLIES	22.77
039323	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,183.94
039324	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	203.45
039325	PARAGON MOTOR CLUB	VEHICLE MAINTENANCE	389.85
039326	PERRINE PROPERTIES, LLC	2011 PROPERTY TAXES ON LEASED LOT	1,530.35
039327	PRESSWORKS	PRINTING	511.98
039328	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	325.99
039329	QWEST	TELEPHONE	83.62
039330	QWEST	TELEPHONE	117.98
039331	QWEST	TELEPHONE	80.28
039332	QWEST	TELEPHONE	32.53
039333	RANDOM HOUSE, INC.	LIBRARY MATERIALS	630.84
039334	RECORDED BOOKS, LLC	LIBRARY MATERIALS	203.94
039335	SHELL FLEET PLUS	VEHICLE FUEL	72.73
039336	SNO ISLE LIBRARIES	TRANSFER PUB. LIB. DIRECTOR FUNDS	3,898.62
039337	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,529.47
039338	SUNRISE PACKAGING, INC.	OFFICE/LIBRARY SUPPLIES	63.27
039339	TANTOR MEDIA	LIBRARY MATERIALS	100.78
039340	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
039341	UPSTART	LIBRARY PROGRAMS	539.44
039342	VERIZON WIRELESS	TELEPHONE	131.96
039343	VERIZON WIRELESS	TELEPHONE	153.43
039344	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	388.81
039345	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
039346	ALLIED SECURITY	SECURITY & SAFETY SERVICES	145.66
039347	AUDIOGO	LIBRARY MATERIALS	57.05
039348	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,257.35
039349	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,959.87
039350	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	59.51
039351	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	7,872.85
039352	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	510.44
039353	DESERET BOOK COMPANY	LIBRARY MATERIALS	8.43
039354	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	103.50
039355	EARTHWORKS RECYCLING,INC	UTILITIES	140.00
039356	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,394.68
039357	GALE GROUP, INC.	LIBRARY MATERIALS	362.11
039358	GARETH STEVENS	LIBRARY MATERIALS	1,154.70
039359	GREATER SPOKANE INCORPORATED	MEMBERSHIP DUES	400.00
039360	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	50.00
039361	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	253.18
039362	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	22,156.93
039363	INLAND POWER AND LIGHT	UTILITIES	312.31
039364	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	43.95
039365	MIDWEST TAPE	LIBRARY MATERIALS	1,986.25
039366	NOSTALGIA MAGAZINE	LIBRARY MATERIALS	194.75
039367	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	220.42
039368	OVERDRIVE, INC.	LIBRARY MATERIALS	12,672.82
039369	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
039370	QWEST	TELEPHONE	40.14

039371	QWEST	TELEPHONE	59.85
039372	QWEST	TELEPHONE	84.07
039373	QWEST	TELEPHONE	120.42
039374	QWEST	TELEPHONE	6,961.82
039375	RANDOM HOUSE, INC.	LIBRARY MATERIALS	342.50
039376	RECORDED BOOKS, LLC	LIBRARY MATERIALS	3,439.45
039377	SHOWCASES	OFFICE/LIBRARY SUPPLIES	16.48
039378	STERLING CLEANING SERVICES	CUSTODIAL SERVICES	293.00
039379	TANTOR MEDIA	LIBRARY MATERIALS	34.98
039380	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,332.76
039381	THE TRAINING CONSORTIUM	TRAINING - INFORMATION SERVICES	2,990.00
039382	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,546.79
039383	UPS	FREIGHT	52.96
039384	WASHINGTON COUNTIES INS POOL	WCIP PARTIAL SETTLEMENT	18,653.08
039385	WASH COUNTIES INS FUND	INSURANCE PAYMENT	5.36
039386	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,198.98
039387	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	20,384.66
039388	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
W00029	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	42,676.33
W00030	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,653.78
W00031	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	48,937.40
CC0011	USB TREASURY MANAGEMENT SVCS	BANK FEES	1,033.88

Total Non-Payroll General Operating Fund **\$ 453,382.07**

PAYROLL VOUCHERS

03102011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 145,349.29
03252011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>163,570.50</u>

Total Payroll General Operating Fund **\$ 308,919.79**

TOTAL GENERAL OPERATING FUND **\$ 762,301.86**

CAPITAL PROJECTS FUND

C009500	SPOKANE COUNTY TITLE	LAND PURCHASE	<u>\$ 130,184.50</u>
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TOTAL CAPITAL PROJECTS FUND **\$ 130,184.50**

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$1,377.46
Maintenance	1,030.31
Travel	1,794.83
Acquisitions	4,079.19
Information Technolgy	717.69
Total Purchases	<u><u>\$8,999.48</u></u>

REVISING THE DISTRICT'S 2011 FINAL BUDGET (RESOLUTION NO. 11-02)

APPROVAL RECOMMENDATION

Recommendation:

That Resolution No. 11-02, Revising the District's 2011 Final Budget, be approved.

Action Required:

Motion; signatures of chair and secretary on resolution.

Background:

Two budget reviews are done each year; one in the spring and the other in early fall. If changes are required in the Board-approved total expenditure authority, a budget revision recommendation is brought forth for consideration. If a review results only in shifting line item expenditures within the same authorized level, there's no need for Board approval.

This first mid-year review and reprogramming of the 2011 budget generated several recommended changes that result in the need to increase the total expenditure authority. Many of them are fine-tuning of estimates made last fall; others are new at this time. More detailed explanations are included below and in the notes on page 9.

GENERAL OPERATING FUND

Summary

There were three major General Operating (GO) Fund financial goals for the 2011 budget; all were and continue to be met.

- Maintain current level of services
- Respond to increased customer use, including Internet access, checking out and purchasing best-selling materials and modern formats like eBooks and downloadable audiobooks, and offering job searching resources and assistance
- Stabilize library funding through 2013

The budget changes presented here result in a net decrease of \$103,554 in revenue over expenses, to the \$161,238 figure shown in the budget summary. In other words, we're still balancing the revenue and expenses with \$161,238 to spare. However, in the complicated world of budgeting, that doesn't tell the whole story. When all one-time revenues, expenses, and interfund transfers from both the original budget and this revision are factored out, the amount of recurring revenue over recurring expenses rises to over \$805,000.

The estimated ending unassigned fund balance of \$2,274,133 (20.9% of GO Fund expenses excluding interfund transfers) more than meets the 15% Fund Balance Management Policy percentage goal.

Revenues & Transfers In: - \$50,629

A \$50,629 decrease in revenues and transfers is the net from a \$37,473 lower estimate of property tax collections; slight increases in the contract fees; reclassification of Lost Materials Refunds from an expense to reduced revenue; and elimination of further revenue from public library directors meeting registrations that will now be handled by Sno-Isle Libraries.

Expenses & Transfers Out: + \$52,925

The largest portion of the expenses and transfers out increase of \$52,925 is from the one-time Washington Counties Insurance Pool assessment estimate of \$35,000 described at the March meeting and inclusion of over \$22,000 in unspent materials funds from 2010. As the budget detail notes show, several line-item reductions, including the elimination of \$8,509 in expenses for public library directors meetings, account for the odd situation of one-time expenses being higher than the net of all the changes.

Fund balance

- Beginning actual, 01/01/11: + \$687,952. Reflects final 2010 revenue and expenses.
- Reserves and designations: + \$21,102. Reflects actual amounts as of 01/01/11.
- Estimated undesignated, unrestricted fund balance 12/31/11: + \$563,326.

CAPITAL PROJECTS FUND

The Capital Reserve Fund has two purposes: it's a revolving fund used primarily to implement the Technology, Facilities Maintenance, Furniture, Fixtures, & Equipment, and Library Materials rolling five-year plans and a savings account for large capital expenditures that can't be accommodated from the General Operating Fund.

This fund's budget was revised at the March 15 Board of Trustees meeting and no other changes are necessary at this time.

RESOLUTION

Resolution No. 11-02 includes a summary of the General Operating fund budget only as there were not further changes to the Capital Projects Fund.

**Spokane County Library District
2011 Budget: April 19, 2011 Revision
General Operating Fund (001-661)
Summary**

REVENUES

Property Tax	\$ 10,738,027	
Contracted Cities, Services & Fees	487,861	
Miscellaneous Revenues	176,595	
Interest Earnings	35,000	
Total Revenues		\$ 11,437,438

EXPENSES

Salaries	\$ 5,366,379	
Fringe Benefits	1,574,741	
Supplies	222,126	
Services	1,733,404	
Capital Outlay	463,800	
Library Materials	1,468,595	
Short Term Debt	500	
Operational Contingencies	40,000	
Total Expenses		\$ 10,869,545
Transfer Out to Capital Projects Fund	\$ 406,655	
Total Expenses & Transfer Out		\$ 11,276,200

Revenues Over/(Under) Expenses	\$ 161,238	
Estimated Beginning Fund Balance 01/01/11	3,291,147	
Estimated Ending Fund Balance 12/31/11		\$ 3,452,385

(Less)

Non-Spendable Funds: Prepaid Items	(256,910)	
Non-Spendable Funds: Inventory	(64,311)	
Committed for Irving Special Program Fund	(6,207)	
Committed for Public Library Directors Meetings	(4,492)	
Committed for Compensated Absences	(100,000)	
Committed for Facility Maintenance Plan	(180,168)	
Committed for Technology Plan	(306,409)	
Committed for Furniture, Fixtures & Equipment Plan	(91,260)	
Committed for Library Materials	(136,140)	
Committed for Contingency Reserve	(135,552)	
Estimated Unassigned Ending Fund Balance 12/31/11		\$ 2,274,133

**Spokane County Library District
2011 Budget: April 19, 2011 Revision
General Operating Fund (001-661)
Detail**

REVENUE	2011 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Property Tax	\$ 10,775,500	\$ (37,473)	R1	\$ 10,738,027			
TOTAL PROPERTY TAXES	\$ 10,775,500	(37,473)		\$ 10,738,027			
Contract City: Airway Heights	\$ 146,749	\$ 283	R2	\$ 147,032			
Contract City: Spokane Valley	0	0		0			
City of Spokane Mitigation	77,348	36	R2	77,384			
TOTAL CONTRACTED CITIES	\$ 224,097	\$ 319		\$ 224,416			
Interlibrary Loans	\$ 200	0		\$ 200			
Copying & printing	21,000	0		21,000			
Nonresident Fees	12,000	0		12,000			
Fines & Charges	181,000	0		181,000			
Lost & Damaged	47,000	(2,800)	R3	44,200			
Rental Income	3,000	0		3,000			
Retail Sales	2,000	0		2,000			
TOTAL SERVICES & FEES	\$ 266,200	\$(2,800)		\$ 263,400			
TOTAL CONTRACTED CITIES, SERVICES & FEES	\$ 490,297	\$(2,481)		\$ 487,816			
Leasehold Excise Tax	\$ 20,000	\$ 0		\$ 20,000			
Shared Revenue: Timber Tax	6,000	0		6,000			
Sale of Surplus Property	0	0		0			
Grants-Nongovernmental	0	0		0			
Grants & Donations: Wellness	4,270	0		4,270			
Purchase Discounts	4,000	0		4,000			
Miscellaneous	3,000	0		3,000			
Public Library Directors Mtgs	12,000	(10,675)	R4	1,325			

REVENUE	2011 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Cobra Payroll Tax Credit	0	0		0			
Sale of Fixed Assets	0	0		0			
Gifts & Donations	7,000	0		7,000			
Sale of Library Materials	26,000	0		26,000			
E-Rate Reimbursement	105,000	0		105,000			
TOTAL MISCELLANEOUS	\$ 187,270	\$ (10,675)		\$ 176,595			
Interest Earnings	\$ 35,000	0		\$ 35,000			
TOTAL REVENUES	\$ 11,488,067	\$ (50,629)		\$ 11,437,438			
Transfer In: Cap Reserve Fund	\$ 0	0		\$ 0			
TOTAL REVENUES & TRANSFERS IN	\$ 11,488,067	\$ (50,629)		\$ 11,437,438			

EXPENSES	2010 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Salaries: Regular Hours	\$ 4,439,246	\$3,247	E1	\$ 4,442,493			
Salaries: Temporary Hours	90,000	0		90,000			
Salaries: Paid Time Off	831,386	0		831,386			
Salaries: Overtime Hours	2,500	0		2,500			
TOTAL SALARIES	\$ 5,363,132	3,247		\$ 5,366,379			
FICA-Social Security	\$ 331,963	233	E1	\$ 332,196			
FICA - Medicare	78,128	68	E1	78,196			
Retirement Contributions	351,434	220	E1	351,654			
Unemployment Insurance	6,700	0		6,700			
Medical Insurance	615,898	35,000	E2	650,898			
Vision Insurance	13,734	0		13,734			
Dental Insurance	95,548	0		95,548			
Life & Disability Insurance	4,826	0		4,826			
State Industrial Insurance	32,907	3,863	E3	36,770			
Long Term Disability	2,380	0		2,380			

EXPENSES	2010 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Employee Assistance (EAP)	1,839	0		1,839			
TOTAL FRINGE BENEFITS	\$ 1,535,357	\$ 39,384		\$ 1,574,741			
Cleaning & Sanitation Supplies	\$ 18,000	\$ 0		\$ 18,000			
Vehicle Fuel	9,000	2,000	E4	11,000			
Other Supplies	200	0		200			
Maintenance Supplies	4,300	0		4,300			
Employee Awards & Recognition	750	0		750			
Small Tools	750	0		750			
Cost of Retail Inventory Sold	4,567	0		4,567			
Office & Library Supplies	182,559	0		182,559			
TOTAL SUPPLIES	\$ 220,126	\$ 2,000		\$ 222,126			
Accounting & Auditing Services	\$ 12,500	\$ 0		\$ 12,500			
Legal Services	25,000	0		25,000			
Damages, Claims, Settlements	0	0		0			
Other Professional Services	30,010	0		30,010			
Bad Debt Expense	200	200	E5	400			
Bank & Postal Charges	13,400	0		13,400			
Software Support Services	138,500	4,000	E6	142,500			
Web Catalog Content Services	21,000	(5,060)	E7	15,940			
Collection Agency Services	87,600	0		87,600			
Electronic Library Services	38,000	0		38,000			
Data Communications: WAN	123,500	0		123,500			
Data Communications: Internet	42,000	(2,000)	E8	40,000			
Telephone	25,000	0		25,000			
Postage	36,550	0		36,550			
Freight Charges	2,000	0		2,000			
Courier Services	60,000	0		60,000			
Mileage	16,200	2,800	E9	19,000			
Travel – Business	20,100	1,050	E10	21,150			
Travel – Training Related	12,770	9,450	E11	22,220			
Travel – Board	5,500	0		5,500			
Training – Board	3,500	0		3,500			
Training – Staff	60,350	(9,450)	E11	50,900			
Public Library Directors Meetings	12,000	(8,509)	E12	3,491			

EXPENSES	2010 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Advertising & Promotion	6,000	0		6,000			
Recruitment	37,000	0		37,000			
Rentals & Leases: Other	4,700	0		4,700			
Rentals & Leases: Equipment	8,400	0		8,400			
Insurance	62,283	0		62,283			
Printing	14,000	0		14,000			
Heat, Light, & Power	151,500	0		151,500			
Water, Refuse, & Sewer	48,000	0		48,000			
Repair & Mtnce: Miscellaneous	6,000	0		6,000			
Repair & Mtnce: DP Equipment	36,000	(4,000)	E13	32,000			
Repair & Mtnce: Vehicles	4,000	0		4,000			
Repair & Mtnce: Buildings	202,800	0		202,800			
Grounds Maintenance Services	80,555	0		80,555			
Security Alarm Monitoring Svcs	7,700	0		7,700			
Snow Removal	21,341	0		21,341			
Custodial Services	175,000	0		175,000			
Dues & Memberships	13,530	0		13,530			
Wellness Services & Programs	1,424	0		1,424			
Library Programs	24,850	0		24,850			
Library Programs: Irving Fund	500	0		500			
Cataloging & Authority Services	40,200	0		40,200			
Binding Services	500	0		500			
ILL Services	12,960	0		12,960			
Lost Materials Refunds	2,800	(2,800)	E14	2,800			
TOTAL SERVICES	\$ 1,747,723	\$ (14,319)		\$ 1,733,404			
Data Proc Hardware & Software	\$ 387,200	0		\$ 387,200			
Building Renovations: Capitalized	0	0		0			
Vehicles	0	0		0			
Furniture Fixtures & Equip	76,600	0		76,600			
TOTAL CAPITAL EXPENDITURES	\$ 463,800	\$ 0		\$ 463,800			
Library Materials	\$ 1,445,982	22,613	E15	\$ 1,468,595			
TOTAL LIBRARY MATERIALS	\$ 1,445,982	\$ 22,613		\$ 1,468,595			
Short Term Interest Expense	\$ 500	0		\$ 500			

EXPENSES	2010 Budget (12/21/2010)	Adjustments	Notes	2011 Budget Revision #1	Adjustments	Notes	2011 Budget Revision #2
Operational Contingencies	\$ 40,000	0		\$ 40,000			
TOTAL EXPENSES	\$ 10,816,620	\$ 59,925		\$ 10,869,545			
Transfer Out: Capital Projects Fund	\$ 406,655	\$ 0		\$ 406,655			
TOTAL EXPENSES & TRANSFER OUT	\$ 11,223,275	\$ 52,925		\$ 11,276,200			
REVENUES OVER/(UNDER) EXPENSES	\$ 264,792	\$ (103,554)		\$ 161,238			
Estimated Beginning Fund Balance 01/01/11	\$ 2,603,165	687,982	B1	3,291,147			
Estimated Ending Fund Balance 12/31/11	2,867,957	584,428		3,452,385			
(Less)							
Non-Spendable: Prepaid Items	\$ (136,718)	\$ (120,192)	B2	(256,910)			
Non-Spendable: Inventory	(60,190)	(4,121)	B2	(64,311)			
Committed: Irving Spec Program	(6,221)	14	B2	(6,207)			
Committed: PL Directors Mtgs	(4,492)	(4,492)	B4	0			
Committed: Compensated Absences	(100,000)	100,000	B5	0			
Committed: Facility Mtnce Plan	(180,168)	0		(180,168)			
Committed: Technology Plan	(306,409)	0		(306,409)			
Committed: FF&E Plan	(91,260)	0		(91,260)			
Committed: Library Materials	(136,140)	0		(136,140)			
Committed Contingency Reserve	(135,552)	0		(135,552)			
ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/11	\$ 1,710,807	563,326		2,274,133			

**Spokane County Library District
2011 Budget: April 19, 2011 Revision
General Operating Fund (001-661)
Notes**

Note	Cost Account	Description	Increase/ (Decrease)	One-Time/ Interfund Transfer	One-Time/ G.O. Fund Revenue or Expense
REVENUES					
R1	Property Tax	Reflects final assessed valuation	\$ (37,473)		
R2	Contract City: Airway Heights	Reflects final assessed valuation	283		
R3	Contract City: Spokane	Reflects final assessed valuation	36		
R3	Lost & Damaged	Lost Materials Refunds (expense) reclassified as reduced revenue	(2,800)		
R4	PL Directors Meetings	Line item eliminated; SCLD no longer fiscal agent	(10,675)		
Total Revenues			\$ (50,629)	\$ 0	\$ 0
TRANSFERS IN					
	None		0	0	0
Total Transfers In			\$ 0	\$ 0	\$ 0
Total Revenues and Transfers-In			\$ (50,629)	\$ 0	\$ 0
EXPENSES					
E1	Salaries: Regular Hours	Branch Supervisor I reclassifications (2)	\$ 2,760		
E1	Salaries: Paid Time Off	Branch Supervisor I reclassifications (2)	487		
E1	Social Security	Branch Supervisor I reclassifications (2)	233		
E1	Medicare	Branch Supervisor I reclassifications (2)	68		
E1	Retirement	Branch Supervisor I reclassifications (2)	220		
E2	State Industrial Insurance	11.6% rate increase	3,863		
E3	Medical Insurance	Washington Counties Insurance Pool close-out assessment	35,000		35,000
E4	Vehicle Fuel	Increase usage; 13.4% fuel cost increase	2,000		
E5	Bad Debt Expense	Reflects current estimate	200		
E6	Software Support/Consulting	Moved from Repair & Mtnce: DP Equip for phone system upgrade	4,000		
E7	Web Catalog Content Service	Reflects actual costs	(5,060)		
E8	Data Comm: Internet	Reflects actual costs	(2,000)		
E9	Mileage	Increased usage; anticipated IRS rate increase	2,800		
E10	Travel: Business	Communications Mgr additions; airfare increases	1,050		
E11	Training: Staff	Moved to Travel: Staff Training to reflect actual plans	(9,450)		
E11	Travel: Staff Training	Moved from Training: Staff to reflect actual plans	9,450		
E12	PL Directors Meeting	Line item eliminated; SCLD no longer fiscal agent	(8,509)		
E13	Repair & Mtnce: DP Equip	Moved to Software Support/Consulting	(4,000)		
E14	Lost Materials Refunds	Lost Materials Refunds (expense) reclassified as reduced revenue	(2,800)		
E15	Library Materials	Unused funds carried from 2010	22,613		22,613
Total Expenses			\$ 52,925	\$ 0	\$ 57,613
TRANSFERS OUT					
	None		0	0	0

Total Transfers Out \$ 0 \$ 0 \$ 0

Total Expenses & Transfers-Out \$ 52,925 \$ 0 \$ 57,613

Total Balance of Adjustments: Revenue Over/(Under) Expenses \$ (103,554) \$ 0 \$ (57,613)

Actual Beginning Fund Balance \$ 687,982

B2	Non-Spendable: Prepaid	Reflects actual 01/01/2011 balance	\$ (120,192)
B2	Non-Spendable: Inventory	Reflects actual 01/01/2011 balance	(4,121)
B2	Committed: Irving Fund	Reflects actual 01/01/2011 balance	14
B3	Committed: Wellness	Unused funds carried from 2010	(1,295)
B4	Committed: PLD Meetings	Eliminates balance: SCLD no longer fiscal agent	4,492
B5	Committed: Compensated Absences	Eliminates balance: Funds budgeted as needed	100,000
		Total for Commitments	(21,102)

RESOLUTION NO. 11-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2011 BUDGET ADOPTED ON DECEMBER 21, 2010 WITH RESOLUTION NO. 10-13; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted a Final 2011 Budget with Resolution No. 10-13 on December 21, 2010;

WHEREAS, the Board revised the 2011 Capital Projects Fund Budget with Resolution No. 11-01 on March 15, 2011;

WHEREAS, estimates of revenues and expenses necessary for District maintenance and operations and fund balance estimates for the General Operating Fund have been updated since the December 21, 2010 budget adoption date;

WHEREAS, the Board has determined it is necessary to revise the District's 2011 budget to reflect these General Operating Fund changes;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: ADOPTION OF REVISED 2011 BUDGET

The Board hereby adopts a Revised 2011 Budget for the General Operating Fund (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), as follows.

General Operating Fund (001-661): \$ 11,276,200

Section 2: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of April 2011.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair

ATTEST

Michael J. Wirt
Secretary to the Board of Trustees

Exhibit A

**Spokane County Library District
2011 Budget: April 19, 2011 Revision
General Operating Fund (001-661)
Summary**

REVENUES

Property Tax	\$ 10,738,027	
Contracted Cities, Services & Fees	487,861	
Miscellaneous Revenues	176,595	
Interest Earnings	35,000	
Total Revenues		\$ 11,437,438

EXPENSES

Salaries	\$ 5,366,379	
Fringe Benefits	1,574,741	
Supplies	222,126	
Services	1,733,404	
Capital Outlay	463,800	
Library Materials	1,468,595	
Short Term Debt	500	
Operational Contingencies	40,000	
Total Expenses		\$ 10,869,545
Transfer Out to Capital Projects Fund	\$ 406,655	
Total Expenses & Transfer Out		\$ 11,276,200

Revenues Over/(Under) Expenses	\$ 161,238	
Estimated Beginning Fund Balance 01/01/11	3,291,147	
Estimated Ending Fund Balance 12/31/11		\$ 3,452,385

(Less)

Non-Spendable Funds: Prepaid Items	(256,910)	
Non-Spendable Funds: Inventory	(64,311)	
Committed for Irving Special Program Fund	(6,207)	
Committed for Public Library Directors Meetings	(4,492)	
Committed for Compensated Absences	(100,000)	
Committed for Facility Maintenance Plan	(180,168)	
Committed for Technology Plan	(306,409)	
Committed for Furniture, Fixtures & Equipment Plan	(91,260)	
Committed for Library Materials	(136,140)	
Committed for Contingency Reserve	(135,552)	
Estimated Unassigned Ending Fund Balance 12/31/11		\$ 2,274,133

PURCHASING POLICY (REVISION)

APPROVAL RECOMMENDATION

Recommendation:

That the Purchasing Policy be revised as presented.

Action Required:

Motion.

Background:

Unlike many political subdivisions of the state, there are no detailed statutes governing library district general purchasing, except for broad statements in RCW 27.12.210(9) and (1): “[Trustees] shall... Purchase books, periodicals, maps, and supplies for the library,” and “Adopt such bylaws, rules, and regulations for their own guidance and for the government of the library as they deem expedient.” However, library districts are subject to several specific purchasing-related statutes that have general application to all political subdivisions, such as public works and prevailing wage laws. The District’s Purchasing Policy carries out the intent of RCW 27.12.210 as well as other applicable statutes.

The threshold amounts included in the policy are kept consistent with those of the state’s Department of General Administration (GA).

Revision recommendations

- Changes in the dollar amounts for the three purchasing methods reflect the GA’s 2011 thresholds.
- Bullet points under Request for Quotes are more procedure than policy, so are dropped.
- Minor editorial changes under Competitive Sealed Bidding.

Revised policy mark-up

The revised policy, showing additions and deletions, follows.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: PURCHASING

It is the policy of Spokane County Library District to solicit competition when procuring goods and services. The objective of competition is to promote confidence in the integrity and cost effectiveness of the District's procurements while maximizing economic benefits. To this end, the purchasing method for most goods and services shall be based upon a triad of cost, quality, and availability.

1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time.

a. Direct Buy

Purchases under ~~\$3,300~~ \$3,500 (excluding sales tax and freight) may be completed without soliciting competition. The decision not to compete may be made based upon the purchaser's experience and knowledge of the market to provide the required quality at the lowest cost.

b. Request for Quote

Purchases between ~~\$3,300~~ \$3,500 and up to ~~\$46,200~~ \$49,000 (before sales tax and freight charges) shall be competitively solicited and documented.

- ~~The request and the quote in response may be written and/or oral.~~

- ~~A minimum of three quotations shall be sought.~~

c. Competitive Sealed Bidding

A formal, competitive process (e.g. "Invitation for Bids" (IFB) or "Request for Proposals" (RFP)) shall be used for purchases of more than ~~\$46,200~~ \$49,000.

If the Board of Trustees determines that it is in the best interests of the District, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the District may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.

2. Special Types of Purchases

a. Architectural and engineering services

Procurement of architectural and engineering services shall follow the requirements of RCW 39.80.

b. Public works projects

For public works projects, as defined and governed by the Revised Code of Washington, the competitive sealed bid threshold shall be \$46,200. Administration of such projects shall comply with the state's prevailing wage laws and regulations and provisions of the Davis-Bacon Act, if federally funded.

c. Real estate

Real estate purchases shall be privately negotiated and then approved by the Board of Trustees.

d. Commercial services

Contracts for commercial services (such as maintenance and interlibrary courier) may be renewed for up to four years beyond the initial one-year term before new price quotations or bids are solicited.

3. Purchases Exempt From Competition

a. Goods and services that meet an emergency requirement

b. Purchases that are clearly and legitimately limited to a single source of supply

c. Utilities

d. Postage & postal services

e. Insurance

- f. Original equipment manufacturer repair services
- g. Professional licenses and memberships
- h. Library materials
- i. Miscellaneous fees
- j. Conferences and seminars
- k. Repair or replacement of rental equipment
- l. Personal services
- m. Legal & promotional advertising
- n. Printing
- o. Purchases through State of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms

4. Purchase Contracts

Contracts for the purchase of goods and services or for public works projects in excess of ~~\$46,200~~ \$49,000 shall be awarded by the Board of Trustees at a regular or special meeting and executed by the Director on behalf of the Board. All other formal written purchase contracts for which funds have been budgeted shall be approved and executed by the Director.

For purposes of this policy, purchase orders are not considered purchase contracts and may be executed by the District's business manager.

5. Purchasing and Vendor Payment Processing

a. Purchase Orders

Purchases will normally be made through a purchase order system. All invoices shall be processed in a timely manner, with discounts for prompt payment being utilized when appropriate.

b. Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety to avoid incurring finance charges.

6. Grants

For all grants, either federal, state or privately funded, the District shall insure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

7. Procedures

The Director is authorized to develop procedures to implement this policy.

8. Authority

The authority for the adoption of this Purchasing Policy is RCW 27.12.210.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JULY 15, 1982
LATEST REVIEW AND REVISION: APRIL 19, 2011

LIBRARY DIRECTOR POSITION DESCRIPTION UPDATE: DISCUSSION AND DIRECTION

Discussion goal:

To consider revisions to the Library Director position description and provide direction on other desired changes; formally adopt the revision through a motion if it's acceptable.

Background:

The first step in the library director recruitment process is to ensure the position description reflects current duties, responsibilities and expectations so it can be used in preparing recruitment materials.

The current description was last revised in December 2006 as part of a larger project to update and make format changes in all District position descriptions.

Consultant June Garcia, HR Manager Paul Eichenberg, and I reviewed the current version with the resulting revision recommendations which are primarily a fine-tuning for clarification and completeness.

If during discussion you find them acceptable and/or agree upon additional changes, you can approve the revised position description at this meeting with a formal motion. Otherwise, it will need to come back to you in May for action.

The recommended revision follows, with additions and deletions noted.

Proposed Revision: 04/19/11

Spokane County Library District

CLASSIFICATION: E

POSITION TITLE: Executive Director

GENERAL PURPOSE:

Under the general direction of the Board of Trustees, serves as chief executive officer of Spokane County Library District and secretary to the District's Board of Trustees.

POSITION SUMMARY:

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

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership and strategic direction for the District. Develops the District's organization structure; manages and directs major functions, activities, and services; reviews and evaluates results and initiates corrective action as needed. Directs short- and long-term strategic planning for programs, services, and activities, library facilities, technology, finance and staffing.

Serves as Board of Trustees secretary and provides administrative support to the Board of Trustees. Develops and/or recommends new or revised policies, programs, services, or operational procedures for Board consideration; assures the Board is provided with all information necessary to conduct its responsibilities; implements, administers, and interprets policies, plans, and decisions of the Board of Trustees to District personnel and the general public.

Develops and (~~upon Board approval~~) administers the District's annual budget; recommends reallocation of resources as needed.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Encourages use of technologies that improve the customers' experiences and enable staff to be more productive.

Directs the District's advocacy efforts.

Establishes and maintains continuous effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations, and the general public. Participates in the activities of area civic and community organizations.

Serves as an official spokesperson for the District.

Participates in professional library ~~and other~~ organizations.

Maintains current knowledge of developments, trends, and issues in librarianship, library administration, public administration, and technology.

Maintains current knowledge of state and federal laws and regulations, existing and proposed, affecting the District; communicates new impacts and the District's position to appropriate parties; actively participates in state legislative planning activities.

Proposed Revision: 04/19/11

Interacts in a professional and respectful manner with the Board of Trustees, District staff and the public.
Attends work on a regular and dependable basis.

OTHER JOB FUNCTIONS:

Other duties as may be assigned to meet the needs of the District.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principles and practices of library and information science as applied to public libraries
- Principles and practices of public administration as applied to public libraries
- ~~Library district organization, authority, functions, and relationships with other governmental jurisdictions;~~
- The principles and practices of goal setting, program planning/implementation/budgeting, and management by objectives and results;
- ~~Library and information science;~~
- ~~Organizational management theory.~~
- Library district organization, authority, functions, and relationships with other governmental jurisdictions preferred.

Ability to:

- Attend work on a regular and dependable basis;
- Establish and maintain cooperative and harmonious working relationships with elected officials, employees, representatives of business, civic, and government organizations and the general public;
- Provide leadership to District managers and staff;
- Develop and prepare effective and complete correspondence and administrative reports;
- Speak effectively before groups;
- Build coalitions and develop consensus;
- Appraise the quality of library services through inspection and review of work reports and to develop and effectively implement improvements;
- Analyze complex problems and conduct necessary research in solving them;
- Lead, coach, and motivate managers and to coordinate their efforts at the policy/program implementation level;
- Comprehend and interpret laws, ordinances, rules, and regulations;
- Adapt to and work within the prevailing political and social environment;
- Delegate responsibility;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by R.C.W. 27.04.055. ~~Certification may be~~

Proposed Revision: 04/19/11

obtained by 1) having a Master of Library Science degree from an ALA accredited school, or 2) passing an examination given by the Certification Board demonstrating knowledge equivalent to an M.L.S.; and eight years progressively responsible professional library management experience with at least five years recent professional senior level management experience in a public library: ~~with multiple site management experience preferred; experience in independent library district preferred.~~ Advanced professional level training in the areas of administration and supervision of library programs and personnel or library science leadership may be substituted for up to one two years of ~~the~~ experience (Certificate of Completion required).

Possession of a valid driver's license and normal risk insurability.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, database, spreadsheet, e-mail and calendar programs; PDA, and cell "smart" phone; and motor vehicle.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed ~~primarily in an office environment while sitting at a desk or computer terminal for extended periods of time~~ in a variety of venues, including an office environment while sitting at a desk and using a computer; meeting and conference rooms; and library branches. ~~Travel to a variety of different locations, local, in-state and out-of-state, including overnight stays,~~ to perform work and/or attend meetings is required. Requires personal interaction with elected officials, employees, representatives of business, civic, and government organizations and the general public. Sufficient powers of observation are required to analyze and review financial and statistical records, reports and recommendations, and observe the work of subordinate employees. Hearing, speaking, and listening to individuals and groups in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate to high levels of stress are illustrative of the mental and physical requirements of the position.

Minimal physical exertion is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Salary Range: E

Revised: ~~12/19/06~~; 04/19/11 (Board of Trustees)

LIBRARY DIRECTOR RECRUITMENT & HIRING TIMELINE: DISCUSSION AND DIRECTION

Discussion goal:

Provide direction on the proposed library director recruitment and hiring timeline so it can be finalized and implemented; no formal action required.

Background:

Consultant June Garcia and HR Manager Paul Eichenberg developed the attached timeline of tasks and events that carry out the recruitment and hiring activities detailed in Ms. Garcia's Scope of Work. As you see, it includes the party responsible as well as start and end dates. It also notes whether Board of Trustees group activities will be done at regular or special meetings.

Some clarification regarding Board of Trustees decisions and actions may be helpful. The Open Public Meetings Act is quite specific about what can and can't be done in an executive session, whether during a regular or special meeting.

RCW 42.30.110 Executive sessions. (1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

For example, the conference call to determine semi-finalists will be done at a special meeting and can be done in executive session. The meeting must be announced in the normal manner for a special meeting, called to order at the appointed date and time, and a motion made to go into executive session for a specified time period. After the executive session the Board must return to adjourn the meeting. As with all special meetings, minutes are required. At the end of the process, the final hiring action must occur in a meeting open to the public, whether regular or special.

The purpose of today's agenda item is to review the timeline, answer your questions, and make any necessary changes so we can begin working on immediate tasks, schedule agenda items for regular meetings, and add tentative special meeting dates to the year's Board of Trustees meeting schedule.

TASK	PARTY RESPONSIBLE	DATE		STATUS
		TO START	TO COMPLETE	
Draft recruitment timeline	Garcia & HR staff	3/29/11	4/1/11	Done
Review job description and propose revisions if appropriate	Garcia	3/29/11	4/1/11	Done
Consider proposed revisions to job description, and if acceptable, approve revised job description (Regularly scheduled Board meeting)	Library Board	4/19/11	4/19/11	
Consider proposed timeline and, if acceptable, approve (Regularly scheduled Board meeting)	Library Board	4/19/11	4/19/11	
Develop first draft of e-brochure and job ads	Library staff	4/11/11	5/31/11	
If not approved in April, consider proposed revisions to job description, and if acceptable, approve revised job description (Regularly scheduled Board meeting)	Library Board	5/17/11	5/17/11	
Review e-brochure and job ads and provide feedback to library staff	Garcia	5/31/11	6/6/11	
Revise brochure as appropriate and send to appropriate parties for review	Library staff	6/6/11	6/15/11	
Review brochure and ads and identify any needed changes (Regularly scheduled Board meeting)	Library Board	6/21/11	6/21/11	
Create final version of brochure	Library staff	6/22/11	7/14/11	

Approve brochure and ads (<i>Regularly scheduled Board meeting</i>)	Library Board	7/19/11	7/19/11	
Post brochure on web site	Library staff Garcia	8/22/11	8/30/11	
Distribute electronic brochure to potential candidates and other interested parties	Garcia	8/22/11	8/30/11	
Coordinate the placement of job announcement on various free listservs	Garcia	8/22/11	8/30/11	
Place ads/job announcements in approved paid sites such as the online sites of Library Journal and American Libraries	HR staff	9/1/11	9/2/11	
Contact potential applicants and encourage them to apply	Garcia	9/1/11	9/30/11	
Submit applications to Library HR Department	Candidates	9/1/11	10/7/11	
Add agenda item to September Board meeting for background checks	HR	9/1/11	9/14/11	
Copy and send application materials to consultant	HR Staff	10/10/11	10/10/11	
Coordinate with library staff, the preparation of a packet of library and community information that will be distributed to the finalists prior to their interviews	Garcia & HR staff	9/1/11	11/12/11	
Create summary documents with pertinent information about all applicants	Garcia	10/10/11	10/14/11	
Submit summary documents to Human Resources for distribution to Library Board	Garcia	10/14/11	10/14/11	
Send Library Board Application materials notebook with	HR Staff	10/19/2011	10/19/2011	

summary documents from consultant to Board members				
Review applications and summary documents prior to conference call	Library Board	10/24/11	11/4/11	
Conduct conference call to determine semi-finalists (<i>Special meeting/Executive session</i>) and	Library Board & Garcia	11/4/11 or 11/5/11	11/4/11 or 11/5/11	
Establish schedule for semi-finalist telephone/Skype interviews (<i>Special meeting/Executive session</i>) HR Staff to assist with Board meeting minutes	Library Board & Garcia	11/4/11 or 11/5/11	11/4/11 or 11/5/11	
Invite candidates to participate in semi-finalist interviews	Garcia	11/5/11	11/7/11	
Send "sorry" letters to individuals not invited to participate in semi-final interviews	Garcia	11/5/11	11/7/11	
Create and send invitations for the community open house	Communication Manager/HR	11/5/11	11/7/2011	
Conduct semi-finalist interviews and determine candidates to be invited to Spokane to participate in final interviews (<i>Special meeting/Executive session, Spokane Valley Library meeting room</i>) HR Staff to assist with Skype and Board meeting minutes	Library Board & Garcia	11/11/11 and 11/12/11	11/11/11 and 11/12/11	
Establish schedule for final interviews	Library Board, Garcia, and HR staff	11/11-12/11	11/11-12/11	

Contact finalists and review the interview process with them	Garcia	11/12/11	11/14/11	
Coordinate travel arrangements with each finalist	Garcia & HR staff	11/14/11	11/16/11	
Conduct initial reference checks with input from HR in reference to background checks	Garcia	11/14/11	11/30/11	
Send "sorry" letters to individuals not invited to participate in final interviews	Garcia	11/14/11	11/19/11	
Develop documents to be used during final interviews, including interview questions, scoring sheets, and comment forms to be used by open forum participants	Garcia	11/14/11	11/19/11	
Develop a schedule for final interviews including specific times for activities such as: <ul style="list-style-type: none"> orientation tours (1st day) interviews with the Library Board and/or meeting with library administrative staff (If interviews held at Administrative Offices) (2nd day) Community event to allow staff and invited guests to hear presentations by and interact with each finalist (2nd day afternoon/evening) open forum for staff Q & A (3rd day morning) other events or meetings requested by the Library Board 	Garcia & HR Staff	11/14/11	11/19/11	
Conduct final interviews and other interview-related activities (<i>Special meeting/Executive session, Administrative Offices conference room</i>) Post notice of Board attendance at open events such as reception, staff forums etc. as required; HR Staff to assist with Board meeting minutes	Library Board, Library Staff, & Garcia	12/1/11 or 12/8/11	12/3/11 or 12/10/11	

Determine preferred finalist (<i>Special meeting/Executive session, Administrative Offices conference room</i>) HR Staff to assist with Board meeting minutes	Library Board	12/3/11 or 12/10/11	12/3/11 or 12/10/11	
Offer position and negotiate compensation	Board Chair & Garcia	12/5-6/2011 or 12/12-13/2011	12/5-6/2011 or 12/12-13/2011	
Notify other finalists that they were not selected	Garcia			
Appoint new library director and if employment contract, approve contract (<i>Regularly scheduled Board meeting</i>)	Library Board	12/20/2011	12/20/2011	
Submit draft transition plan to library board	Garcia	01/10/2012	01/10/2012	
Review transition plan and identify needed changes (<i>Regularly scheduled Board meeting</i>)	Library Board	01/17/2012	01/17/2012	
Revise transition plan based on library board comments	Garcia	01/19/2012	01/31/2012	
Review, revise, and finalize transition plan with director-designate (<i>Special Meeting/Executive session</i>) HR Staff to assist with Board meeting minutes	Library Board and Director-Designate	February 28/29 2012	February 28/29 2012	
Welcome new director and implement transition plan	Board Chair Library Staff	March 1, 2012	March 1, 2012	

FUTURE BOARD MEETING TENTATIVE AGENDAS: MAY – JULY 2011

FOR INFORMATION ONLY

Next meeting

May 17, 2011: Deer Park Library

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

- Travel Policy review and recommendation
- Personnel Policy updates
- West Plains' Annexation mitigation agreement (tentative)
- Board of Trustees summer meeting schedule
- Library director position description update (if not approved in April)
- Library director recruitment and hiring timeline (if not approved in April)
- Overview: Teen programming

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Monday, May 2, for inclusion in the preliminary agenda to be emailed on Wednesday, May 4. The meeting packet will be mailed Wednesday, May 11.

Future meetings

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

June 21, 2011: Argonne Library/Administrative Offices

- Confidentiality of Customer Information and Customer Privacy Policy review
- Overview: Open Public Records Act

July 19, 2011: Medical Lake Library

- Disposal of Surplus Property Policy review
- Overview: Getting Library Materials Back

LIBRARY SERVICES

Branch Services

Customer Use Measurements

Like February, March brought a 6% District-wide increase in in-branch circulation over the same month last year, slightly higher than January (+5). Total circulation (including digital downloads and web renewals) was also up 6%. Regarding use of self-check stations, much like February, this month they accounted for just over 41% of total in-branch circulation, with Medical Lake and Spokane Valley users topping out at around 50%, and Cheney being the lowest at around 22%.

This is the third consecutive month of slight decline in door count District-wide but that will likely level off, if not reverse, as we approach the summer months. Program attendance was up 5%, a substantial shift from -9% in February.

Software station bookings (-8%) and reference inquires (-6%) were also down, but not as drastically as they were in January or February. While these declines appear to be leveling out, the drop in software station bookings is something we'll continue to monitor, as computer stations have historically been in high demand.

Airway Heights stands out this month as having the highest increases across the board, with a 26% increase in circulation and a 28% increase in program attendance. Fairfield continues to be the one consistently declining trend in usage. In-branch circulation was down only -10% this month when compared to March 2010, which is half of what it was in February – a bright spot.

Security Incident Reports

Sixteen Security Incident Reports were filed in March, the same number as reported last month. There were two building issues reported, two incidents of restroom vandalism (North Spokane and Otis Orchards), and one 911 hang up call at Argonne. The strangest act of apparent vandalism was a couch cushion set ablaze next to the Spokane Valley Library dumpster. The remaining reports were a variety of issues, many which were human behavior situations that resulted in Rules of Customer Conduct advisements or were recorded as potential problems.

Credit/Debit Payments (a post-mortem report)

What is most disappointing about suspending credit/debit card services is the collateral suspension of the emerging growth trend we were seeing in both credit/debit payments and in overall payments at the registers. We've identified the primary contributors to these increases as the reinstatement of requiring account balances to be zeroed at the time of renewal that took effect on January 1, and the generalized bill notices that started going out this month. According to staff feedback, both of these factors have prompted people to use credit/debit cards to settle these long standing smaller balances.

Adult Services (Stacey Goddard, adult services manager)

Programming: March computer instruction classes attendance was 39, an average of 7.8 and up from last March's average of 6. North Spokane filled 19 of the 20 slots in its two Email Basics classes. Average book discussion group attendance averaged 6.5, substantially up from last month. On the downside, in cooperation with EWU and its Big Read events, we presented two film screenings at Moran Prairie with combined attendance of just five. And no one came to the first of our Master Gardener series at North Spokane.

Community: We visited 46 facilities in March, up two from last month. Two librarians represented SCLD at the *Road to Spokane: Bing Crosby's Family History* genealogy event at Gonzaga. Several Spokane Valley staff joined Bethany Luck-Hutson in staffing our booth at the annual Spokane Valley Chamber of Commerce Business Resource Fair and talked with almost 100 people.

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

Programming: The "Under Construction" After School Specials drew an average of 14 kids - with a high of 50 at North Spokane and a low of 2 at Fairfield. The "Sing-Along Songs" program, which was a special in-house preschool program, drew an average of 20 kids - with a high of 68 at North Spokane and a low of 9 at Airway Heights. We provided 122 in library storytimes to 3,728 children.

Community: There were 20 childcare facility visits, providing 47 storytimes to 733 children. Gwendolyn participated in BLOCK fest. Mary Ellen and Gwendolyn attended a Seeds to Success meeting, a community group for the quality and rating improvement system for childcares.

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

There was a 6.9% increase for in-branch circulation over last March with 41.29% of the total from customer self-checkouts. The new overdue fee structure was implemented at the beginning of the month and there was little reaction reported from customers anywhere in the District. Thanks to an email from a serviceman attached to Fairchild Air Force Base but deployed to Afghanistan, we clarified that these customers could update their library cards and download e-books and audiobooks during their tours of duty.

Branch highlights

Airway Heights Library (Pat Davis, branch supervisor) Storytime average attendance was slightly lower than last March but the After School Special attendance was more than double. A young adult female assaulted a young adult male in the library and then left the building followed by two other young males. Staff called 911. Two Airway Heights police officers responded, one to escort the alleged victim who feared for his safety out of the building, and the other to take witness statements. Pat attended the monthly West Plains Chamber meeting.

Storytime and After School Special attendance comparisons at **Argonne Library (Mary Kay Anderson, branch supervisor)** were the opposite of Airway Heights. Mary Kay wrote last month about library card applications from far out of the area and it may be that they were people who used our link to Tumblebooks that didn't require authentication until just recently. A person in Ohio, a place we had several requests from, had an online request rejected and she emailed back stating she had hoped to get a card so she could continue using the database with her class. We gave her some information to take to her library. It's common for us to mail back a library book belonging to another organization; the librarian of a local church library was so pleased to get one returned that she came in and made a small donation to defray the cost of the postage.

Cheney Library's (Rachel Evans, branch supervisor) Storytime and After School Special attendance was up, but the Preschool Play & Learn attendance was slightly down. The Cheney Middle School librarian and staff helped to promote our upcoming "Game On" program by passing out fliers in the school library the week before spring break. Alpha Psi donated a 42-cup coffee urn for use in the meeting room. A Cub Scout troop of second graders toured the library to learn how the library functions, as well as how to get their own library cards.

A group of students from Pend Oreille County arrived at **Deer Park Library (Kris Barnes, branch supervisor)** to research libraries and tour the branch. The teacher told Kris that they came to Deer Park because they wanted their library experience to include a tour of a big library. Staff set up a booth at the senior day celebration at the Eagles and fielded questions about the library to the 128

attendees. Patrick Roewe and Kris attended the Deer Park Chamber of Commerce luncheon. Vandalism in the men's restroom continued.

Fairfield Library's (Bev Bergstrom, branch supervisor) Storytime attendance was up over last March. Bev and a Friend of the Library set up the library display at the Freeman Middle School Science Fair, with enthusiastic response from students, parents and teachers. A customer who submitted a job application using our public computer traveled to Las Vegas for an interview. She also used our computers to plan her drive and send emails to her prospective employer; the last thing she did was to check out several audiobooks for the trip. The Friends group attended a Spokane Valley Friends meeting to get acquainted and glean ideas.

Kid's program attendance at **Medical Lake Library (Laura Baird, branch supervisor)** was down. The Friends donated \$2,000 towards the purchase of two new tables and chairs for the children's room. They also hosted a get to know the author program at their monthly book discussion group with Linda Lael Miller the guest speaker. Afterwards, Linda donated several books to the library. A practicum student at SFCC signed the Story Times for her sign language interpreter training. The librarian at the Medical Lake High School promoted the "Game On" program to students at all four of the schools.

Moran Prairie Library's (Jason Johnson, branch supervisor) Storytime numbers were consistent with attendance from last month. The After School Special attracted 22 participants, with attendance increasing each month this year, rising from 13 in January to 20 in February to 22 in March. We have had difficulty with a particular family not leaving the library in a timely fashion at closing time, even after having been talked to multiple times. After a few months of not having an active volunteer, we now have three. The Friends held its first meeting in quite some time and filled all open officer positions. A practicum student at SFCC, signed the Story Times for her sign language interpreter training.

The "Sing Along Songs" children's program at **North Spokane Library (Patrick Roewe, branch services manager)** brought in 68 participants – the highest attendance for a non-summer reading children's program in the last two years. As previously mentioned, the Master Gardener program had no attendees. We received this response to an emailed bill notice: "You have your books, now stop harrassing [sic] me you nazis [sic]." In more positive email communication, we received this response to an email renewal notice: "I have moved to Idaho but thank you for your wonderful services, especially the computers, I wouldn't have made it through college without them." Patrick attended weekly Rotary Club 21 meetings, and I joined him when Governor Gregoire was the guest speaker. The Friends held its annual spring book sale.

At **Otis Orchards Library (Bev Bergstrom, branch supervisor)** a new Storytime mom was concerned when she saw snacks being brought by other moms, as her child is highly allergic to several foods and would not be able to attend if that continued. An announcement was made, the other moms stopped bringing snacks, and the mother was delighted we were so willing to accommodate her child. A customer began a book club with seven people showing up for the first meeting in the meeting room. Bev participated in the East Valley Senior High senior project judging. Racist graffiti in the men's restroom was quickly taken care of.

Spokane Valley Library's (Doug Stumbough, branch services manager) Toddler Play and Learn averaged 74 participants for the month, the highest monthly average for that program since it began, and the teen Anime program drew 34 attendees, another record. The Friends met to plan the upcoming book sale and agreed to make donations to Spokane Is Reading and to SCLD to sponsor a Mark Twain summer program. A teen girl using an Internet station in the teen area was

repeatedly asked for contact information by an older gentleman but refused. After she told staff what happened, they approached him and told him it was not appropriate to be asking for that information and he was not to do it again, to which he said OK and nothing else. A burning couch cushion was left next to the dumpster and discovered when a Tax-Aide volunteer noticed smoke. Staff doused the cushion and Valley Fire came and made sure it was out.

COLLECTION SERVICES (ANDREA SHARPS, COLLECTION SERVICES MANAGER)

Collections

- Ordered 2,822 titles and 10,139 copies, well above an average month in 2010; processed, added to the system, and sent out to branches 9,338 items, the second highest month ever – the highest was in preparation for the Moran Prairie storefront library opening.
- Net year-to-date increase in the print/ nonprint collection of 2,234 items is comprised of an increase of 1,248 nonprint and 986 print items.
- Added a “Gift of the Friends of the North Spokane Library” public note to 13 “Mother Goose: What’s the Big Idea?” kits purchased with money donated by the Friends.
- OverDrive had 9,103 checkouts in March, the best monthly total ever with an average of over 293.6 circs per day. Customers placed a total of 3,325 holds. We had 1,386 unique users, the highest ever total for a month.

Technical Services

- COOKERY subject heading conversion to COOKING is completed. About 2,300 records and over 3,000 headings were updated.
- *Nancy Drew* paperbacks are moved from Teen to Child Mystery genre.

ADMINISTRATION

Credit and debit card acceptance suspended

Due to changes in credit card industry security compliance requirements that we were no longer able to meet, we stopped accepting credit cards at service desks after March 31. An alternate customer self-service method that’s also secure but doesn’t place the security compliance responsibility on SCLD will be in place this spring. It will also allow online payments.

SCLD property value breakdown

Final 2011 tax documents received from the Assessor’s Office included a table with the breakdown between residential and commercial taxable values, something I don’t remember seeing before. It’s of interest because it indicates vulnerability to economic issues unique to each sector. It shows that 65.60% of SCLD’s assessed valuation is single-family residential, 5.05% is multi-family, and 29.26% is commercial. The highest area for residential is Medical Lake at 79.70%; the highest for commercial is Millwood at 59.58%, most of which is the paper mill.

2011 Legislature

With no viable legislation this year having any significant positive or negative impact on the District – and because the state budget crisis doesn’t impact library districts – there’s been little to report and nothing requiring action this session. But with all but the final cutoff having passed there was one last-minute introduction that came as a surprise. HB 2033 – a proposal “consolidating arts and heritage programs for the purpose of streamlining government and improving efficiency” – would create a Department of Heritage, Arts and Culture that includes the Washington State Library. Under the legislation it would move from the Office of the Secretary of State (OSOS) along with money accumulated for the future Heritage Center project.

The real purpose of the bill appears to be salvaging several other departments and the state's two historical museums with the State Library, an OSOS oral history and biographies legacy project, and the Heritage Center account included to make it work. There's no discernable benefit to the State Library.

The bill was heard by the House State Government & Tribal Affairs Committee on March 31 but no vote was taken.

Upriver Drive property acquisition

Taking advantage of a once-in-a-lifetime opportunity, the District quickly made an offer for purchase of the property adjacent to the Argonne/ Administrative Offices building that was accepted and subsequently approved in Board of Trustees' action. Final documents were signed on March 29 for the April 1 closing. This half-acre of land provides much-needed flexibility for the future building expansion that's part of the Library Facilities Master Plan.

The listing price of \$129,900 was well below the assessed valuation.

The next steps are to determine what's in the best interests of the District to do with the small house on the property and the amount and location of additional space. Toward that end, Architect Mark Dailey will soon begin site study work and a professional house moving company about will provide information about the feasibility and cost of moving the structure to a new location.

Proposed West Plains' annexation

Mitigation agreement

Following direction from your March 15 meeting, I informed the City of Spokane that we were ready to put together a draft agreement and the dates of your next two meetings. April won't work for the city so the agreement document should be available for your May meeting agenda.

Leasehold excise tax

The County Treasurer's Office, Business Manager Bill Sargent and I were finally able to determine the amount of leasehold excise tax generated on Spokane International Airport property in 2010. Of the \$21,719 SCLD received, it was \$13,906 (64%). This isn't an insignificant amount so it's clear that leasehold excise tax should be included in the base year tax loss in the agreement.

State of the County address

Board of County Commissioners Chair Al French presented the State of the County report this morning at the monthly GSI breakfast. At least two trustees, Bethany, and I attended. I think we were all surprised to see libraries listed on a slide of the "Lucky 13" services identified for potential regionalization. Afterwards I had a brief chat with Commissioner Mielke, at which time I told him this has already been studied and we'd be glad to share the information with him and the other commissioners at the appropriate time.

Early learning/early literacy

Youth Services Manager Mary Ellen Braks and I attended the Inland Northwest Alliance for Early Learning Leadership Team meeting on March 10 and provided one of the few bright spots in a meeting that otherwise focused on the impact of state budget cuts on local programs. We talked about the success of our Play and Learn Storytimes, plans to increase the number of sessions, and public computer availability for child care providers – with no reductions planned for anything.

On March 18, I attended the Foundation for Early Learning's (FEL) annual Leadership Luncheon in Seattle along with a dozen other library-types from Western Washington. The Early Learning Public Library Partnership (ELPLP) contracts with the FEL to carry out its goals, one of which is to make the early-learning community aware of the role of public libraries in early literacy. From the

number of times libraries were mentioned in presentations – at least four – they’re clearly doing their job.

MY PROFESSIONAL AND COMMUNITY ACTIVITIES

Rotary 21 luncheon; Inland Northwest Early Learning Alliance Leadership Team meeting; GSI breakfast (State of the County) and Business After Hours; Foundation for Early Learning Leadership Luncheon (Seattle); WLA Legislative Planning Committee weekly conference calls.

COMMUNICATIONS (BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)

- In media relations, sent upcoming-event releases for four programs and a new employee announcement.
- In community relations, KHQ filmed a Baby Lapsit Storytime at North Spokane for an upcoming “Success By 6” PSA; attended the Greater Spokane Inc. “State of the County” breakfast at Mirabeau Park Hotel on March 11; coordinated the booth materials for and attended Greater Spokane Valley Chamber of Commerce Resource Trade Show on March 23.
- In issues management, developed messaging for suspension of credit/debit card services.
- For the website, continued work on About SCLD updated; added Facebook “Like” button to every page, which has increased our average daily “Likes;” added “Game On!” and “Ask the Nook Expert” web features.
- Traveled to Tumwater on March 25 to attend the spring meeting of the PR Forum

HUMAN RESOURCES (PAUL EICHENBERG, HR MANAGER)

- Recruited for two positions; two people were hired; there were two resignations, two reclassifications, and no transfers or promotions.
- The employment application form is being revised for the first time in several years.
- Paul presented a class on FMLA and other changes to Washington leave laws to managers and supervisors.
- Thirty employees attended the First Aid/CPR training class.

INFORMATION TECHNOLOGY (PRISCILLA ICE, IT MANAGER)

- Due to changes in credit card industry compliance requirements, SCLD stopped accepting credit cards at service desks. An alternate method which doesn’t require us to go through the compliance exercise will be put in place this spring.
- Symphony (our Integrated Library System) was upgraded to a new version.
- Software stations and staff computers were upgraded to Internet Explorer 8 to improve security and address problems with some websites.
- Priscilla and two staff, along with Spokane Public Library staff traveled to Issaquah to get firsthand information on King County Library System’s Evergreen open source ILS project.

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

- In finance, the final credit/debit card transactions were processed; the Control of Capital Assets Policy was updated.
- In facilities, the low bid for a mid-April project to reseal and restripe six parking lots was \$19,151.38, plus tax; substantially less than the budgeted amount. The estimate for additional lighting to increase security at the Spokane Valley Library auxiliary parking lot is \$5,000, and Medical Lake Library staff work-area carpeting was replaced.

Customer Use Measures

March 2011

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,026	115,658	N/A	1%	N/A
Door count	128,990	126,631	346,597	-1%	0%
Circulation	242,926	225,569	671,167	6%	7%
Digital Media Catalog	9,103	5,036	25,183	85%	67%
Reference inquiries	22,937	23,772	60,809	-6%	-7%
Programs					
Number	211	209	543	-4%	-2%
Attendance	5,350	4,571	13,083	5%	1%
Group Visits					
Number	4	1	10	43%	12%
Attendance	71	15	169	39%	-2%
Software Station bookings	21,531	23,206	59,666	-8%	-5%
Meeting room bookings	363	367	883	-6%	9%
Holds placed					
By customers	35,766	33,917	104,566	5%	8%
By staff	8,674	8,416	22,639	-2%	0%
Digital Media Catalog	3,325	1,646	9,906	114%	93%
Database use					
Searches	21,688	26,871	110,918	57%	64%
Retrievals	32,436	25,951	177,559	169%	93%
Website use (Remote)					
User sessions	86,730	70,361	253,802	25%	21%
Page views	322,312	173,439	770,683	53%	31%
Catalog	41,065	36,211	120,040	16%	15%
Database Access	11,848	2,247	30,440	364%	107%
Interlibrary loans					
Loaned	453	437	961	-8%	-4%
Borrowed	452	408	1,208	12%	13%

Customer Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

**ITEM AND TITLE MONTHLY REPORT
MARCH 2011**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	204702	170104	374806		82748	49675	132423
Nonprint	44219	18345	62564		18353	5569	23922
Subtotal	248921	188449	437370		101101	55244	156345
OverDrive	8591	3374	11965		7940	3260	11200
Periodicals	15741	2898	18639		362	48	410
Total	273253	194721	467974		109403	58552	167955

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	12825	6682	19507
Nonprint	2812	1114	3926
TOTAL	15637	7796	23433
DELETIONS			
Print	10783	7131	17914
Nonprint	812	312	1124
TOTAL	11595	7443	19038

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	2042	-449	1593
Nonprint	2000	802	2802
Periodicals	1257	233	1490

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF MARCH 31, 2011
[PERCENT OF YEAR = 25.0%]

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

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 689,533	\$ 10,775,500	6.40%
CONTRACTED CITIES, SERVICES & FEES	120,461	490,297	24.57%
MISCELLANEOUS REVENUES	17,320	187,270	9.25%
INTEREST EARNINGS	7,041	35,000	20.12%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 834,355	\$ 11,488,067	7.26%
EXPENSES:			
SALARIES	\$ 1,292,979	\$ 5,363,132	24.11%
FRINGE BENEFITS	370,525	1,535,357	24.13%
SUPPLIES	36,777	220,126	16.71%
SERVICES	482,951	1,747,723	27.63%
CAPITAL EXPENDITURES	37,148	463,800	8.01%
LIBRARY MATERIALS	398,066	1,445,982	27.53%
INTEREST EXPENSE	5	500	1.00%
OPERATIONAL CONTINGENCIES	-	40,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	406,655	0.00%
TOTAL EXPENSES	\$ 2,618,451	\$ 11,223,275	23.33%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (1,784,096)	\$ 264,792	

CHANGES TO GENERAL FUND BALANCE:

	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,784,096)	\$ 264,792
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249
ENDING FUND BALANCE - JANUARY, 2011 / ESTIMATED BALANCE 12/31/11	\$ 1,503,153	\$ 3,552,041

ASSETS:	
CASH	\$ 1,737,137
ACCOUNTS RECEIVABLE	8,719
TAXES RECEIVABLE	314,008
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,311
PREPAID EXPENSES	18,429
TOTAL ASSETS	\$ 2,142,604
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 325,443
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	314,008
TOTAL LIABILITIES	\$ 639,451
GENERAL FUND BALANCE:	
FUND BALANCE - MARCH 31, 2011	\$ 1,503,153
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 2,142,604

OVERVIEW:
GIFT MATERIALS

Postponed from February, this month's overview will be a presentation by Collection Services Manager Andrea Sharps on gift library materials, including funds donated specifically to purchase them.

EXECUTIVE SESSION:

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE (RCW 42.30.110(1)(g))

The purpose of this executive session is to discuss my annual performance evaluation. Following past practice, I've prepared a self-evaluation that includes attainment of goals set last year and suggestions for new goals, which will be mailed separately.

The Open Public Meetings Act provides specific exemptions for public agency governing board business that may be conducted out of public eye in executive sessions. One of those is for conducting performance reviews.

RCW 42.30.110 Executive sessions.

(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting...(g) To evaluate the qualifications of an applicant for public employment or *to review the performance of a public employee*. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

No member of the governing board may be excluded from an executive session but the board determines who else may attend. No minutes are taken in executive session but as noted above, any formal action must be taken in open session.

SPOKANE COUNTY LIBRARY DISTRICT
CUSTOMER USE MEASURES
 By Branch
 March 2011

Library	Registered Borrowers					Visits/Doorcount					Circulation					Reference Inquiries				
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD
Airway Heights	3,642	3,503		4%		4,880	4,264	12,432	3%	-4%	5,885	4,679	15,288	14%	7%	636	653	1,588	0%	-11%
Argonne	10,852	10,513		3%		9,625	9,617	25,694	-2%	2%	16,534	16,023	45,617	3%	5%	1,617	1,515	4,410	-2%	-5%
Cheney	8,574	8,534		0%		12,020	10,978	31,937	1%	1%	17,065	16,425	46,894	3%	6%	2,268	2,090	5,910	5%	-3%
Deer Park	6,378	6,180		3%		15,975	15,493	42,437	3%	-2%	16,336	14,499	44,872	12%	8%	1,368	1,219	3,462	1%	-15%
Fairfield	741	759		-2%		1,833	2,299	4,750	-18%	-10%	1,462	1,625	3,964	-19%	-18%	275	187	799	50%	-2%
Medical Lake	2,614	2,640		-1%		5,399	5,616	14,809	0%	1%	5,466	5,660	15,612	1%	9%	675	547	1,548	-14%	-13%
Moran Prairie	10,707	10,481		2%		13,161	13,587	35,077	-5%	-1%	18,888	18,622	51,764	0%	-1%	2,060	2,138	6,089	18%	4%
North Spokane	30,935	30,399		2%		31,003	30,567	83,469	0%	3%	55,573	52,384	155,766	4%	7%	5,810	6,142	15,359	-10%	1%
Otis Orchards	4,558	4,688		-3%		5,061	4,979	13,029	-7%	-11%	8,595	8,320	22,399	-5%	-2%	946	1,050	2,366	-13%	-31%
Spokane Valley	36,578	36,611		0%		30,033	29,231	82,963	0%	2%	57,798	53,483	161,469	6%	6%	7,282	8,231	19,278	-14%	-11%
Outreach/Overdrive	29	49		-41%							9,103	5,036	25,183	85%	67%	N/A	N/A	N/A	N/A	N/A
Support Services	1,418	1,301		9%							543	517	1,194	-7%	63%					
Web											29,678	28,296	81,145	9%	12%					
DISTRICT TOTAL	117,026	115,658		1%		128,990	126,631	346,597	-1%	0%	242,926	225,569	671,167	6%	7%	22,937	23,772	60,809	-6%	-7%
											Web circulation = renewals via Web by customers					Web reference = questions sent over Web				
Library	Programs					Attendance					Group Visits					Attendance				
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD
Airway Heights	9	10	25	0%	9%	135	118	393	28%	61%	0	0	0	-75%	0	0	0	0	0	-76%
Argonne	11	7	31	15%	-5%	221	139	563	11%	-10%	2	0	4	0%	47	0	90	18%	-6%	
Cheney	17	17	39	0%	2%	491	372	1200	8%	17%	1	0	2	0%	9	0	19		-20%	
Deer Park	14	15	38	-14%	1%	479	532	1144	-10%	-6%	0	0	0		0	0	0			
Fairfield	9	10	20	-5%	-9%	127	137	254	3%	-20%	0	0	0		0	0	0			
Medical Lake	7	7	21	-5%	6%	111	113	237	-30%	-6%	0	0	0		0	0	0			
Moran Prairie	20	18	53	0%	-5%	452	375	1145	21%	-3%	0	0	0	#DIV/0!	0	0	0		#DIV/0!	
North Spokane	52	56	118	-6%	-3%	1,379	1208	3208	7%	2%	0	1	1	-50%	0%	0	15	19	-17%	-8%
Otis Orchards	16	13	36	9%	-4%	322	246	683	17%	10%	0	0	1		0	0	7			
Spokane Valley	56	56	161	-8%	-4%	1,633	1331	4230	1%	-5%	1	0	2	100%	15	0	34	48%	63%	
Support Services	0	0	1			0	0	26			0	0	0		0	0	0			
DISTRICT TOTAL	211	209	543	-4%	-2%	5,350	4571	13083	5%	1%	4	1	10	43%	12%	71	15	169	39%	-2%
Library	Software Station Bookings					Meeting Room Bookings														
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	12 Mos Rolling YTD										
Airway Heights	674	569	1816	-1%	-9%	13	24	22	-42%	3%										
Argonne	2,131	2,173	5650	-10%	-8%	77	67	172	5%	17%										
Cheney	1,855	1,952	5101	-4%	0%	21	27	47	-43%	-20%										
Deer Park	1,893	2,155	5265	-11%	-7%	32	36	85	-4%	9%										
Fairfield	299	347	829	-14%	-27%	0	2	0	-100%	0%										
Medical Lake	525	604	1544	3%	12%	11	9	21	0%	9%										
Moran Prairie	1,606	1,720	4316	-10%	-3%	62	70	157	-12%	-7%										
North Spokane	5,299	5,892	15025	-9%	-4%	55	54	141	-3%	16%										
Otis Orchards	565	667	1571	-17%	-14%	5	8	20	18%	-8%										
Spokane Valley	6,684	7,127	18549	-8%	-5%	87	70	218	11%	22%										
DISTRICT TOTAL	21,531	23,206	59666	-8%	-5%	363	367	883	-6%	9%										