Board of Trustees Regular Meeting

May 17, 2011   4:00 p.m.   Deer Park Library Meeting Room

AGENDA

I.   CALL TO ORDER

II.   AGENDA APPROVAL [4:00]

III.   ACTION ITEMS
   A. Approval of April 19, 2011, regular meeting minutes [4:00-4:05]
   B. Approval of April bill payment vouchers [4:05-4:10]
   C. Unfinished Business
       None
   D. New Business
       1. Travel Policy (Revision): Approval recommendation [4:10-4:15]
       2. Rules of Customer Conduct Policy (Revision): Approval recommendation [4:15-4:25]
       3. Personnel Policy (Revision): Approval recommendation [4:25-4:40]
       4. Upriver Drive property rental: Approval recommendation [4:40-4:50]

IV.   DISCUSSION ITEMS, POSSIBLE ACTION
   A. Summer Board of Trustees meeting schedule [4:50-5:00]
   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: Teen programming [5:25-5:45]

VI.   PUBLIC COMMENT

VII.   ADJOURNMENT

[Estimated meeting length: 1 hour and 45 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: APRIL 19, 2011

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held April 19, 2011, in the public meeting room of the Argonne Library, 4322 N. Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed 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

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

AGENDA APPROVAL

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

There were no questions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 15, 2011, REGULAR MEETING MINUTES

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

APPROVAL OF MARCH 2011 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 39224 through 39388 and	
	W00029-31 and CC0011 totaling	$ 453,382.07
	Payroll numbers: 3102011PR and 3242011PR totaling	$ 308,919.79
	Total	$ 762,301.86

L08   Capital Projects Fund:

	C009500 Land Purchase totaling	$ 130,184.50
	Total	$ 130,814.50

There were no questions.

    The motion was unanimously approved.

NEW BUSINESS

REVISING THE 2011 BUDGET (RESOLUTION NO. 11-02). Mr. Davis moved and Ms. Apperson seconded that Resolution No. 11-02, Revising the District's 2011 Final Budget, be adopted.

<div align="center">

RESOLUTION NO. 11-02

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

<div align="center">

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

</div>

Business Manager Bill Sargent briefly explained the mid-year budget review procedure and reviewed changes to revenue and expenses for the approved 2011 final budget. With updated figures now available for property taxes, property valuation, L&I, and other operational changes causing a shift in fund balances, adjustments are necessary to reflect them, to create a more accurate budget.

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

In response to a trustee's question regarding custodial contracts, Mr. Sargent explained by mutual agreement of both parties, we can extend them annually to a maximum five-year term before rebidding.

There were no other questions or public comments.

    The motion was unanimously approved.

PURCHASING POLICY (REVISION): APPROVAL RECOMMENDATION. Ms. Apperson moved and Ms. Lloyd seconded that the Purchasing Policy be revised as written.

Mr. Sargent reviewed the recommended policy changes provided prior to the meeting, which include changes to threshold amounts consistent with those of the state's Department of General Administration (GA). Modest changes in dollar amounts for three purchasing methods—direct buy, request for quote and competitive sealed bidding—reflect the GA's 2011 thresholds.

In response to a question about credit limits for District credit cards, Mr. Sargent explained credit limits are established by agreement with the bank, and unlike the state, cards are not provided to individual staff. There were no other questions or comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

LIBRARY DIRECTOR RECRUITMENT AND HIRING

Ms. Apperson moved and Mr. Davis seconded that the Library Director Position Description Update and Recruitment and Hiring Timeline be revised and approved as written.

POSITION DESCRIPTION UPDATE
The first step in the library director recruitment process is to ensure the position description completely reflects duties, responsibilities and expectations prior to preparation of recruitment materials. The current position description, last revised in 2006, was reviewed by HR Manager Paul Eichenberg, Director Mike Wirt and Consultant June Garcia, and resulted in suggested revisions provided prior to the meeting, which include a title change from director to executive director.

RECRUITMENT AND HIRING TIMELINE
Consultant June Garcia and Mr. Eichenberg developed a timeline of tasks and events relevant to director search and hiring, for appointment completion anticipated by late December 2011. The timeline includes Board of Trustees' involvement and determines whether activities take place at regular or special meetings, or executive sessions, as defined by the Open Public Meetings Act, RCW 42.30.110.

In response to a question about the director position title change from director to executive director, Mr. Wirt said executive director is more commonly used across the state; Mr. Eichenberg said the title more accurately defines the position.

In response to a question about the timeline, Mr. Eichenberg said Veteran's Day, November 11, is the only holiday on the schedule to raise potential conflicts. There were no other questions or comments.

The motion was unanimously approved.

Mr. Laete arrived at 4:28 p.m.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items scheduled for future meetings, and highlighted items for the May agenda.

REPORTS

TRUSTEES

Ms. Apperson shared the WLA Conference was once again a very good meeting and inspiring.

Mr. Laete echoed Ms. Apperson's comments. Though budget reductions meant a smaller conference, the topics were useful and timely—particularly that of security—and speakers were excellent.

Ms. Lloyd said the conference was fun and enlightening and remarked again how the speakers were exceptional.

Mr. Hattenburg said he often develops his reading list from conference speakers, and did so again this year.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – March customer use measures and branch services reports; Collection Services; Administration – credit and debit cards acceptance suspended, SCLD property value breakdown, 2011 Legislature, Upriver Drive property acquisition, proposed West Plains' annexation, State of County address, early learning and literacy; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

At the meeting Mr. Wirt had no additions to his written report. In response to a trustee's question, Mr. Wirt said implementation of another credit card acceptance program is anticipated by July.

FISCAL

Revenue and Expenditure Statement through March 31, 2011.

Fund 001		
Revenues	$	834,355
Expenditures	$	2,618,451
Ending Fund Balance	$	1,503,153
Fund Budget Expended		23.33%

In addition to the revenue and expenditure statement, Mr. Sargent added the Business Office and IT will begin to test use of web-pay as a credit-card payment option, with anticipation of lower fees for SCLD, yet continued convenience and ease for patrons. Last Friday, 2010 financial statements were signed and necessary copies sent to the State Auditor's Office to lay the groundwork for 2009 and 2010 audits. Mr. Sargent also distributed copies of the April financial statement with a revised format to reflect GASB 54 requirements to show all resources available, planned and unallocated.

OVERVIEW: Gift Materials

Collection Services Manager Andrea Sharps provided an overview of SCLD gift materials and explained guidelines are essential for staff, as materials are donated at all 10 library branches. Ms. Sharps provided examples of the type of materials kept as well as how memorial donations are handled.

In response to a trustee's suggestion, Communications Manager Bethany Luck-Hutson said the soon-to-be-launched SCLD e-newsletter may be an effective medium to share information about book donations.

Mr. Hattenburg expressed appreciation to Ms. Sharps for providing the gifts overview, for which the procedures and handling exemplify the countless behind-the-scenes activities throughout the branches.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 5:12 p.m. to discuss the Director's annual performance evaluation.

The Board returned from executive session at 5:36 p.m.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:36 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 April 30, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $881,167.54 and that we are authorized to authenticate and certify these claims.

DATE: May 1, 2011

SIGNED _____

TITLE: Business Manager

SIGNED _____

TITLE: Director

GENERAL OPERATING FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
039389	1ST LINE 1ST AID	STAFF TRAINING	$ 1,115.00
039390	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	658.78
039391	AUDIOGO	LIBRARY MATERIALS	158.94
039392	AVISTA UTILITIES	UTILITIES	4,815.37
039393	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	330.73
039394	BOOKS IN MOTION	LIBRARY MATERIALS	27.16
039395	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	97.38
039396	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	372.26
039397	CAPSTONE PRESS	LIBRARY MATERIALS	128.55
039398	CENTURYLINK	TELEPHONE	76.66
039399	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	804.36
039400	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	380.45
039401	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	449.92
039402	FRONTIER	TELEPHONE	88.30
039403	FRONTIER	TELEPHONE	402.80
039404	GALE GROUP, INC.	LIBRARY MATERIALS	659.77
039405	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	76.09
039406	GREATER SPOKANE VALLEY CHAMBER	ADVERTISING & PROMOTION	375.00
039407	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	860.90
039408	HIGHSMITH, INC.	OFFICE/LIBRARY SUPPLIES	59.44
039409	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,095.77
039410	MIDWEST TAPE	LIBRARY MATERIALS	2,763.50
039411	NEW YORK TIMES	LIBRARY MATERIALS	60.00
039412	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	242.84
039413	OVERDRIVE, INC.	LIBRARY MATERIALS	3,397.90
039414	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	623.01
039415	QWEST - BUSINESS SERVICES	TELEPHONE	3,280.00
039416	QWEST - BUSINESS SERVICES	TELEPHONE	18.85
039417	QWEST	TELEPHONE	39.92
039418	QWEST	TELEPHONE	333.20
039419	QWEST	TELEPHONE	84.07
039420	QWEST	TELEPHONE	333.20
039421	QWEST	TELEPHONE	142.21
039422	QWEST CORPORATION	TELEPHONE	2,071.38

039423	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
039424	RECORDED BOOKS, LLC	LIBRARY MATERIALS	887.66
039425	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	2,444.66
039426	SHOWCASES	OFFICE/LIBRARY SUPPLIES	297.56
039427	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
039428	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	201.60
039429	SUPERMEDIA, LLC	ADVERTISING	14.75
039430	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	10,426.28
039431	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	652.88
039432	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,087.65
039433	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,204.25
039434	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	21,365.00
039435	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
039436	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	2,118.00
039437	AUDIOGO	LIBRARY MATERIALS	444.24
039438	AVISTA UTILITIES	UTILITIES	3,417.97
039439	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	2,114.96
039440	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	52.44
039441	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	273.42
039442	BUDGET-RENT-A-CAR	CAR RENTAL	129.69
039443	CAPSTONE PRESS	LIBRARY MATERIALS	42.63
039444	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,059.83
039445	CITY OF SPOKANE	UTILITIES	205.96
039446	CITY OF AIRWAY HEIGHTS	UTILITIES	152.69
039447	CITY OF CHENEY	UTILITIES	667.19
039448	CITY OF DEER PARK	UTILITIES	64.67
039449	COSTCO - HSBC BUS SOLUTIONS	OFFICE/LIBRARY SUPPLIES	21.90
039450	EMPIRE DISPOSAL INC.	UTILITIES	17.24
039451	GALE GROUP, INC.	LIBRARY MATERIALS	393.77
039452	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	18,893.52
039453	LOGAN MAGAZINE, LLC	LIBRARY MATERIALS	84.00
039454	MIDWEST TAPE	LIBRARY MATERIALS	3,529.30
039455	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,941.85
039456	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	219.60
039457	OVERDRIVE, INC.	LIBRARY MATERIALS	3,311.11
039458	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	325.99
039459	RACO INDUSTRIES, INC.	D.P. HARDWARE & SOFTWARE	2,252.85
039460	RANDOM HOUSE, INC.	LIBRARY MATERIALS	576.38
039461	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,701.80
039462	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	9,783.00
039463	TANTOR MEDIA	LIBRARY MATERIALS	109.86
039464	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	579.29
039465	WEST COAST CASH REGISTER	EQUIPMENT REPAIR & MAINTENANCE	109.57
039466	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	17,286.44
039467	ALLIED SECURITY	SECURITY & SAFETY SERVICES	1,422.26
039468	AMSAN CUSTODIAL SUPPLY	CLEANING & SANITATION SUPPLIES	14.48
039469	AUDIOGO	LIBRARY MATERIALS	48.87
039470	AVISTA UTILITIES	UTILITIES	566.74
039471	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,068.00
039472	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	190.00
039473	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	69.48
039474	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	831.99
039475	CAM COMMERCE SOLUTIONS, INC.	SOFTWARE MAINTENANCE	847.86
039476	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	94.57
039477	CHEVRON U.S.A. INC.	VEHICLE FUEL	291.78
039478	CITY OF MEDICAL LAKE	UTILITIES	235.38

039479	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	888.69
039480	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,824.00
039481	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,979.46
039482	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	914.27
039483	GREATAMERICA LEASING CORP.	EQUIPMENT LEASE	210.98
039484	GALE GROUP, INC.	LIBRARY MATERIALS	224.20
039485	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,005.66
039486	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,863.04
039487	MIDWEST TAPE	LIBRARY MATERIALS	5,100.30
039488	MR. B'S CLEAN SWEEP	GROUNDS MAINTENANCE	850.03
039489	KEN NESBITT	LIBRARY PROGRAMS	675.00
039490	PAINE, HAMBLEN, LLP	LEGAL SERVICES	1,793.75
039491	QWEST	TELEPHONE	592.01
039492	QWEST	TELEPHONE	117.98
039493	QWEST	TELEPHONE	80.28
039494	RANDOM HOUSE, INC.	LIBRARY MATERIALS	1,386.11
039495	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,480.47
039496	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	526.09
039497	SHELL FLEET PLUS	VEHICLE FUEL	82.04
039498	SPOKANE COUNTY UTILITIES	UTILITIES	457.45
039499	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	14.91
039500	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	588.93
039501	TANTOR MEDIA	LIBRARY MATERIALS	139.95
039502	VERIZON WIRELESS	TELEPHONE	110.53
039503	VERIZON WIRELESS	TELEPHONE	153.72
039504	WHITWORTH WATER DISTRICT #2	UTILITIES	24.37
039505	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	644.00
039506	AUDIOGO	LIBRARY MATERIALS	277.60
039507	AVISTA UTILITIES	UTILITIES	457.88
039508	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	320.31
039509	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	177.98
039510	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	433.24
039511	BRODART CO.	OFFICE/LIBRARY SUPPLIES	266.72
039512	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,774.64
039513	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	17,411.23
039514	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	311.51
039515	DEARREADER.COM	LIBRARY MATERIALS	655.00
039516	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	3,226.93
039517	DOWN TO EARTH SPRINKLER SERV	GROUNDS MAINTENANCE	1,251.84
039518	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT INSURANCE	1,741.27
039519	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	2,017.72
039520	FULL MOON PUBLISHING LLC	LIBRARY MATERIALS	40.00
039521	GALE GROUP, INC.	LIBRARY MATERIALS	1,276.33
039522	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,631.93
039523	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	318.67
039524	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,792.47
039525	INLAND POWER AND LIGHT	UTILITIES	881.17
039526	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	516.36
039527	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	337.50
039528	MIDWEST TAPE	LIBRARY MATERIALS	946.80
039529	OCLC, INC.	CATALOGING & SUPPORT SERVICES	4,137.32
039530	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	261.62
039531	OVERDRIVE, INC.	LIBRARY MATERIALS	3,713.29
039532	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
039533	QWEST	TELEPHONE	83.53
039534	QWEST	TELEPHONE	32.49

039535	QWEST	TELEPHONE	59.85
039536	QWEST	TELEPHONE	83.98
039537	QWEST	TELEPHONE	120.29
039538	QWEST	TELEPHONE	6,961.82
039539	RANDOM HOUSE, INC.	LIBRARY MATERIALS	795.50
039540	RECORDED BOOKS, LLC	LIBRARY MATERIALS	41.90
039541	RODALE	LIBRARY MATERIALS	39.94
039542	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,270.50
039543	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,431.19
039544	TANTOR MEDIA	LIBRARY MATERIALS	188.94
039545	TEACHING COMPANY	LIBRARY MATERIALS	119.95
039546	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	7,806.26
039547	UPS	FREIGHT	25.07
039548	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	455.18
039549	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,191.07
039550	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	19,960.53
039551	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	280.00
039552	AUDIOGO	LIBRARY MATERIALS	73.32
039553	AVISTA UTILITIES	UTILITIES	519.68
039554	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	3,672.69
039555	BANK OF AMERICA	BANK & POSTAL CHARGES	195.00
039556	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	9.98
039557	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	319.63
039558	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	277.45
039559	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	476.01
039560	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	663.98
039561	DESIGN WALLCOVERING	BUILDING REPAIR & MAINTENANCE	1,625.07
039562	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	5,213.34
039563	EARTHWORKS RECYCLING,INC	UTILITIES	152.50
039564	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	190.23
039565	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	292.95
039566	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,695.48
039567	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	16.47
039568	MARSHALL CAVENDISH CO	LIBRARY MATERIALS	766.48
039569	MIDWEST TAPE	LIBRARY MATERIALS	1,187.20
039570	NEW YORK TIMES	LIBRARY MATERIALS	60.00
039571	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	465.80
039572	OVERDRIVE, INC.	LIBRARY MATERIALS	3,668.18
039573	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
039574	RECORDED BOOKS, LLC	LIBRARY MATERIALS	67.02
039575	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	434.95
039576	TEACHING COMPANY	LIBRARY MATERIALS	99.95
039577	UNIGARD INSURANCE GROUP	INSURANCE	188.00
039578	UPSTART	LIBRARY PROGRAMS	610.59
039579	UPSTART	LIBRARY PROGRAMS	233.16
039580	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,147.74
039581	VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	372.84
039582	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	637.66
039583	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,095.29
W00032	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	51,680.47
W00033	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,494.82
W00034	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	47,804.53
CC0012	USB TREASURY MGMT SERVICES	BANK FEES	179.97

Total Non-Payroll General Operating Fund $ 545,924.95

PAYROLL VOUCHERS

04082011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	$ 173,170.70
04252011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	$ 160,739.39

Total Payroll General Operating Fund $ 333,910.09

TOTAL GENERAL OPERATING FUND   **$ 879,835.04**

CAPITAL PROJECTS FUND

009501	SCLD REVOLVING FUND REIMBURSE	EARNEST MONEY FOR HOUSE/LAND	$ 1,000.00
009502	SPOKANE COUNTY PERMIT CENTER	AGGREGATION/ARGONNE PROPERTY	332.50

TOTAL CAPITAL PROJECTS FUND   **$ 1,332.50**

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

Card Category	Amount
General Purchases	$3,413.18
Maintenance	1,760.12
Travel	6,631.76
Acquisitions	6,466.42
Information Technology	1,302.54
Total Purchases	$19,574.02

Recommendation:

That the Travel Policy be revised as presented.

Action Required:

Motion.

Background:

The Travel Policy provides the guidelines for reimbursement of approved employee and trustee travel expenses incurred when conducting District business and attending training activities. The policy was first adopted in substantially its present form in 1984 and has been periodically updated, with the most recent revision in March 2009.

Business Manager Bill Sargent, HR Manager Paul Eichenberg, and I—all of whom administer some aspect of travel—reviewed the latest version and came up with several potential clarification revisions. Some of those led to questions, which led to yet more potential revisions. The point came when I began to realize that the Travel Policy had morphed over 25 years into a travel procedure that even included the fine points of how to book airline reservations and the name of a form to use. The policy aspects were buried in the detail. It became clear to me that it needed to be rewritten to be consistent in content and purpose with other SCLD policies.

Several of my colleagues in library districts throughout the state were kind enough to share their travel policies with me. They ranged from two lines contained in a broader fiscal policy to eight pages of regulations that are apparently identical to those used by state agencies. One large district doesn't have a board-adopted travel policy, only administrative policies and procedures.

I took what I thought were the important policy statements from SCLD's current document and included some from a couple of the others to create a much more policy-like policy. I reviewed each procedural statement in our current Travel Policy to assure there is a related policy statement in the revision. The result is the relatively simple one page document. With its approval, existing travel procedures will need to be totally revamped to integrate procedural aspects of the current policy.

The proposed revision follows, along with the current policy for comparison purposes.

POLICY: TRAVEL

Policy Statement
It is the policy of Spokane County Library District to pay reasonable expenses for employee and trustee travel for District purposes, including official business and in conjunction with approved training and conference activities. Travel expenses for job applicants traveling to Spokane for an employment interview may be fully or partially reimbursed. All travel is to be conducted in the most cost-effective and efficient manner.

When alternative methods to travel are available they are to be used. These could include, but are not limited to teleconferencing, video conferencing, carpooling, and coordinating between agencies for joint travel arrangements.

Authorization
Employees are to receive prior authorization for all types of travel except travel within the Spokane/Kootenai County area to carry out normal job duties. No specific authorization is required for budgeted trustee travel. Job applicant travel is also to have prior authorization.

Travel Expenses
The following types of approved travel expenses may be paid using a District credit card or may be reimbursed: transportation, lodging, meals, and miscellaneous expenses such as parking fees, gratuities, and connection charges for Internet access.

Mileage is reimbursed at the standard rate established by the Internal Revenue Service in effect at the time of the travel.

Daily meal allowances when traveling, including taxes and gratuities, are normally paid at the rates established by the federal General Services Administration (GSA) Standard Meal Allowance or GSA Area Specific rates for designated high cost areas. Exceptions may be made when costs for meals offered in conjunction with an activity are higher than the GSA rates.

The full cost of commercial lodging of the type used by the average business traveler is paid for approved overnight travel.

The following types of travel-related costs are not reimbursed: alcoholic beverages, entertainment, personal telephone calls, and expenses connected with an extension of approved travel for personal reasons.

Documentation
An itemized listing of travel, by date, is required for reimbursement of mileage driven in conjunction with normal job duties using a personal vehicle.

Requests for reimbursement of all other types of travel expenses are to be itemized by date and submitted within thirty (30) calendar days following completion of the travel.

Procedures
The Executive Director is authorized to develop procedures to implement this policy

FIRST ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: FEBRUARY 16, 1984
LATEST REVIEW AND REVISION: MAY 17, 2011

POLICY: TRAVEL

It is the policy of Spokane County Library District to pay reasonable expenses for employee and trustee travel for District purposes, including training and conference activities.

1. **Types of Travel Covered**
   a. Day-to-day job-related travel within the Spokane/Kootenai County area using personal vehicle.
   b. Travel outside the Spokane/Kootenai County area to conduct District business.
   c. Travel outside the Spokane/Kootenai County area for training activities and job-related conferences.

2. **Travel Authorization**
   Employees:
   a. Personal vehicle use for day-to-day job-related travel should be authorized by employee's supervisor; reimbursement claims must be approved by the supervisor. Mileage reimbursement will be based on the rate annually established by the Internal Revenue Service.
   b. Business travel: Travel outside the area for business-related purposes must be approved in advance by the Director.
   c. Training and conference travel: Travel outside the area for training activities and job-related conference must be approved in advance by the appropriate manager and Human Resources Manager.
   Trustees:
   a. No specific authorization is required for budgeted trustee travel addressed by this policy; however, trustee travel must be coordinated through the Director and all other Travel Policy requirements apply.
   b. Trustee expense reimbursement is authorized by RCW 27.12.190.

3. **Travel Expenses**
   Air Travel:
   Reasonable efforts should be made to book the lowest available airfare that will accommodate the proposed travel itinerary.
   Ground Travel:
   a. Public transportation should be used when feasible.
   b. If ground transportation is required and use of public transportation is not a viable alternative, the traveler may use a private vehicle or a rental car. Reasonable efforts should be made to book the lowest available rate for a mid-size or smaller rental car.
   c. Transportation expenses for those who choose to drive their personal vehicle in lieu of District provided transportation (common air-carrier or rented vehicle) will be reimbursed up to the cost of the lowest available round-trip airfare (based on a minimum of 14 days advanced purchase) that would accommodate their proposed travel itinerary or the IRS standard mileage rate for the calendar year, whichever is less. Exceptions may be granted on a case by case basis.
   Meals:
   a. Daily meal allowances when traveling, including taxes and gratuities, will be paid at the rates established by the federal General Services Administration (GSA) Standard Meal Allowance or GSA Area Specific rates for designated high costs areas.
   b. Except for continental breakfast, meals included in registration fees will be deducted from the daily mail allowance. Exceptions may be made in cases where the traveler has special dietary requirements.
   c. Meal expenses incurred as part of attendance at an approved business or professional meeting will be reimbursed. When accompanying a job applicant as part of the interview process and with prior authorization from the Director, up to two staff may receive compensation for meal expenses.
   Lodging:
   The full cost of commercial lodging of the type used by the average business traveler will be paid for approved overnight travel.

Miscellaneous:
Expenses such as parking fees, travel between place of lodging and the authorized business activity, and approved non-meal-related gratuities will be paid. Reimbursement will also be provided for official telephone calls and other communication costs such as connection fees for Internet access.
Registration:
Registration fees for required training activities and professional conferences will be paid by the District.
Travel extension for personal reasons:
The District will not pay expenses connected with an extension of approved travel for personal reasons.

4. **Travel Expense Reporting and Reimbursement Claims**
Travel Claim Form: All travel for which expenses were incurred must be reported on a Travel Claim form within thirty (30) calendar days following the completion of travel.
   a. Receipts must be submitted for the following expenses:
      - Lodging
      - Transportation and other miscellaneous expenses exceeding $10.00
      - Registration fees, if appropriate
   b. No receipts are required for:
      - Meals
      - Transportation and other miscellaneous expenses totaling $10.00 or less; however, they must be itemized on the Travel Claim form.

5. **District Vehicle Use**
Authorization:
A District-provided vehicle may be used only for approved District purposes. Passengers other than employees or trustees may be transported only in connection with approved District purposes. Family members may not accompany a traveler using a District-provided vehicle.
Expenses:
When using a District-provided vehicle, operation costs are the responsibility of the District.

6. **Job Applicants**
Transportation, lodging, and meal expenses for job applicants traveling to Spokane for an employment interview may be fully or partially reimbursed.

7. **Procedures**
The Director is authorized to develop procedures to implement this policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: FEBRUARY 16, 1984
LATEST REVIEW AND REVISION: MARCH 17, 2009

RULES OF CONDUCT POLICY (REVISION):
APPROVAL RECOMMENDATION

Recommendation:
   That the Rules of Customer Conduct Policy be revised as presented.

Action Required:
   Motion.

Background:
   The Rules of Customer Conduct Policy governs customer behavior in libraries and is posted in all District facilities. It provides the basis for handling situations where behavior is inconsistent with the policy. The last revision was October 2009.

   For at least the past decade the examples of unacceptable conduct were intentionally stated broadly and thus open to some interpretation by District customers and staff. The main reason for this approach was in part an attempt to show a more friendly face and in part to avoid the need to try to list everything that's prohibited. As nice an idea as that is, when our customer behavior issues began escalating and we began more closely tracking staff actions to address them, it became clear it isn't working very well. Openness to interpretation doesn't correlate well with consistency.

   After attending the WLA conference program on Safe Environment Training (SET), seeing how it applies established rules of conduct, and deciding to implement SET at SCLD, it was obvious that the current policy won't work well with it. We need to be clear and specific. The proposed Rules of Customer Conduct revision is intended to do that.

   This latest version is based in large part on Seattle and Spokane Public Library policies, with a little of Washington, D.C. Public Library thrown in. I worked with Branch Services managers Patrick Roewe and Doug Stumbough on the first two drafts, and then the management team provided its input. Legal counsel Jim Sloane reviewed that draft, commented on it, and provided his seal of approval. After Board of Trustees' approval, the accompanying procedures will be updated.

   About 100 staff will participate in SET in September, with the training keyed to SCLD's policy and procedures.

   Because the policy was effectively rewritten, I'm including both marked-up and the "clean" policy proposal so it's easier to follow.

Proposed revision

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: RULES OF CUSTOMER CONDUCT

It is Spokane County Library District's mission to connect people with resources, 24/7; its vision is to be indispensible to the community.

It is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending programs and meetings. ~~To this end, these Rules of Conduct promote an environment that encourages all customers to use SCLD libraries in a safe and respectful manner. Libraries are public places where each person is responsible for his/her safety, the safety of children in his/her care, and the security of personal belongings.~~ To this end, the District is responsible for establishing rules of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

The following ~~behaviors and activities are not allowed in libraries or on library grounds~~ actions are examples of conduct not allowed on District property:

- ~~Behavior that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff (such as talking loudly with others in person or on a cell phone; abusive language; uninvited conversations).~~
- ~~Behavior that is unsafe to the library customer or others or can reasonably be expected to damage library property or the property of others (such as shoving; throwing things; unsafely using or storing skateboards, scooters, bicycles, or rollerblades).~~
- ~~Any behavior that a reasonable person would find threatening, intimidating, or offensive.~~
- ~~Soliciting (such as selling or distributing items).~~
- ~~Entering a library building without shoes and/or a shirt.~~
- ~~Bringing animals other than service animals into a library.~~
- ~~Trespassing in non-public areas of a library.~~
- ~~Behavior that is prohibited by law.~~

- Engaging in any activity in violation of Federal, State, local or other applicable law, or District policies, rules, or regulations.
- Failing to comply with a reasonable staff request.
- Being under the influence of alcohol/drugs, and selling, using, or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters, and shopping carts (except for wheelchairs, mobility scooters, walkers, and strollers). Using wheeled devices on District grounds in a manner that is unsafe or impedes others' access to the facility. Parking/storing bicycles inside buildings; bicycle racks are provided outside.
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat. Blocking aisles, exits, or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children (see Spokane County Library District Children's Safety in Libraries Policy) or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's executive director.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, shampooing, haircuts, and doing laundry,
- Use of tobacco products and electronic cigarette use in library facilities. Smoking within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers, or staff, including stalking, staring, lurking, uninvited conversations, and offensive touching.
- Indecent exposure and sexual activity.
- Soliciting (such as selling or distributing items); conducting surveys not authorized by the District.
- Stealing, damaging, altering, or inappropriately using District property.
- Entering nonpublic areas unaccompanied by an authorized District employee, being in a library without permission of an authorized District employee before or after library operating hours.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises, such as loud talking, screaming, or banging on computer keyboards.
- Fraudulent use of other customers' library cards or library card number for any purpose.
- Engaging in any other behavior that that could adversely affect the safety and security and well-being of staff and customers using our facilities.

~~Please inform a staff member if you feel another's behavior or activity is unreasonably interfering with your use and enjoyment of the library.~~

These rules will be enforced in a fair and reasonable manner. ~~Library~~ District staff and/or local law enforcement officers will intervene to stop prohibited activities and behaviors. ~~Violation of these rules may be cause for a temporary or permanent prohibition from using library facilities and services, arrest, or prosecution.~~ Failure to comply with the District's established policies, rules, and regulations could result in removal from the premises and exclusion from District facilities for a period of one day to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment (RCW 27.12.290). ~~The branch supervisor shall be responsible for making the determination to suspend the library use privileges of a customer for up to seven (7) days for violations of these rules. The branch services manager shall be responsible for making the determination of a suspension longer than seven (7) days and the Spokane County Library District director shall be responsible for making the determination of a suspension for longer than thirty (30) days.~~

The executive director is responsible for ensuring that these rules are prominently posted in each library and for establishing administrative procedures necessary to carry out this Policy, which shall include the right of appeal for suspensions longer than thirty (30) days.

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ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: MAY 18, 1995
LATEST REVIEW AND REVISION: ~~OCTOBER 20, 2009~~ MAY 17, 2011
</div>

A board of library trustees may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users. (RCW 27.12.290)

Proposed Revision

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: RULES OF CUSTOMER CONDUCT

It is Spokane County Library District's mission to connect people with resources, 24/7; its vision is to be indispensible to the community.

It is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending programs and meetings. To this end, the District is responsible for establishing rules of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

The following actions are examples of conduct not allowed on District property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or District policies, rules, or regulations.
- Failing to comply with a reasonable staff request.
- Being under the influence of alcohol/drugs, and selling, using, or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters, and shopping carts (except for wheelchairs, mobility scooters, walkers, and strollers). Using wheeled devices on District grounds in a manner that is unsafe or impedes others' access to the facility. Parking/storing bicycles inside buildings; bicycle racks are provided outside.
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat. Blocking aisles, exits, or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children (see Spokane County Library District Children's Safety in Libraries Policy) or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's executive director.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, shampooing, haircuts, and doing laundry,
- Use of tobacco products and electronic cigarette use in library facilities. Smoking within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers, or staff, including stalking, staring, lurking, uninvited conversations, and offensive touching.
- Indecent exposure and sexual activity.
- Soliciting (such as selling or distributing items); conducting surveys not authorized by the District.
- Stealing, damaging, altering, or inappropriately using District property.
- Entering nonpublic areas unaccompanied by an authorized District employee, being in a library without permission of an authorized District employee before or after library operating hours.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.

- Creating disruptive noises, such as loud talking, screaming, or banging on computer keyboards.
- Fraudulent use of other customers' library cards or library card number for any purpose.
- Engaging in any other behavior that that could adversely affect the safety and security and well-being of staff and customers using our facilities.

These rules will be enforced in a fair and reasonable manner. District staff and/or local law enforcement officers will intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in removal from the premises and exclusion from District facilities for a period of one day to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

The executive director is responsible for ensuring that these rules are prominently posted in each library and for establishing administrative procedures necessary to carry out this Policy, which shall include the right of appeal for suspensions longer than thirty (30) days.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: MAY 18, 1995
LATEST REVIEW AND REVISION: MAY 17, 2011

A board of library trustees may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users. (RCW 27.12.290)

Recommendation
    That revisions to Personnel Policy Sections 2.13, 2.20, 5.10, and 11.2 be approved.

Action required
    Motion.

Background
    The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be quite specific in its application. Therefore, it's also quite technical. This poses some challenges to a Board of Trustees in reviewing and approving the document.

    Also, unlike other District policies for which a two-year review cycle is appropriate, the complexity of the Personnel Policy, its daily application, and changing legal requirements require more frequent revision recommendations. They're scheduled for review in May and November, but may be brought forward at other times if the need arises.

    HR Manager Paul Eichenberg recommends revisions to Sections 2.13 (Trial Period); 3.20 (Reimbursement for Work-Related Travel); 5.10 (Military Leave) and 11.2 (Annual Facility Inspection/Fire Drill). The recommended changes document, clarify or expand on current practice or reflect changes in state law.

    All changes, with accompanying explanations, follow.

2.13   Trial Period

> - Clarifies existing practice as to when a new employee may use accrued vacation leave, and/or be granted a leave of absence.
> - Codifies the existing practice for when a new employee is eligible to apply for other SCLD positions.

~~During the trial period, a~~ <u>A</u> new employee may not use accrued vacation leave <u>until successful completion of the trial period. In addition, during the trial period, a new employee may not</u> ~~or~~ take a leave of absence except as approved by the employee's manager, or Director. If a leave of absence is approved, the trial period may be extended by the length of the leave of absence.

A current employee, serving a trial period due to transfer or promotion, is eligible to use accrued vacation leave and/or request a leave of absence.

An employee who is transferred to a position with substantially different duties but within the same classification, or who is promoted to a position with a higher classification, must serve a trial period. An employee who is demoted, or who voluntarily transfers to a position with a lower classification, may be required to serve a trial period.

Upon successful completion of the trial period, the employee will move to regular status. The successful completion of the trial period should not be construed as creating a contract or guaranteeing employment for any specific duration. <u>Once an employee has achieved regular employment status they are eligible to compete for other positions within the District for which they are qualified.</u>

3.20   Reimbursement for Work-Related Travel

> - Covers only routine, day-to-day travel using a personal vehicle; refers to Travel Policy for all other types of travel rather than duplicating portions of that policy.

~~Normally, employees are reimbursed mileage for work-related travel when using their personal vehicles. Travel expenses for employees who choose to drive their personal vehicle to work-related events, in lieu of District provided transportation (common air-carrier or rented vehicle), are reimbursed up to the cost of the lowest available round-trip airfare (based on a minimum of 14 days advanced purchase) that will accommodate their proposed travel itinerary or the IRS standard mileage rate for the calendar year, whichever is less.~~

~~The District may provide a rental vehicle for work-related travel if it is deemed a reasonable and efficient alternative to use of a personal vehicle. When the District provides a vehicle, a vehicle registration and a District credit card for purchase of fuel is to be provided.~~

Routine day-to-day work-related travel using a personal vehicle shall be authorized by the employee's supervisor or manager and all claims for mileage reimbursement must be similarly approved. Mileage is reimbursed at the rate established by the Internal Revenue Service in effect at the time of the travel. For other than routine travel using a personal vehicle, the District's Travel Policy applies.

5.10   *Military Leave*

> • Clarifies military leave is only for the employee in the National Guard or reserves, who is called to active duty, or active duty training, and ensures the employee will receive full pay for the days of military leave they would have worked.

Eligible employees ~~wishing~~ <u>required</u> to take military leave because of their call to active duty, or ~~because of their spouse's (or state registered domestic partner's) call to~~ active duty <u>training</u>, ~~or leave from active duty,~~ must provide at least 5 days' notice of their intent to take leave, as well as a copy of their official notice or order to report to active duty, or ~~notice of a leave from deployment~~ <u>active duty training. (RCW 38.40.060)</u>.

Employees serving in the National Guard, or the Army, Navy, Air Force, Coast Guard, or Marine Reserves of the United States, shall be granted up to twenty-one (21) days of paid military leave per year (e.g. October 1 through September 30) when ordered to active duty or active duty training.

~~An employee who receives compensation for active duty training from the military will be paid the difference between the employee's regular salary and the compensation received for active duty training. The employee may retain travel reimbursement, if any, received from the military unit~~

11.2   *Annual Facility Inspection/Fire Drill*

> • Clarifies existing practices for inspecting district facilities, safety alarms, and conducting annual fire drills.

To ensure the safety and well-being of District employees and customers, each facility ~~should be formally~~ <u>is</u> inspected ~~annually~~ by the appropriate manager/supervisor along with the Maintenance ~~Coordinator~~ <u>Supervisor on a continuous basis</u>. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of staff and customers. Nonetheless, all employees are expected to promptly report any health or safety concerns, hazards, or problems they become aware of to their supervisor or manager. The supervisor or manager is responsible for taking appropriate action to eliminate any real or potential health or safety hazard.

<u>Fire extinguishers, alarms and emergency lighting for each facility are inspected annually.</u> ~~Additionally, once per year~~ <u>Fire</u> drills ~~will be~~ <u>are also</u> conducted <u>annually</u> in each District operated facility to ensure ~~emergency alarms and lighting are functioning properly and that~~ staff are fully able to carry out the facility's evacuation plan.

Recommendation:
    That the District rent the 9220 E. Upriver Drive property at a market rate using the services of a property management firm.

Action Required:
    Motion.

Background:
    With the purchase of the Upriver Drive property for the Administrative Offices expansion indicated in the Library Facility Master Plan and the construction bond election being at least two years, if not further into the future, there is the question of what to do with the property until it's time for the planned expansion project. It consists of a 1,114 square foot brick home, with two bedrooms, one bathroom and a full basement. Additionally there is a detached two-car garage and a detached workshop.

    Business Manager Bill Sargent, assisted by the Maintenance Supervisor, has overall responsibility for the day-to-day maintenance and security of the District's facilities. Accordingly, the Business Manager was charged to review the available options for utilizing the property and to make a recommendation regarding the preferred option.

Options (in no particular order) and analysis

1. **Leave the house empty**: Incurs costs, collects no revenues, and provides no functionality to the District.
    *   Although the house will be empty, the District will be paying for grounds maintenance, minimal utilities and insurance. Once the house is vacant for 60 days, the following causes of loss are excluded from insurance coverage: vandalism, glass breakage, water damage, theft, or attempted theft. In addition, for losses caused by any other cause, the claim settlement will be reduced by 15%.
2. **Use the house for District purposes:** Incurs costs, collects no revenues, and provides the District with some functionality.
    *   The functionality of using any of the property is minimal. The house really is not suitable for basic office space, let alone wiring the house for the use of computers. The garage could be used for temporary storage. However, the garage is neither heated, nor insulated, so its viability as a storage area is limited.
3. **Demolish the house:** Incurs major costs, collects no revenues, and provides no functionality for the District.
    *   The house could be demolished. The estimated costs for the demolition, backfilling the basement and the removal of the outbuildings would be in the $25,000 to $40,000 range. The district would continue to pay for grounds maintenance.
4. **Make the house available for moving**: Incurs some costs, possible revenues and provides no functionality for the District.
    *   A local experienced house-moving contractor provided an estimate of $35,000 to prepare the house for moving. Beyond this cost, a potential buyer would need to pay for the actual transport of the house, fees & permits, and costs for moving power

lines. Additionally, they would need to purchase land and prepare a new foundation for the house to rest on. There is also the code requirement that when an existing house is moved, all of the utilities would need to be brought up to code (e.g., copper piping and the electrical wiring). In that the house is worth only $80K to $90K, very basic in design and only two bedrooms, relocation of the residence is not considered as economically viable to a potential buyer.

5. **Rent the house:** Incurs costs, collects revenues in excess of expenses, and provides no functionality to the District.
   - Based on information provided by two property management firms, the house could be rented for approximately $800 per month. Due to the size of the yard, they both recommended the District continue to pay for grounds maintenance. The monthly cost of this service was taken into consideration when determining the monthly rental. Additionally, the District would be required to pay 12.84% state leasehold excise tax of about $1,230. After taking into consideration the property management fees ($1,350), leasehold excise taxes ($1,230), insurance ($250), grounds maintenance ($1,125) and maintenance costs ($500 est.), the District would probably net $5,000 per year.

Recommended option
Offering the property for rent through a property management firm requires no initial expense, provides a small amount of annual revenue, and creates minimal additional work for District staff. It's a reasonable placeholder until the property is needed at some point in the future.

Next steps
With approval of the recommendation, Bill Sargent will select a property management firm to offer the property and establish the rental rate. A minimum six-month lease will be required with twelve months preferable. On an annual basis, he will coordinate with the firm to discuss the continuing availability of the property and any perspective changes to the rental rate.

SUMMER BOARD OF TRUSTEES MEETING SCHEDULE:
DISCUSSION AND DIRECTION

Discussion goal:

Decide on any changes to the June through August regular meeting schedule.

Background:

Your May meeting has been the usual time to check calendars to ensure there'll be a quorum for the three summer regular meetings and/or consider cancelling one. Typically, the August meeting has been cancelled because of a light agenda.

Scheduled meeting dates are June 21, July 19, and August 16.

As with most previous years there's currently no pressing business that would require an August meeting. Based on the library director recruitment and hiring timeline you approved in April, related Board action is required in June and then not again until November when two special meetings will be required in addition to the regular meeting.

If you cancel the August meeting, I'll reschedule the policy review for either July or September.

Next meeting
June 21, 2011: Argonne Library/Administrative Offices
Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the June regular Board of Trustees' meeting.

- Confidentiality of Customer Information and Customer Privacy Policy review
- Library director brochure/ads review and direction on identified changes
- West Plains Annexation mitigation agreement (tentative)
- Overview: Open Public Records Act

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Monday, June 6, for inclusion in the preliminary agenda to be emailed on Wednesday, June 8. The meeting packet will be mailed Wednesday, June 15.

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

July 19, 2011: Medical Lake Library
- Disposal of Surplus Property Policy review
- Overview: Getting Library Materials Back

August 16, 2011: Argonne Library/Administrative Offices (tentative)
- Emergency Closure of Facilities Policy review (will be rescheduled if the meeting is cancelled)

LIBRARY SERVICES

Branch Services

Customer Use Analysis

April's increase in in-branch circulation was only 2.51% over April 2010, less than the increases of the past three months. Self-check usage holds steady with this month's percentage matching March and February with 42% of total in-branch circulation, Medical Lake and Spokane Valley topping out at around 50%, and Cheney being the lowest at around 22%. This is the fourth consecutive month of slight decline in door count District-wide. Program attendance was up 5% for the second consecutive month, despite have 13 fewer programs; and reference transactions were up 1% after 3 consecutive months of decline. Total software station bookings were down 9% for the third consecutive month. The recent trend in the lower numbers of people through the doors and using the software stations in contrast to the higher number of circulations and program attendance suggests the reasons customers use has shifted slightly but any explanation is speculative.

Library Snapshot Day

Nine of our branches (Medical Lake was closed that day) participated in WLA's Library Snapshot Day. We've heard from staff from both regions that they enjoyed reading the positive comments on the surveys and taking photos of our services in action. Many of us are looking forward to the final compiled report from WLA.

Security Incident Reports

Thirty-two Security Incident reports were filed in April, twice the number reported last month. There were two building issues reported, two incidents of restroom vandalism at Spokane Valley, one report of vandalism to an employee's car at Spokane Valley, and one 911 call for a non-library related medical situation at North Spokane. Seven of the reports were regarding the sleeper at NS, though he ceased to appear after being excluded for the third time. Law enforcement did not have to respond to any incidents this month, which is noteworthy since they were called twice in March.

Adult Services (Stacey Goddard, adult services manager)
Programming: This month's computer instruction classes had an average attendance of 6 and book discussion groups averaged 6.25. The second of our Master Gardener series at North Spokane had 25 attend, a significant turnaround from the zero attendance for last month's program in the series. Our two "Ask the Nook Expert" programs were well-received, with a combined attendance of 27. We wrapped up another season of Tax-Aide in five branches: Cheney, Deer Park, Medical Lake, Moran Prairie and Spokane Valley.
Community: This month we once again visited 46 facilities. We did a presentation on researching local issues for the Spokane Valley Chamber's Candidate School.

Youth Services (Mary Ellen Braks and Gwendolyn Haley, youth services managers)
Programming: We rolled out a new STARS curriculum for child-care providers called Math and Early Literacy; 20 signed up and 15 attended. The evaluations all indicated the attendees were "Very Satisfied" with the training. The After School Special program, "Reduce, Reuse and Recycle" drew an average of attendance of 10 kids - with 0 at Airway Heights and 43 at North Spokane. "Game On" was our all-ages Wii program during Spring Break. These programs drew an average attendance of 18 kids – with a high of 32 at North Spokane and a low of 5 at Medical Lake

Community: We visited 18 childcares this month, providing 32 storytimes to 558 children. Gwendolyn and Mary Ellen were the MCs for the Love, Talk, Play concert and hosted a table with an activity for the families with Spokane Public Library. Not only was this the kick-off for Our Kids, Our Business, it was also the unveiling of the new parent education program from Thrive by Five called Love. Talk. Play. Mary Ellen is working with the Central Valley middle schools on a Supporting Student Success Grant.

Circulation Services (Gina Rice and Judy Luck, circulation supervisors)
Airway Heights, Deer Park and Moran Prairie all topped circulation statistics for the month of April compared to previous years on record. On the other hand, Fairfield continued its downward trend with a drop of 27.5% compared to April 2010, circulating the lowest number of items in the month of April in existing statistics records. During the first full month of the suspended credit card payment option, we didn't have complaints per se, but heard anecdotally that customers were disappointed to not have an alternate payment method for charges.

Branch highlights
At **Airway Heights Library** *(Pat Davis, branch supervisor)*, the Friends sponsored a digital photography program for beginners. Geocaching is back in Airway Heights and has left a couple of customers startled when they have come upon persons prowling in the bushes near the building. Pat presented a program for the Airway Heights Kiwanis about SCLD that included a brief history and promoted our services. She also attended Ready for Kindergarten at Sunset and Windsor elementary schools and spoke to groups of parents about library services and storytimes in particular. A student art display from Sunset Elementary was featured in the children's area.

The Valley Preschool Co-op made a point of coming early to an **Argonne Library** *(Mary Kay Anderson, branch supervisor***)** storytime so Mary Kay could talk to the kids about library and storytime visits; the parents thought they would pay more attention to a message from her about not running around or making a lot of noise in the library. There have been a few more inquiries about mailing holds because people are watching the fuel dollars. A group using the meeting room for a social event on April 30 spilled an entire bowl of punch on the carpet. The group will be billed for the additional cleaning necessary to remove the red stains.

Cheney Library *(Rachel Evans, branch supervisor)* was closed April 18-23 while carpeting was replaced in two-thirds of the building, completing a project begun last fall. In conjunction with the Spokane Regional Health District, Rachel participated in two Safe Routes to School Walking Audit workshops, served as a team captain for walking audits at Salnave Elementary and Betz Elementary, and wrote the summary report and recommendations for the Salnave Elementary Safe Routes to School. In conjunction with Cheney School District's "Ready for Kindergarten" program, on April 30, Rachel presented information about library programs, collections and services at Salnave Elementary. Patrick and Rachel attended the Friends' bi-annual meeting, where they approved the purchase of two new lounge chairs and corresponding ottomans for the teen area, and discussed the upcoming July book sale.

Deer Park Library (*Kris Barnes, branch supervisor)* Friends met and confirmed plans to offer monthly book sales this summer. Kris attended the Deer Park Chamber of Commerce meeting. The new activity table in the children's area purchased by the Friends features a farmhouse, barn and stable with all the accessories. A Pend Oreille County non-resident customer lodged a complaint with staff because we wouldn't allow her access to another adult family member's card and is also quite upset about the fact that we expect her to pay the overdue fines owing on her card. The north county WSU Master Gardeners had been providing free plant clinics to area residents each Thursday but unexpectedly cancelled the series over a month before it was scheduled to end.

Fairfield Library (*Bev Bergstrom, branch supervisor***)** staff set up a table at the Liberty Elementary Science Fair, and had a welcoming response from many parents and students. The customer who used our Internet computers last month to set up job skills testing in Las Vegas was successful and now has an interview scheduled.

At **Medical Lake Library** *(Laura Baird, branch supervisor)*, a Medical Lake High School senior spent 15 hours job shadowing to complete his senior project. Laura attended his presentation at which she was asked about the future survival of libraries so took the opportunity to give a mini-promotion of our services. An SFCC intern is continuing her sign language training during Storytimes. Members of the Medical Lake Historical Society met with Patrick and Laura to discuss hanging 16 pictures from their collection; the group will display artifacts in May and November.

Moran Prairie Library's (*Jason Johnson, branch supervisor***)** Baby Lapsit Storytime saw a major increase in average attendance with 20 this month compared to 12 last month and 15 from April 2010. A woman told Jason she was going to choke him when she was unable to use our computers during a network outage; she returned later after using the computers at the UPS store across the street to tell Jason that she no longer wanted to choke him. Local author, Virginia Woods Meyer, was the guest of honor at this month's Book Club. Eight people came to listen to the author discuss her book *Call me Katherine.* The computer network was out for most of the day on Friday, April 22, when someone at Qwest accidentally deleted the Moran Prairie Library account from its system.

The heavy rains in the last week of April caused significant leaks at **North Spokane Library** *(Patrick Roewe, branch services manager)* in the same problem area that, at the height of the downpour, required us to cordon off the area with caution tape and deploy 12 wastebaskets to catch all the drips. The Friends met to plan their fall book sale and approve some purchase requests. Patrick addressed a customer's complaint that we were demonstrating political bias by posting her group's meeting flyer on the lower half of our community information board in the lobby. At issue was the fact the flyer was not at eye level for people to see it.

An **Otis Orchards Library (***Bev Bergstrom, branch supervisor)* customer was delighted with the help she received when she brought in her new Nook. We were able to show her how the web browsing worked while another customer watched who hadn't figured out how to manipulate her own Nook. An East Valley High School student job shadowed Bev for 4 hours. The Friends paid for our community garden to be tilled and the ground is now prepared for students—high school seniors—to plant.

Spokane Valley Library's (*Doug Stumbough, branch services manager***)** Anime Club and Game On! event had strong attendance (27 and 30, respectively), reaching the targeted teen demographic. The average of 37 for Baby Lapsit Storytimes demonstrates we're reaching that demographic. The Tax-Aide volunteers finished up the season offering free tax preparation and filing assistance in our meeting room; the lead volunteer reports that this has been a record year for use, with over 900 filings. The Friends held its spring book sale on the last day of the month. The elevator experienced a mechanical breakdown that put it out of service for about a day.

COLLECTION SERVICES *(ANDREA SHARPS, COLLECTION SERVICES MANAGER)*
Collections
- Ordered 2,141 titles and 9,037 copies, both average for the year; processed, added to the system, and sent out 7,383 items to branches.
- Net year-to-date increase in the print/nonprint collection of 5,174 items after a monthly net increase of 944 nonprint and 165 print items.

- OverDrive digital downloads totaled 9,149, another new record; established a standing order plan with OverDrive for a major audiobook publisher.
- Checked lists and ordered titles for the 2011 Summer Reading program with the theme: *One World, Many Stories*.

Interlibrary Loan
- Loaned 502 items to other libraries and borrowed 404 items from other libraries for 906 total ILL transactions processed.

Other
- San Francisco Public Library has selected Mary Roach's title, *Packing for Mars*, for its One City One Book program as we did for Spokane is Reading.
- We earned a free Kindle due to a large order from an independent vendor of children's materials.

ADMINISTRATION

Upriver Drive property

The 9220 E. Upriver Drive property officially became ours on April 1 and the seller had everything moved out by the April 14 deadline. Locks were changed, documents were filed with the Assessor's Office to merge the parcel with the existing property, and it was taken off the property tax rolls and added to our insurance package. Business Manager Bill Sargent ordered the usual environmental assessment and is overseeing research regarding the best option for the house between now and the time—at least two to three years away—it would need to be razed for the Argonne building expansion.

West plains annexation mitigation

Legal counsel Jim Sloane and I drafted alternative language for the West Plains annexation draft interlocal agreement with the City of Spokane that's more precise with regard to the base year amounts for the payments. Since our proposal doesn't change the intent of the agreement, I don't envision the city having any issues with it, but that remains to be seen.

WLA conference

Four trustees, five staff, and I attended WLA's annual conference in Yakima. Both Priscilla Ice and I made presentations at the "Energizing Friends, Foundations, and Trustees: Yes to Libraries!" pre-conference. I received a Merit Award for Outstanding Performance for service as chair of the Legislative Planning Committee at the Friday luncheon, an unexpected honor.

Safe Environment Training

A session I attended at the WLA Conference titled "SET: Safe Environment Training" and presented by Seattle Public Library's Security & Safety Manager struck such a chord with me that we're engaging his services. Given the increased awareness of situations encountered in our branches and the issues they create for both customers and staff, I saw an immediate application to SCLD. We've never done integrated training in this area that ties all aspects together—it's been in pieces. Thus, 98 Branch Services staff and three Administrative Offices staff will complete the 8-hour program in September. Four sessions will be held because of group size limitations. Tied in with the training plans is a proposed revision of our Rules of Customer Conduct Policy to more directly state types of conduct not allowed.

Cascade Executive Program

Branch Services managers Patrick Roewe and Doug Stumbough were selected to attend this summer's Cascade Executive Management Program (EMP) at the U-W Evans School of Public

Affairs. The EMP provides senior-level managers advanced leadership and management training through an intensive two-week, in-residence program (July 11-22) on the U-W campus in Seattle and is the equivalent of 80 hours of class work.

Good news about e-books
OverDrive and Amazon have announced an agreement that will allow Kindle customers to borrow and use eBooks from libraries. This new program is scheduled for launch "later this year." This is great news for library customers and for libraries. But because it will make library eBook downloads available to a huge new customer base, we expect a significant increase in demand and pressure to increase eBook purchasing to meet it.

Proposed SCLD annexation
The City of Airway Heights has begun soliciting applicants to serve as Library District Annexation Advisory Committee members. The posting states, "The City has been studying library service alternatives and would like to provide this information to interested residents as well as gain input, opinions, and comments to provide a recommendation to City Council for future library services." Applications will be accepted through May 20.

Staff Development and Training Day
The management team completed program planning and task assignments for the October 21 annual Staff Day, with the theme "Being a Library Advocate." It will once again be held at The Lincoln Center just north of downtown Spokane.

Legislative session
The Legislature adjourned its regular session on April 22 without completing the budget and was called back by the Governor the following week for a special session. As I've previously reported, the session was pretty much a non-event with regard to library-related issues. And with no state funding for public libraries, even the huge budget shortfall has little direct impact on SCLD.

The only outstanding issue is what will happen to the Washington State Library. In the House budget it remains within the Office of the Secretary of State with a 22% funding cut and the Heritage Center account is used for a new Heritage, Arts and Culture department. In the Senate budget it also remains with the OSOS but there's no defined funding cut—it's up to the Secretary of State to allocate his agency's budget. It also leaves the Heritage Center account intact but requires a feasibility study for renovating the old General Services building on the Capitol Campus and moving the State Library and Heritage Center (without Archives) into it.

MY PROFESSIONAL AND COMMUNITY ACTIVITIES
WLA Conference (Yakima), including lobbying presentation; final WLA Legislative Planning Committee weekly conference call and end of my tenure as committee chair; Our Kids, Our Business luncheon.

COMMUNICATIONS *(BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)*
- In media relations, two news releases were sent.
- In community relations, developed an outline for articles for SCLD to submit for inclusion on Success By 6 website; edited article for the North Palouse, Washington blog about SCLD and the Fairfield Library.
- For the website and social media, continued About SCLD section revisions; began planning for a mobile version of our website; began planning for a landing tab for our Facebook page.
- Designed and produced a number of promotional materials.

HUMAN RESOURCES *(PAUL EICHENBERG, HR MANAGER)*

- Recruited for three positions and one person hired; there was one retirement, and no reclassifications, transfers or promotions.
- April was Volunteer Month, with SCLD recognizing each of our volunteers: three with 100 or more hours in the past year; 10 with 50-99 hours; and 25 with fewer than 50 hours.
- The updated employment application form has been reviewed by legal counsel and is undergoing final editing.
- Four 8-hour SET (Safe Environment Training) classes were scheduled for September.

INFORMATION TECHNOLOGY *(PRISCILLA ICE, IT MANAGER)*

- Priscilla and two staff attended the annual SirsiDynix User Conference in Phoenix.
- The new telephone system hardware arrived and was installed with no disruption to operations; IT staff began learning about and testing new features.
- The second new position resulting from the staffing reconfiguration last fall, IT Technician, was filled.
- 5 GHz antennas were ordered to supplement the antennas we have on the wireless access points, allowing for greater control of the signal and shifting users with newer wireless cards to faster access.

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

- In finance, April property tax collections totaled $4,636,376 as first-half payments were due April 30; 2010 Financial Statements for both the District and the Moran Prairie LCFA were completed and submitted to the State Auditors Office; during the nine months of accepting credit card payments, the average transaction was $16.39, with a $2.44 per transaction processing fee.
- In facilities, the Cheney carpet replacement was completed; planning began for Deer Park carpet replacement; the low bid for resealing and striping six parking lots is just over $19,000, substantially less than the budgeted amount.
- Ancillary work associated with the Upriver Drive property purchase was completed.

Customer Use Measures
April 2011

Measure	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	Rolling YTD Comparison
Registered borrowers	116,923	115,521	N/A	1%	N/A
Door count	113,241	113,392	459,838	-1%	0%
Circulation	217,573	205,304	888,740	6%	7%
Digital Media Catalog	9,149	4,854	34,332	86%	69%
Reference inquiries	26,104	21,419	86,913	1%	-5%
Programs					
Number	181	193	724	-4%	-2%
Attendance	4,539	4,070	17,622	6%	3%
Group Visits					
Number	3	5	13	8%	-7%
Attendance	39	177	208	-30%	- 40%
Software Station bookings	19,163	21,265	78,829	-9%	-6%
Meeting room bookings	333	338	1,216	-5%	6%
Holds placed					
By customers	31,789	31,731	136,355	4%	7%
By staff	7,070	7,902	29,709	-4%	0%
Digital Media Catalog	3,169	1,526	13,075	112%	94%
Database use					
Searches	26,927	29,678	137,845	37%	58%
Retrievals	43,753	36,102	221,312	117%	88%
Website use (Remote)					
User sessions	78,309	68,422	332,111	23%	20%
Page views	228,078	165,523	998,761	50%	32%
Catalog	41,701	30,928	161,741	21%	17%
Database Access	9,033	2,671	39,473	327%	131%
Interlibrary loans					
Loaned	502	313	1,463	7%	2%
Borrowed	404	408	1,612	8%	11%

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
APRIL 2011

| | ITEMS | | | | TITLES | | |
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	204310	170331	**374641**		82511	49716	**132227**
Nonprint	44854	18654	**63508**		18582	5614	**24196**
Subtotal	**249164**	**188985**	**438149**		**101093**	**55330**	**156423**
OverDrive	8970	3563	**12533**		8313	3435	**11748**
Periodicals	16318	3030	**19348**		362	48	**410**
Total	**274452**	**195578**	**470030**		**109768**	**58813**	**168581**

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	16775	8770	25545
Nonprint	3740	1531	5271
TOTAL	20515	10301	30816
DELETIONS			
Print	15125	8992	24117
Nonprint	1105	420	1525
TOTAL	16230	9412	25642

| | NET CHANGE YTD | | |
	ADULT	YOUTH	TOTAL
Print	1650	-222	**1428**
Nonprint	2635	1111	**3746**
Periodicals	1834	365	**2199**

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 APRIL 30, 2011
[PERCENT OF YEAR = 33.3%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	$ 4,636,376	$ 10,738,027	43.18%
CONTRACTED CITIES, SERVICES & FEES	144,437	487,816	29.61%
MISCELLANEOUS REVENUES	23,360	176,595	13.23%
INTEREST EARNINGS	8,289	35,000	23.68%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	$ 4,812,462	$ 11,437,438	42.08%

EXPENSES:			
SALARIES	$ 1,723,787	$ 5,366,379	32.12%
FRINGE BENEFITS	489,235	1,574,741	31.07%
SUPPLIES	49,660	222,126	22.36%
SERVICES	594,685	1,733,404	34.31%
CAPITAL EXPENDITURES	46,169	463,800	9.95%
LIBRARY MATERIALS	512,733	1,468,595	34.91%
INTEREST EXPENSE	78	500	15.60%
OPERATIONAL CONTINGENCIES	-	40,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	406,655	0.00%
TOTAL EXPENSES	$ 3,416,347	$ 11,276,200	30.30%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	$ 1,396,115	$ 161,238	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	$ 1,396,115	$ 161,238
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249
ENDING FUND BALANCE - 4/30/11 & ESTIMATED BALANCE 12/31/11	$ 4,683,364	$ 3,448,487

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

ASSETS:	
CASH	$ 4,843,416
ACCOUNTS RECEIVABLE	211
TAXES RECEIVABLE	280,812
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,311
PREPAID EXPENSES	18,814
TOTAL ASSETS	$ 5,207,564

LIABILITIES:	
ACCOUNTS PAYABLE	$ 243,388
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	280,812
TOTAL LIABILITIES	$ 524,200

GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	3,505,111
ENDING FUND BALANCE APRIL 30, 2011	$ 4,683,364

TOTAL LIABILITIES AND GENERAL FUND BALANCE:	$ 5,207,564

FUND BALANCE CAPITAL PROJECTS FUND - APRIL 30, 2011	$ 759,391

OVERVIEW:
TEEN PROGRAMMING

Your May overview will be on teen programming, presented by Cindy Benson (Region II/Spokane Valley Library) and Amber Williams (Region I/North Spokane Library).