

MISSION

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

Board of Trustees Regular Meeting

July 17, 2012 4:00 p.m. Moran Prairie Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00-4:05]**
- III. ACTION ITEMS**
 - A. Approval of June 19, 2012, regular meeting minutes [4:05-4:10]
 - B. Approval of June bill payment vouchers [4:10-4:15]
 - C. Unfinished Business
 - None.
 - D. New Business
 - 1. Annexation of Cities and Towns to the Library District Policy (Revision): Approval recommendation [4:30-4:40]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Strategic Planning update [4:40-4:50]
 - B. Future board meeting agenda items [4:50-5:00]
- V. REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:15]
 - Administrative
 - Community Activities
 - C. Public Services [5:15-5:20]
 - D. Communications [5:20-5:25]
 - E. Fiscal [5:25-5:30]
 - F. Moran Prairie Library Spotlight [5:30-5:40]
 - G. Communication Department and District Social Media Overview [5:40-6:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: 2 hours plus public comment]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 19, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held June 19, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee

Nancy Ledeboer - Director and Secretary

Also Present: Jane Baker, Communications Manager; Kris Barnes, Branch Supervisor Deer Park Library; Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager, Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MAY 15, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the May 15, 2012, regular meeting minutes.

There were no corrections; minutes stand approved as written.

APPROVAL OF MAY 2012 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 41998 through 42189 and	
	W00072, W00073, W00074 totaling	\$ 507,053.39
	Payroll numbers: 05102012PR and 05252012PR totaling	\$ 344,979.04
	Total	\$ 852,032.43

In response to a trustee's question, Mr. Sargent said occasionally an honorarium or mileage is paid to a program provider in lieu of fee. Friends of the Library also cover program costs. In response to a question about immunization charges, Mr. Eichenberg said the District covers Hepatitis B series immunization to staff on a voluntary basis as part of its First Aid training. There were no other comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

FINAL TRAFFIC IMPACT ANALYSIS FOR SPOKANE VALLEY LIBRARY/BALFOUR PARK:

Following discussion of the final Traffic Impact Analysis, Ms. Ledeboer said if Trustees agree to move forward, the District will begin a year-long site plan to address parking, visibility and accessibility to the library if the City concludes its plans to purchase the property. According to the study, the site would generate around 50 trips an hour during weekdays and 350 on Saturdays, which would include park visits. The study did not recommend mitigation; however, Trustees raised similar concerns as fire administrators about increased traffic, access, parking, and adequate facilities to support park use.

INTERLOCAL AGREEMENT WITH CITY OF SPOKANE VALLEY: Mr. Davis moved and Mr. Hattenburg seconded that the Interlocal Agreement between SCLD and City of Spokane Valley for acquisition of real estate be approved with revisions of mention.

As outlined in written discussion from March 31, 2012, provided prior to the meeting, this agreement with the City of Spokane Valley would allow the District to move forward to build a library on vacant land at Herald Road and Sprague Avenue, while the city expands Balfour Park at the same location. Following discussion among trustees about future park amenities, modification to the language under Joint Site Development Plan was suggested to address joint-use parking, separate electrical metering, lighting and restrooms. Rather than amend specific items it was suggested the sections outlining what the City proposed and Library District proposed be amended to state the lists should "include but not be limited to the following:". This would provide more flexibility as we move forward with site planning. There were no additional or public comments.

The motion was unanimously approved.

NEW BUSINESS

COMPUTER SOFTWARE CONTROL POLICY. Mr. Hattenburg motioned and Ms. Apperson seconded that the Computer Software Control Policy be approved as revised. IT Manager Priscilla Ice reviewed the policy initially adopted to affirm all District software be used to follow terms of legal license agreements. She recommends a minor change subsequent to a change in District operations, as currently staff in need of access to District software away from a primary computer can be issued a mobile device or access an internal computer via a Virtual Private Network. In response to a trustee's question about potential for disciplinary

action for not following policy, Mr. Eichenberg said circumstance would determine disciplinary action, if any. There were no other questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING PROPOSAL AND TIMELINES

In August, Branch Services Manager Doug Stumbough and Librarian Sonia Gustafson will attend PLA Strategic Planning Boot Camp. To follow, Branch Services Manager Patrick Roewe said a planning process timeline will be finalized by August 31. Strategic Planning will be the central topic of Staff Training and Development Day, Friday, September 28, and by consensus, trustees selected Saturday, October 13, to meet for a strategic planning retreat, venue to be determined. In response to Ms. Lloyd's question about budget impact, Ms. Ledebor said there would be none; budget reserved for FFE will instead be used for strategic planning.

SCLD BRAND-BUILDING

Communications Manager Jane Baker reviewed changes to the SCLD logo by providing visual comparison of the new logo with former iterations. The current icon will be maintained, with more emphasis on the full District name in lieu of acronym for more immediate identification. Ms. Baker also reviewed the logo color scheme and fonts, and proposed letterhead and business card designs. The proposed rollout is to begin with business cards, letterhead and notepads, while first using current materials before replacement. In response to a Trustee's question, Ms. Baker said a QR Code has not been incorporated, yet could easily be added. Mr. Hattenburg commented favorably toward design changes which emphasize our District status, particularly as we move into the future.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. He reminded trustees the July meeting will be held at Moran Prairie Library for which Ms. Apperson and Mr. Davis have excused absences. The August meeting is canceled. Ms. Ledebor noted discussion of a reciprocal borrowing agreement with Liberty Lake Library will be added to the September agenda, when the board will meet at North Spokane.

Ms. Ledebor invited trustees and their spouses to join the SCLD table at Humanities Washington Bedtime Stories, a gala to be held Friday evening, September 28, at Red Lion Hotel at the Park. This is the first event of its kind to be held in Spokane.

REPORTS

TRUSTEES

Mr. Davis commented on how much he enjoyed the summer events e-newsletter, considered a homerun with distribution to 50,000 readers; Ms. Apperson added it was timely and impressive. Mr. Hattenburg reported he and Ms. Ledebor met with County Commissioner Al French for what was an affirmative review and exchange about SCLD. Remaining “meet and greet” meetings with other commissioners are scheduled for July.

EXECUTIVE DIRECTOR

The Executive Director’s written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. To learn more about the vision of the community and how the Library District can enhance that vision, Ms. Ledebor reviewed community meetings she arranged or was invited to attend last month.

Ms. Ledebor apprised Trustees we plan to issue a joint press release along with the Spokane Public Library stating support for an Urban Libraries Council initiative to ensure library users have the same open, easy and free access to e-books as physical books.

In response to a Trustee’s question about valuation notices, Ms. Ledebor responded we expect the overall assessed valuation to remain about even with our current year. While many taxpayers are receiving notice of a reduction in value, there should be new construction to offset value reduction for existing property. Mr. Sargent said we expect to receive preliminary projections in late September as we begin the budget process.

PUBLIC SERVICES

Branch Services Manager Patrick Roewe offered to answer questions about the Public Services report for May 2012, provided in advance of the meeting. Trustees noted they were pleased to see the drop in security incidents. Following the recent release of statistics to demonstrate elementary school reading difficulties as proxy for problems later in life, Mr. Hattenburg affirmed Youth Services’ community involvement and efforts to enhance reading skills of area youth.

COMMUNICATIONS

Communications Manager Jane Baker was available for questions about her May report, submitted prior to the meeting. Mr. Hattenburg asked if Comcast Channel 14 is still available to showcase the District; Ms. Baker will follow up to explore this opportunity.

FISCAL

Revenue and Expenditure Statement through May 31, 2012.

Fund 001

Revenues	\$ 10,877,151
Expenditures	\$ 4,606,110
Ending Fund Balance	\$ 10,195,000
Fund Budget Expended	40.75%

Mr. Sargent noted formats of May financial statements were adjusted to report revenues as received; we are now in accordance to auditor requests and GASB 54 requirements. If Trustees questioned why we are over 100% in revenue for taxes when only five months through the year, Ms. Ledeboer noted it is because we are now required to report all taxes owed for the current year, even before actual collection. Mr. Sargent explained since we also receive some revenues (considered late) from prior years, this pushes our revenues above 100%. At the end of the year, however, revenues will be adjusted to account for taxes not collected. There were no further questions.

DEER PARK LIBRARY SPOTLIGHT

Branch Supervisor Kris Barnes captured the essence that is Deer Park Library, and emphasized in her report how members use the library to connect with community. Worksource Colville, AARP Tax-Aide, 4-H, Boy and Girl Scouts, Miniature Society, quilting and political groups exemplifies how community connects with services and information at the library. Seniors are apprised of library services at the Eagles Seniors Day. Local teachers are highly supportive of the library and bring their classroom students to check out books; a classroom card enables students from Stevens County to check out books as well. Ms. Barnes collaborates with local colleges to proctor four to six student exams each month; SFCC refers its Library Technician students to get first-hand knowledge by observing the Circulation Department. Deer Park has an active Friends group. The library display case is prime real estate to showcase collections of community members.

Mr. Roewe noted Ms. Barnes has become a local celebrity at the Settlers Days Parade. The community cheers for the library and Ms. Barnes as staff wave and distribute pencils.

Trustees expressed appreciation to staff for their efforts to make Deer Park Library an integral part of the community.

OVERVIEW: RISK MANAGEMENT

Business Manager Bill Sargent and Human Resources Manager Paul Eichenberg provided an overview of District risk management practices.

Mr. Sargent reported on insurance coverage for SCLD, and distributed a handout itemizing each type of insurance and its purpose. He noted we have contemporary replacement costs for all facilities; coverage for IT hardware and Fine Arts; Fence and Sign at Moran Prairie and North Spokane, and earthquake coverage for Argonne. Mr. Sargent also reviewed SCLD claims history over the past five years, all considered minimal other than a collapsed roof at Deer Park during winter of 2008. In response to a question, Mr. Sargent said total

annual premiums charges are just under \$68,000 per year. We work with a broker to review coverage each fall prior to January renewals.

Mr. Eichenberg reviewed a number of ways the District manages or minimizes risk of incidences, and provided a handout to accompany his report. A Safety Committee meets quarterly to address issues that could become potential safety issues, and safety orientation is provided to all staff. Safe Environment Training was provided to almost 100 employees last fall. Various HR training topics such as FMLA, FLSA, hiring and disciplinary procedures are ongoing. Risk is also transferred to various insurance companies for coverage; e.g., health, unemployment and Workers' Compensation. Mr. Eichenberg reported annual L& I coverage is \$17,000. There were no other questions or public comments.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 6:03 p.m. to discuss the Executive Director's three-month performance evaluation.

The board returned from executive session at 6:52 p.m.

ADJOURNMENT

The meeting adjourned at 6:53 p.m.

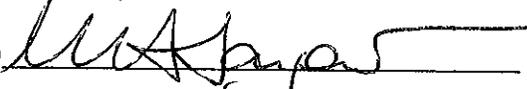
Tim Hattenburg, Chair

Nancy Ledebuer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2012 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$953,263.53 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2012

SIGNED: 

SIGNED: 

TITLE: BUSINESS MANAGER

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
042190	AMERICAN LIBRARY ASSOCIATION OFFICE/LIBRARY SUPPLIES	\$ 249.00
042191	AUDIOGO LIBRARY MATERIALS	480.88
042192	AVISTA UTILITIES UTILITIES	3,472.02
042193	BAKER AND TAYLOR ENTERTAINMENT LIBRARY MATERIALS	111.11
042194	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	19.47
042195	BRILLIANCE AUDIO, INC. LIBRARY MATERIALS	340.60
042196	BRODART CO. OFFICE/LIBRARY SUPPLIES	1,237.39
042197	WASHINGTON COUNTIES INS FUND MEDICAL, DENTAL, VISION & LIFE INS.	81,288.92
042198	CAMTEK INC. SECURITY & SAFETY SERVICES	371.75
042199	CAPSTONE LIBRARY MATERIALS	37.68
042200	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	301.18
042201	CENTER POINT LARGE PRINT LIBRARY MATERIALS	26.06
042202	CENTURYLINK TELEPHONE	77.64
042203	CENTURYLINK TELEPHONE	3,280.00
042204	CENTURYLINK TELEPHONE	41.38
042205	CENTURYLINK TELEPHONE	41.16
042206	CENTURYLINK TELEPHONE	333.20
042207	CENTURYLINK TELEPHONE	333.20
042208	CENTURYLINK TELEPHONE	144.89
042209	DOWN TO EARTH SPRINKLER SERV GROUNDS MAINTENANCE	50.55
042210	ELECTRONIC HANDBOOK PUB. LIBRARY MATERIALS	415.24
042211	FINDAWAY WORLD, LLC LIBRARY MATERIALS	794.86
042212	FRONTIER TELEPHONE	405.00
042213	GALE GROUP, INC. LIBRARY MATERIALS	756.04
042214	GREATER SPOKANE VALLEY CHAMBER BUSINESS TRAVEL	75.00
042215	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	1,570.43
042216	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	14,858.37
042217	KENT ADHESIVE PRODUCTS CO. OFFICE/LIBRARY SUPPLIES	471.36
042218	LEADERSHIP SPOKANE TRAINING	2,725.00
042219	MIDWEST TAPE LIBRARY MATERIALS	1,722.07
042220	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	61.72
042221	OTIS ELEVATOR COMPANY BUILDING REPAIR & MAINTENANCE	1,840.21
042222	OVERDRIVE, INC. LIBRARY MATERIALS	3,291.69
042223	PRESSWORKS PRINTING	2,638.15

042224	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	550.31
042225	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
042226	RANDOM HOUSE, INC.	LIBRARY MATERIALS	507.43
042227	RECORDED BOOKS, LLC	LIBRARY MATERIALS	802.95
042228	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	3,737.20
042229	SUPERMEDIA, LLC	ADVERTISING	30.50
042230	TANTOR MEDIA	LIBRARY MATERIALS	296.33
042231	TERRA NOVA FILMS	LIBRARY MATERIALS	259.90
042232	TODD PUBLICATIONS	LIBRARY MATERIALS	200.00
042233	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	593.12
042234	WASTE MANAGEMENT OF SPOKANE	UTILITIES	987.50
042235	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	82.80
042236	AVISTA UTILITIES	UTILITIES	2,679.20
042237	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	164.68
042238	BOOKS IN MOTION	LIBRARY MATERIALS	107.02
042239	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	87.66
042240	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	23.89
042241	BUDGET-RENT-A-CAR	CAR RENTAL	76.56
042242	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	180.21
042243	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	527.20
042244	CITY OF SPOKANE	UTILITIES	311.51
042245	CITY OF AIRWAY HEIGHTS	UTILITIES	171.56
042246	CITY OF CHENEY	UTILITIES	715.19
042247	CITY OF DEER PARK	UTILITIES	92.25
042248	COSTCO - HSBC BUS SOLUTIONS	OFFICE/LIBRARY SUPPLIES	10.86
042249	ELK SENTINEL	LIBRARY MATERIALS	10.00
042250	EMPIRE DISPOSAL INC.	UTILITIES	17.75
042251	GALE GROUP, INC.	LIBRARY MATERIALS	554.36
042252	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	17.39
042253	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,610.99
042254	INLAND PUBLICATIONS	ADVERTISING	396.00
042255	MIDWEST TAPE	LIBRARY MATERIALS	7,396.39
042256	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,850.43
042257	OVERDRIVE, INC.	LIBRARY MATERIALS	3,416.57
042258	PROQUEST	LIBRARY MATERIALS	12,540.00
042259	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	159.27
042260	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,711.55
042261	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
042262	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	498.13
042263	TERRA NOVA FILMS	LIBRARY MATERIALS	225.00
042264	UPSTART	OFFICE/LIBRARY SUPPLIES	780.42
042265	WASTE MANAGEMENT OF SPOKANE	UTILITIES	130.41
042266	WEST COAST CASH REGISTER	OFFICE/LIBRARY SUPPLIES	117.78
042267	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,610.92
042268	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	27,159.22
042269	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042270	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
042271	ALLIED SECURITY	SECURITY & SAFETY SERVICES	354.23
042272	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	133.50
042273	AVISTA UTILITIES	UTILITIES	389.13
042274	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	167.04
042275	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	205.00

042276	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	19.47
042277	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	291.60
042278	UNIV OF WASHINGTON	TRAINING	5,200.00
042279	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
042280	CENTURYLINK	TELEPHONE	30.14
042281	CENTURYLINK	TELEPHONE	86.66
042282	CENTURYLINK	TELEPHONE	592.01
042283	CENTURYLINK	TELEPHONE	118.72
042284	CHEVRON U.S.A. INC.	VEHICLE FUEL	269.72
042285	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	812.49
042286	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,662.00
042287	EARTHWORKS RECYCLING, INC	UTILITIES	205.00
042288	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	322.44
042289	GREATAMERICA LEASING CORP.	EQUIPMENT RENTAL	159.95
042290	GALE GROUP, INC.	LIBRARY MATERIALS	286.59
042291	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,180.49
042292	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	19,497.63
042293	INLAND POWER AND LIGHT	UTILITIES	654.13
042294	THE LARGE PRINT BOOK COMPANY	LIBRARY MATERIALS	33.67
042295	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	211.97
042296	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	3,114.14
042297	OVERDRIVE, INC.	LIBRARY MATERIALS	3,941.79
042298	POSTMASTER	P.O. BOX RENTAL	100.00
042299	POSTMASTER	P.O. BOX RENTAL	100.00
042300	PRESSWORKS	PRINTING	527.20
042301	PAUL PUHEK	LIBRARY PROGRAMS	488.03
042302	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	747.10
042303	QWEST CORPORATION	TELEPHONE	2,071.38
042304	RANDOM HOUSE, INC.	LIBRARY MATERIALS	641.33
042305	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,535.60
042306	SPOKANE COUNTY UTILITIES	UTILITIES	403.19
042307	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
042308	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	609.13
042309	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	70.77
042310	VALUE LINE PUB., INC.	LIBRARY MATERIALS	6,594.00
042311	VERIZON WIRELESS	TELEPHONE	154.45
042312	VERIZON WIRELESS	TELEPHONE	138.65
042313	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	527.24
042314	WASHINGTON POLICY CENTER	LIBRARY MATERIALS	70.00
042315	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	568.94
042316	AUDIOGO	LIBRARY MATERIALS	586.56
042317	AVISTA UTILITIES	UTILITIES	170.46
042318	BIFOLKAL PRODUCTIONS, INC.	LIBRARY MATERIALS	159.44
042319	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	169.07
042320	CALL REALTY, INC.	MANAGEMENT FEES	895.72
042321	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	1,587.02
042322	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	74.83
042323	CENTURYLINK	TELEPHONE	86.20
042324	CENTURYLINK	TELEPHONE	82.75
042325	CENTURYLINK	TELEPHONE	33.83
042326	CENTURYLINK	TELEPHONE	59.85
042327	CENTURYLINK	TELEPHONE	86.66

042328	CENTURYLINK	TELEPHONE	124.13
042329	CENTURYLINK	TELEPHONE	5,603.90
042330	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,162.62
042331	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	148.64
042332	GALE GROUP, INC.	LIBRARY MATERIALS	2,128.31
042333	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	363.64
042334	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,108.68
042335	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	232.95
042336	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	184.79
042337	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,878.86
042338	INLAND POWER AND LIGHT	UTILITIES	325.71
042339	MIDWEST TAPE	LIBRARY MATERIALS	4,317.32
042340	NEW YORK TIMES	LIBRARY MATERIALS	62.40
042341	OVERDRIVE, INC.	LIBRARY MATERIALS	3,230.82
042342	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	291.86
042343	RANDOM HOUSE, INC.	LIBRARY MATERIALS	120.93
042344	RECORDED BOOKS, LLC	LIBRARY MATERIALS	739.90
042345	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
042346	SPOKANE REGIONAL HEALTH DIST	STAFF IMMUNIZATIONS	146.00
042347	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	685.14
042348	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES	102.00
042349	TANTOR MEDIA	LIBRARY MATERIALS	166.11
042350	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,772.88
042351	UPS	FREIGHT	34.40
042352	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	657.86
042353	WHITWORTH WATER DISTRICT #2	UTILITIES	285.82
042354	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	123.00
042355	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,999.44
042356	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,740.52
042357	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042358	AUDIOGO	LIBRARY MATERIALS	81.44
042359	AVISTA UTILITIES	UTILITIES	2,528.03
042360	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	444.75
042361	BOOKS IN MOTION	LIBRARY MATERIALS	6.52
042362	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	177.95
042363	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	41.83
042364	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	80,577.35
042365	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	125.19
042366	CENTURYLINK	TELEPHONE	3,280.00
042367	CENTURYLINK	TELEPHONE	41.38
042368	CENTURYLINK	TELEPHONE	41.16
042369	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	373.82
042370	STATE OF WASHINGTON	LEASEHOLD EXCISE TAXES	290.16
042371	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	7,653.25
042372	TIMOTHY ELY	LIBRARY PROGRAMS	652.74
042373	ERIC H ENDRES	LIBRARY PROGRAMS	4,200.00
042374	FED EX OFFICE	PRINTING	700.19
042375	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	382.42
042376	GALE GROUP, INC.	LIBRARY MATERIALS	84.74
042377	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	75.00
042378	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,664.54
042379	INLAND PUBLICATIONS	ADVERTISING	1,188.00

042328	CENTURYLINK	TELEPHONE	124.13
042329	CENTURYLINK	TELEPHONE	5,603.90
042330	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,162.62
042331	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	148.64
042332	GALE GROUP, INC.	LIBRARY MATERIALS	2,128.31
042333	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	363.64
042334	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,108.68
042335	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	232.95
042336	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	184.79
042337	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,878.86
042338	INLAND POWER AND LIGHT	UTILITIES	325.71
042339	MIDWEST TAPE	LIBRARY MATERIALS	4,317.32
042340	NEW YORK TIMES	LIBRARY MATERIALS	62.40
042341	OVERDRIVE, INC.	LIBRARY MATERIALS	3,230.82
042342	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	291.86
042343	RANDOM HOUSE, INC.	LIBRARY MATERIALS	120.93
042344	RECORDED BOOKS, LLC	LIBRARY MATERIALS	739.90
042345	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
042346	SPOKANE REGIONAL HEALTH DIST	STAFF IMMUNIZATIONS	146.00
042347	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	685.14
042348	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES	102.00
042349	TANTOR MEDIA	LIBRARY MATERIALS	166.11
042350	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,772.88
042351	UPS	FREIGHT	34.40
042352	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	657.86
042353	WHITWORTH WATER DISTRICT #2	UTILITIES	285.82
042354	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	123.00
042355	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,999.44
042356	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,740.52
042357	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042358	AUDIOGO	LIBRARY MATERIALS	81.44
042359	AVISTA UTILITIES	UTILITIES	2,528.03
042360	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	444.75
042361	BOOKS IN MOTION	LIBRARY MATERIALS	6.52
042362	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	177.95
042363	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	41.83
042364	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	80,577.35
042365	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	125.19
042366	CENTURYLINK	TELEPHONE	3,280.00
042367	CENTURYLINK	TELEPHONE	41.38
042368	CENTURYLINK	TELEPHONE	41.16
042369	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	373.82
042370	STATE OF WASHINGTON	LEASEHOLD EXCISE TAXES	290.16
042371	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	7,653.25
042372	TIMOTHY ELY	LIBRARY PROGRAMS	652.74
042373	ERIC H ENDRES	LIBRARY PROGRAMS	4,200.00
042374	FED EX OFFICE	PRINTING	700.19
042375	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	382.42
042376	GALE GROUP, INC.	LIBRARY MATERIALS	84.74
042377	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	75.00
042378	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,664.54
042379	INLAND PUBLICATIONS	ADVERTISING	1,188.00

042380	MIDWEST TAPE	LIBRARY MATERIALS	1,103.52
042381	OVERDRIVE, INC.	LIBRARY MATERIALS	366.80
042382	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
042383	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	527.92
042384	RANDOM HOUSE, INC.	LIBRARY MATERIALS	878.85
042385	RECORDED BOOKS, LLC	LIBRARY MATERIALS	588.61
042386	REAL ESTATE RESEARCH COMMITTEE	LIBRARY MATERIALS	75.00
042387	TEACHING COMPANY	LIBRARY MATERIALS	204.90
042388	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
042389	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	15,568.15
042390	JAROM WATTS	LIBRARY PROGRAMS	1,500.00
W00075	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,274.82
W00076	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,860.09
W00077	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>49,665.77</u>

Total Non-Payroll General Operating Fund **\$ 602,225.90**

PAYROLL VOUCHERS

06082012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 185,629.03
06252012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>165,408.60</u>

Total Payroll General Operating Fund **\$ 351,037.63**

TOTAL GENERAL OPERATING FUND **\$ 953,263.53**

**SPOKANE COUNTY LIBRARY DISTRICT
MONTHLY CREDIT CARD ACTIVITY
FOR THE MONTH OF JUNE 2012**

<u>CARD CATEGORY</u>	<u>AMOUNT</u>
GENERAL PURCHASES	\$ 7,787.09
MAINTENANCE	884.68
TRAVEL	2,910.75
ACQUISITIONS	2,168.31
INFORMATION TECHNOLOGY	1,817.32
TOTAL PURCHASES	<u>\$ 15,568.15</u>

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY (REVISION): APPROVAL RECOMMENDATION

Recommendation:

Review and approve modifications to the Policy on Annexation of Cities and Towns to the Library District. The current policy was last revised, May 18, 2010.

Action Required:

Motion to approve the revised Policy on Annexation of Cities and Towns to the Library District.

Background:

The current policy provides criteria to guide Board review of requests to annex to the District.

Currently only three cities in Spokane County are not part of the Library District. Airway Heights contracts with the District for library services. The cities of Liberty Lake and Spokane operate their own libraries which are funded from their General Fund.

RCW 27.12 provides an option for cities under the population of 300,000 to annex to a library district. The process involves several steps, should a city determine they would like to annex to a district. The city or town must adopt an ordinance requesting annexation into a library district. The Board of Trustees then reviews the request and if they concur, the county legislative authority places the issue on the election ballot. The voters are then asked if they want to join the library district.

If the annexation is approved by the voters, the district levy rate is applied to the newly annexed areas at the same rate as has been submitted and approved for the entire district.

Following this process, Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley and Waverly have annexed to the District. Voters from these areas along with unincorporated areas of the county are asked to approve levy rate adjustments as well as bond measures to support capital improvements.

By operating a county-wide library system, smaller communities have access to a greater combined collection of materials and electronic resources. The Library District is able to share resources across the County and provide equitable library services to all residents. The advantage to cities for joining a library district is all residents have access to equitable library services and a larger system can take advantage of the economies of scale that come from negotiating for products and services. In addition, a city can maintain the existing tax rate and redistribute funds to other needed services.

A consideration for the District is that if any of the municipalities annexed to the District reaches the maximum taxing authority of \$5.90, then special taxing districts (such as Fire, Cemetery, Park, Hospital or Library Districts) will be pro-rated to not exceed the maximum tax rate. Since the tax rate must be uniform for the entire District, this could result in a lower pro-rated levy across the District.

The revised policy recommended for approval, and its former version follows.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

Purpose: The Policy provides criteria for evaluating requests from cities and/or towns that may wish to annex to the Library District as outlined in 27.12 RCW.

General Policy: The Spokane County Library District Board of Trustees will consider requests to annex to the Library District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the Library District.

The Board of Trustees will concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the Library District provides library services to the residents of that jurisdiction, the city or town agrees if the annexation is approved a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of city/town-owned library facilities.

If the city or town does not already contract with the Library District for services, the city or town will agree to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

If the annexation will cause the Library District tax rate to be reduced on a prorated basis, along with other special districts, due to the municipality reaching its statutory tax limit, then the jurisdiction must agree to lower its tax rate to avoid the reduction of the Library District's tax rate. The Library District will evaluate this potential tax rate reduction based upon reasonable projections.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JUNE 17, 1982
LATEST REVIEW AND REVISION: JULY 17, 2012

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

The Spokane County Library District Board of Trustees recognizes that cities and towns may wish to annex to the Library District, as provided for in 27.12 RCW, rather than contract for library services.

Therefore, the Board of Trustees will concur with requests from cities and towns to annex to the District under the following conditions:

1. If the city or town has an interlocal cooperation agreement with the District, the city or town agrees that if the annexation is approved:
 - a. all financial responsibilities related to library facilities shall remain identical to those in the interlocal cooperation agreement;
 - b. a new interlocal cooperation agreement shall be executed, reflecting the change in contracting status and including the financial responsibilities related to library facilities.
2. If the city or town has no interlocal cooperation agreement with the District, annexation will not obligate the District to provide a library facility in that city or town except as negotiated and under terms set forth in a pre-annexation agreement.
3. The annexation will not cause a reduction in the District's regular property tax levy rate, either immediately or in future years, based upon reasonable projections.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JUNE 17, 1982
LATEST REVIEW AND REVISION: MAY 18, 2010

STRATEGIC PLANNING UPDATE FOR INFORMATION ONLY

Over the past month, staff members from across the District have been asked to participate as facilitators and/or serve on the Planning Committee. They were recommended by their supervisors/managers and selections were made with to provide broad representation of positions, experience, responsibilities, ideas, and viewpoints. The facilitators will work to gather input from activities in September-November designed to identify community needs (Staff Day, Community Forums, Focus Groups and Interviews). The members of the planning committee will then be tasked with compiling the identified community needs, identifying our organizational assets, selecting service responses, and drafting the Strategic Plan.

Staff Facilitators

<i>Stacy Hartkorn</i>	<i>Airway Heights</i>	<i>Branch Supervisor</i>
<i>Cara Strickland</i>	<i>Argonne</i>	<i>Public Services Clerk</i>
<i>Lori Shotwell</i>	<i>Cheney</i>	<i>Public Services Clerk</i>
<i>Debra Park</i>	<i>Collection Services</i>	<i>Adult Collections Development Librarian</i>
<i>Kris Barnes</i>	<i>Deer Park</i>	<i>Branch Supervisor</i>
<i>Patty Franz</i>	<i>Administration/HR</i>	<i>Administrative Assistant</i>
<i>De Griffith</i>	<i>Information Technology</i>	<i>Desktop Administrator</i>
<i>Jason Johnson</i>	<i>Moran Prairie</i>	<i>Branch Supervisor</i>
<i>Lyle Coffey</i>	<i>North Spokane</i>	<i>Information Specialist</i>
<i>Carlie Hoffman</i>	<i>North Spokane</i>	<i>Librarian</i>
<i>Amber Williams</i>	<i>North Spokane</i>	<i>Librarian</i>
<i>Bev Bergstrom</i>	<i>Otis Orchards/Fairfield</i>	<i>Branch Supervisor</i>
<i>Morgan Garratt</i>	<i>Spokane Valley</i>	<i>Page</i>
<i>Katie Hannan</i>	<i>Spokane Valley</i>	<i>Circulation Clerk</i>
<i>Aileen Luppert</i>	<i>Spokane Valley</i>	<i>Librarian</i>
<i>Ruth Safranek</i>	<i>Spokane Valley</i>	<i>Information Specialist</i>

Planning Committee

<i>Jane Baker</i>	<i>Administration</i>	<i>Communications Manager</i>
<i>Julie Ferguson</i>	<i>Airway Heights</i>	<i>Circulation Clerk</i>
<i>Mary Kay Anderson</i>	<i>Argonne</i>	<i>Branch Supervisor</i>
<i>Janelle Krum</i>	<i>Business Office</i>	<i>Finance/Accounting Supervisor</i>
<i>Lori Shotwell</i>	<i>Cheney</i>	<i>Public Services Clerk</i>
<i>Debra Park</i>	<i>Collection Services</i>	<i>Adult Collections Development Librarian</i>
<i>Mandy Conlin</i>	<i>Deer Park</i>	<i>Public Services Clerk</i>
<i>Patty Franz</i>	<i>Administration/HR</i>	<i>Administrative Assistant</i>
<i>De Griffith</i>	<i>Information Technology</i>	<i>Desktop Administrator</i>
<i>Jenn Fuher</i>	<i>Medical Lake</i>	<i>Public Services Clerk</i>
<i>Jason Johnson</i>	<i>Moran Prairie</i>	<i>Branch Supervisor</i>
<i>Kathryn Hardin</i>	<i>North Spokane</i>	<i>Information Specialist</i>
<i>Amber Williams</i>	<i>North Spokane</i>	<i>Librarian</i>

*Cindy Slaton
Patrick Roewe
Doug Stumbough
Andrea Bass
Mary Ellen Braks
Aileen Luppert
Gina Rice
Sonia Gustafson*

*Otis Orchards
Region 1
Region 2
Spokane Valley
Spokane Valley
Spokane Valley
Spokane Valley
Spokane Valley*

*Public Services Clerk
Branch Services Manager
Branch Services Manager
Page
Youth Services Manager
Librarian
Circulation Supervisor
Librarian /Strategic Plan Coordinator*

FUTURE BOARD MEETING TENTATIVE AGENDAS: AUGUST – OCTOBER 2012 FOR INFORMATION ONLY

Next regular meeting

FYI, August 21, 2012: Argonne Library/Administrative Offices (Canceled)

September 18, 2012: North Spokane Library (4:00 p.m.)

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

- Policies Review
 - * Financial Management
 - * Member Privileges and Responsibilities
 - * Meeting Room
- Reciprocal Agreement with Liberty Lake Library Discussion
- Strategic Planning Update
- Branch Spotlight - North Spokane
- Overview: Employee Benefits

Please send requests for agenda additions or changes to the board Chair or Patty no later than noon, Monday, September 3, for inclusion in the preliminary agenda to be emailed Wednesday, September 5. The meeting packet will be mailed Wednesday, September 12.

Future meetings/activities

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

October 16, 2012: Argonne Library (4:00 p.m.)

- 2013 Preliminary Budget Review
- Collection Development Policy Review
- Strategic Planning Update
- Branch Spotlight - Fairfield and Otis Orchards
- Overview: SCLD Website Redesign Features

SPECIAL MEETINGS AND ACTIVITIES

September 28	Staff Day (<i>The Lincoln Center</i>), 8:00 a.m. to 5:00 p.m.
September 28	Humanities Washington Bedtime Stories (<i>Red Lion Hotel at Park</i>), 6:15 p.m.
October 12	Spokane is Reading (<i>Garland Theater and The Lincoln Center</i>)
October 13	Strategic Planning Board of Trustees Retreat (<i>CenterPlace</i> , 2426 N. Discovery Place, Spokane Valley)

EXECUTIVE DIRECTORS REPORT
JUNE 2012

Administration

Business Office, Finance & Facilities

- The ongoing problems within the Timesheet program continue. Although the problem can be made functional through a variety of workarounds, inordinate staff time is required to validate the accuracy of the information being processed. The staff time required to validate the information is approaching the point of becoming excessive and is counter intuitive to the concept of using an electronic timesheet system to report and process the staffs recorded hours. The opinion of the vendor that has worked closely with the District on the timesheet program, "ABRA Timesheet is a lost cause at this point... We have tried and tried with Sage Tech Support (and the higher ups) to get some resolution for you, but have not heard back." The vendor has proposed replacement timesheet programs for review over the summer months, with a selection made by the end of August. Currently, we anticipate installation and implementation of the new timesheet program in late September or early October.
- Last month, an abbreviated report was provided on property valuation notices received from the Spokane County Assessor. Below are 2012 assessed valuations for all District-owned property and buildings. For comparison purposes the purchase costs, net of accumulated depreciation are reported for each piece of real property.

Location	2012 Assessed Valuation	Historical Cost				A.V. Over/(Under Net Book Value
		Land	Building	Less	-	
				Accumulated Depreciation	Net Book Value	
Airway Heights	\$ 492,200	\$ -	\$ 637,643	\$ (199,263)	\$ 438,380	\$ 53,820
Argonne (b)	2,002,600	178,900	1,328,359	(680,784)	826,475	1,176,125
Conklin (c)	300,230	455,426	-	-	455,426	(155,196)
Deer Park	996,890	12,000	993,081	(285,511)	719,570	277,320
Hastings (c)	450,450	693,014	-	-	693,014	(242,564)
Moran Prairie	1,693,800	206,233	1,888,430	(212,448)	1,882,215	(188,415)
North Spokane	1,332,220	79,000	1,406,151	(814,612)	670,539	661,681
Otis Orchards	735,410	12,000	584,824	(270,481)	326,343	409,067
Spokane Valley	600,550	3,500	1,438,427	(1,438,427)	3,500	597,050
Totals	\$ 8,604,350	\$ 1,640,073	\$ 8,276,915	\$ (3,901,526)	\$ 6,015,462	\$ 2,588,888
(a) Building Only, Land is Owned by City of Airway Heights						
(b) Includes Upriver Drive land & house						
(c) Property Only						

Collection Services

- We ordered 2,583 titles and 8,464 copies in June; both the number of titles and the number of copies ordered were well above this year's monthly average by a large amount.
- With 50% of the year done, total print/nonprint stands at 50.86% expended which is just slightly ahead for the year.
- We processed, added to the system, and sent out to the branches 7,190 items in June.
- There has been a net increase, **year-to-date**, in the print/nonprint collection of 1,642 items after a monthly net increase of 2,902 nonprint items and a net decrease of 1,260 print items.
- Downloadable lending in June almost matched January and March numbers, beating both those months for regular downloads but trailing in Project Gutenberg downloads. A total of 16,067 audiobook, eBook and music items circulated (includes 163 Project Gutenberg checkouts) in June. Audiobooks showed some increase in circulation. Customers placed a total of 5,622 holds. Numbers for unique customers again held steady, and the number of new customers declined slightly from May.

Human Resources

In June the Washington Counties Insurance Fund* (WCIF) approved implementing a new wellness program scheduled for rollout in August. The new program will provide dollar incentives for groups and individuals who participate. Individuals will see a reduction in their deductibles of \$150. If forty (40) percent of SCLD employees enrolled in a WCIF medical plan participate in the wellness program, SCLD will receive a 2% reduction in its medical premiums costs. Participants will have until November 1 to get a wellness physical, complete an online health risk assessment and attest they either do not use tobacco products or will stop using during 2013. Employees who have had a physical examination since November 1, 2011, and have their biometric numbers will not be required to get another physical exam.

* WCIF provides the District's health and wellness benefits; the HR Manager serves on the board.

The HR Assistant successfully negotiated arrangements for the Staff Day luncheon, after being informed of unanticipated changes in The Lincoln Center's food and beverage policy involving outside vendors. The Lincoln Center amended its menu and cost, now \$0.91 less per employee than last year.

Information Technology

- The Print Management installation was completed. For the most part, staff report that members have adjusted to it fairly easily.
- Preparations for the July fiber installation at North Spokane were completed. This paves the way for a 500% increase in bandwidth for the building.
- Upgrades to the wireless network continued. New access points have been installed in six of ten buildings.

Library & Community Activities:

In June I attended the annual conference of the **American Library Association** in Anaheim. The Orange County Library presented a program on how to create a culture of creativity and innovation in a library. Upon my return from ALA, I invited SCLD staff to find individuals who would like to participate on a trend watching team for SCLD. I also attended a program on programming to encourage civic engagement, where three very different libraries talked about the types of programs they offer to create a sense of community participation in civil discourse. A session that complemented the other topics very nicely was presented by Richard Harwood, of the Harwood Institute for Public Innovation. Mr. Harwood talked about his work to identify how to engage individuals in creating the communities they want, and how to restore hope. He recognized the importance of libraries and challenged librarians to get involved in what he sees as a new direction for the country. He believes people want to be engaged in activities on a local level for tangible results. These smaller acts will have ripple effects as more and more people become engaged in creating change and restoring hope. Libraries are trusted institutions that can help foster this type of community engagement. Both former ALA president Nancy Kranich and incoming president Maureen Sullivan were at this program and they talked about how this message is important for all types of libraries working in all types of communities.

I attended two programs on e-Books, one focused on how families are changing in an ever increasing electronic world and the other on trends in e-Reading. Our experiences at SCLD support the findings of these national studies. Perhaps the most interesting finding in the PEW study was that “book omnivores” are reading more. E-Books are not necessarily creating new readers; they are just making it easier for voracious readers to have access to books at any time, in any place. There was also a program on how libraries can do more programming to support Science Technology, Engineering and Math, (STEM) by finding community organizations that share this interest, and sharing resources. They provided great ideas for creating collaborations and sharing information about national programs that will support this type of programming. I spent quite a bit of time in the exhibit hall visiting vendors and looking for new ideas that might benefit SCLD.

Tim Hattenburg, Library Board Chair, and I have visited with all three **County Commissioners**. We were able to share information about what the library is doing now and how our Strategic Planning process will ensure we remain relevant to the community. Commissioners expressed support for the library and recognized the value SCLD provides the community. They were very interested in plans to increase learning opportunities through partnerships with other organizations. They all commented on the idea of regional library services and future plans for library services.

In an effort to learn more about the County, I visited with **Auditor Vicky Dalton** and **Assessor Vicki Horton**. We work with the Auditor on a regular basis during elections by branches serving as drop off points for ballots. We will gear up for a large fall turnout by adding a secondary ballot box at several locations. We work with the Assessor’s office closely as we prepare our budget for submission. The Assessor’s office receives our preliminary budget and uses that information to prepare the final county budget. They also review tax levy revenues and determine when a jurisdiction has exceeded the 1% cap. I found both officials and their staff members to be exceedingly helpful and informative.

Just before the Independence Day holiday we had an **incident** at the Argonne Library that resulted in a one sided news story on a television station. Staff received a complaint from a parent who objected to what another person was viewing on the Internet. Staff responded in a professional manner consistent with library policy. Staff was not informed of, nor did they observe any illegal activity or behavior. The news story focused on illegal behavior and failed to mention that library staff was not informed of the alleged behavior until a day after it occurred. The news story has generated concern from parents about library policy. The Customer Use of Internet Resources Policy was scheduled for review in December of 2012. In light of current concerns, the Board may want to discuss the policy at an earlier date.

Region II Manager Doug Stumbough and I met with staff from the **City of Spokane Valley** to discuss the proposed property purchase. City staff informed us they requested an extension from the seller to have more time to review the traffic report in detail. We will meet with City staff in the coming weeks to examine suggestions for mitigating identified concerns.

Doug Stumbough and Sonia Gustafson were accepted to the PLA Boot Camp training. This is part of our **Strategic Planning** process and we look forward to their participation in August. Meanwhile they have invited staff from across the district to participate on the Planning Team.

**ITEM AND TITLE MONTHLY REPORT
JUNE 2012**

	ITEMS				TITLES		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	197995	171908	369903		85752	50877	136629
Nonprint	50081	22493	72574		20146	6083	26229
Subtotal	248076	194401	442477		105898	56960	162858
Periodicals	16824	3042	19866		354	47	401
Total	264900	197443	462343		106252	57007	163259

	ITEMS			TITLES		
OverDrive: eBOOKS			8429			7343
Licensed eBOOKS			801			801
Audiobooks			10835			9274
Digital music			1312			1312
OverDrive: Total			21377			18730
GRAND TOTAL			483720			181989

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	20345	14826	35171
Nonprint	5533	1970	7503
TOTAL	25878	16796	42674
DELETIONS			
Print	23622	12809	36431
Nonprint	3361	1240	4601
TOTAL	26983	14049	41032

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	-3277	2017	-1260
Nonprint	2172	730	2902
Periodicals	2800	478	3278

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

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

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

OverDrive: Statistics changed beginning with 6/2011. Not broken out by Adult/Youth
Further statistical changes and adjustments in 9 and 10/11

Summary (Patrick Roewe/Doug Stumbough)
Customer Use Analysis

- In-Library Circulation

June 2012 circulation in the libraries was down slightly (-1%) from the same month in 2011, a change from the increase seen in May (+4%), but similar to the small decreases experienced in March (-1%) and April (-2%). For the first half of this year, 1,116,915 items were circulated in the libraries, a slight increase of 0.3% over the first six of 2011 (1,113,463). Airway Heights posted a significant increase (+12%), with Fairfield and Moran Prairie also experiencing slight upticks (+3% each) over the same month last year. Deer Park once again faced a moderate drop (-10%) compared to June 2011, with the impact of the one-year Stevens County reimbursement program likely a major component in the difference.

Self-checkout station usage by members across the District accounted for 47% of in-library checkouts, a modest increase from last June (43%). The majority of checkouts at North Spokane (58%), Spokane Valley (54%), and Medical Lake (53%) occurred via the self-check stations.

-YTD Measures at a Glance

- Door count for the first half of the year (689,856) is down slightly from the same period in 2011 (695,999, -1%).
- Programming over the first six months of 2012 is up both in the number of programs offered (+16%) and in attendance (+19%).
- Total software station bookings for the year so far are down (-7%) when compared to 2011.
- Reference inquires through June declined District-wide -1% from the same time last year, although Airway Heights (+20%), Argonne (+2%), and Spokane Valley (+5%) show growth.

-Selected Self-Service Activity

	2012			2011			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	237,201		1,385,908	232,612		133,770	4,589		1,252,138
Self-Check	90,909	38%	511,285	85,042	37%	447,998	5,867	2%	63,287
Online Renewal	26,871	11%	173,238	26,403	11%	164,282	468	0%	8,956
Digital Collection	16,067	7%	93,710	9,992	4%	53,339	6,075	2%	40,371
Total Self Service	133,847	56%	778,233	121,437	52%	665,619	12,410	4%	112,614
Total Holds	46,735		281,402	44,612		264,239	2,123		17,163
By Customer	33,392	71%	205,710	33,055	74%	199,436	337	-3%	6,274
Digital Collection	5,622	12%	33,708	3,503	8%	19,729	2,119	4%	13,979
Total Self Service	39,014	83%	239,418	36,558	82%	219,165	2,456	2%	20,253
								0%	
Total Payments	\$25,927.53		\$154,993.96	\$26,642.07		\$142,755.84	-\$714.54	0%	\$12,238.12
Online*	\$8,964.80	35%	\$49,096.62	\$1,484.15			\$7,480.65		

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

Selected Service Point Activity

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

- Tutor.com provided 87 tutoring sessions, up 7% from June 2011 (81). College Intro was the grade level with the most sessions (36), returning to the top spot it held February-April. 5th Grade, which had the top spot last month, was second with 31 sessions. With the conclusion of the school year, we anticipate Tutor.com usage to remain relatively low until the fall.
- AskWA live reference chat tallied 170 total chat and/or email sessions, down -15% from June 2011(200). This decrease returns to the declining pattern we were seeing January-April, though May did see an increase when comparing usage.
- Text a Librarian tallied 33 conversation threads, a 74% increase from June 2011 (19). This is the fifth consecutive month that TaL has seen an increase.
- Our fifth month of offering Livemocha tallied 737 language learning sessions, a 114% increase over last month (344). This reverses the decreasing trend from the previous months, and the dramatic rise in interest is noteworthy. Active Spanish and Basic Spanish each shared the number of most sessions at 83. Basic Icelandic was the fewest with 2 sessions.

Much like the last several months, usage continues to fluctuate. The decrease in AskWA usage is more in line with expectations, as we've been seeing people move away from chat interactions that require a computer to use. The continuing increase in TaL is more in line with communication trends. We're happy to see a surge in use in Livemocha after the initial interest in the product waned.

Security Incident Reports

There were 23 Security Incident reports filed, 10 fewer than last month. As has been the pattern, SV had the most incidents reported with 9. As we had anticipated, June, with 13, was the month with the fewest number of reports filed since October 2010. Beyond the notable behavior incidents detailed in the individual library reports below, incidents were pretty standard fare this month. Compared to June 2011 in which 33 incidents were reported, this month saw a decrease of -30%, the third consecutive month of decline.

Adult Services (Stacey)

Programming:

- The big programming news for June was Adult Summer Reading. The first four of our *Between the Covers: Famous Lives* book-talking programs had a combined attendance of 24. The first two *Between the Covers: Starry Night* astronomy programs had 7 in attendance. (This includes zero for the Spokane Valley program, and the fact that due to weather they were unable to do the stargazing portion at Fairfield.) The two *Between the Covers: Timothy Ely* programs had a combined attendance of 24, and comments from members were positive at both events. Lastly, our first two *Fat Quarter Exchange* programs had only one person attend, at Medical Lake.
- Our *Create a Casserole* program, presented by a Friend of the Fairfield Library, had two people attend.
- *Manage your Summer Garden*, presented by master gardener Pat Munts and sponsored by the Friends of the Airway Heights Library, saw three people attend.
- Our two programs on *Noxious Weed Management* had a combined attendance of 7.
- Information Specialist Lyle Coffey demonstrated how to place holds using our online catalog for residents of Rockwood across the street from NS. One person attended.
- Our three computer classes yielded a combined attendance of 16, an average 5.3. This includes zero attendance at the Cheney Computer Basics class. This figure is up from last June, when 22 attended the five classes offered (an average of 4.4).
- Book discussion attendance averaged 8, up from last month's average of 7.5.

Information:

- We did 9 Book-a-Librarian sessions this month throughout the District, down from last month's 16.
- We proctored 9 tests for members throughout the District in June. This is the first month we've tracked this statistic.
- Staff is in the middle of a database trial for Morningstar Mutual Funds. We were informed earlier this year that the publisher will cease publication of the print version in December.

Collection:

- This month's weeding focus was the first part of the adult non-fiction, 0-399.

Community connections:

- We visited 44 facilities in June, the same as last month, and checked out 1701 items. This is up from last month's circulation of 1701 items.
- Communications Manager Jane Baker, Librarian Michelle Booth and I attended this month's Spokane Valley Chamber of Commerce breakfast meeting, a Biz Buzz.
- Librarians Ellen Peters and Kelsey Hudson represented SCLD at the 11th Annual Caregiver Conference, and discussed library services with 32 attendees.

Youth Services (Gwendolyn/Mary Ellen)

Programming:

- Summer Reading started with a bang with *The Bubbillusionist* bringing in large crowds at all the branches. The groups attending ranged from 71 members – 280 members. Turnout has been good for the music of *Eric Herman*. The groups have ranged in size from 15-147 members. We did a total of 102 in-house Storytimes this month for 3068 children, an average of 30 per Storytime. We visited 21 childcares this month and did 50 Storytimes for 628 children.

Collection:

- This month the focus was the children's nonfiction area from 000-500. We weed according to currency, usage and condition. The nonfiction area is usually weeded during the summer months since the kids are out of school and a majority of their reading is fiction. We still have our nonfiction fans but a majority of the books used to support homework are back on our shelves.

Community connections:

- Mary Ellen has been working on a Community Transformation Grant for Small Communities with other community organizations such as the Health District, ESD 101, INHS, Spokane Schools, Community Minded Enterprises, WSU and United Way. The focus on this grant is to impact health outcomes for our community. We're in the process of planning and figuring out the roles each of the organizations will have. The library's main role will be getting out information to parents and incorporating some food and nutrition books into our Play and Learn Storytimes. I must say the highlight of the meeting was when the women leading the session said, "Libraries are awesome. I didn't know how much you did. You should wear capes."
- Mary Ellen and Gwendolyn presented and had a table in the resource fair at the Engaging Fatherhood Conference at Spokane Community College.

Circulation services (Judy/Gina)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2012	2011	1-yr ago	3-yrs ago	5-yrs ago	2012	2011	Diff
AH	6114	5480	11.57%	19.16%	40.07%	34917	30644	13.94%
AR	15516	16113	-3.71%	12.82%	33.76%	89815	90792	-1.08%
CH	16667	17027	-2.11%	17.04%	18.30%	94646	92961	1.81%
DP	13409	14882	-9.90%	-0.90%	6.39%	83187	89051	-6.58%
FF	1255	1219	2.95%	-34.53%	-20.92%	8106	7575	7.01%
ML	5182	5486	-5.54%	15.41%	45.52%	29742	30406	-2.18%
MP	17624	17189	2.53%	-0.71%	13.56%	100619	101235	-0.61%
NS	55490	55032	0.83%	11.15%	21.03%	313126	307990	1.67%
OT	7563	7673	-1.43%	9.18%	11.11%	42614	43874	-2.87%
SV	55086	55842	-1.35%	4.85%	14.15%	320143	318908	0.39%
TOTAL	193906	195943	-1.04%	7.60%	18.06%	1116915	1113436	0.31%

SELF-CHECK*					
	This Year This Month		Last Year This Month		Difference in self-check use
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2569	42.02%	2507	45.7%	-3.73%
AR	5593	36.05%	5811	36.1%	-0.02%
CH	3867	23.20%	3913	23.0%	0.22%
DP	3406	25.40%	4180	28.1%	-2.69%
FF	235	18.73%	324	26.6%	-7.85%
ML	2732	52.72%	2567	46.8%	5.93%
MP	7391	41.94%	6858	39.9%	2.04%
NS	32142	57.92%	24911	45.3%	12.66%
OT	3473	45.92%	3452	45.0%	0.93%
SV	29501	53.55%	30519	54.7%	-1.10%
TOT	90909	46.88%	85042	43.4%	3.48%

*2012 Self-check statistics for June at NS include 24448 items at the self-check stations and 6794 items retrieved from the DX2 security system, which also serves as a self-check station. The DX2 count includes all items retrieved from the system, including some material previously checked out at a staffed station or a separate self-check station, inflating the NS self-check numbers a bit.

Holds	Holds filled	% of circulation
AH	1396	22.17%
AR	2530	18.02%
CH	3023	19.80%
DP	2132	16.19%
FF	350	25.51%
ML	1041	21.35%
MP	3382	20.47%
NS	8247	16.12%
OT	1882	24.48%
SV	8462	16.53%
TOTAL	33481	18.44%

New Members	June 2012	June 2011	Diff
AH	68	41	65.85%
AR	145	115	26.09%
CH	122	88	38.64%
DP	54	75	-28.00%
FF	3	6	-50.00%
ML	24	25	-4.00%
MP	110	142	-22.54%
NS	373	308	21.10%
OT	50	42	19.05%
SV	372	421	-11.64%
TOTAL	1321	1263	4.59%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	125	2.04%	2316	37.88%	332	5.43%
AR	387	2.49%	3902	25.15%	1370	8.83%
CH	296	1.78%	5062	30.37%	985	5.91%
DP	213	1.59%	4275	31.88%	778	5.80%
FF	58	4.62%	359	28.61%	105	8.37%
ML	93	1.79%	1841	35.53%	310	5.98%
MP	266	1.51%	4665	26.47%	1201	6.81%
NS	985	1.78%	12096	21.80%	4272	7.70%
OT	145	1.92%	2052	27.13%	644	8.52%
SV	977	1.77%	13792	25.04%	3795	6.89%
TOTAL	3545	1.83%	50360	25.97%	13792	7.11%

Customer Payments

	2012	2011	Diff	% change
CASH	\$11,719.88	\$16249.94	-\$4,530.06	-27.88%
CHECK	\$5242.85	\$8907.98	-\$3665.13	-41.14%
CREDIT*	\$8964.8	\$1484.15	\$7480.65	504.04%
TOTAL	\$25,927.53	\$26642.07	-\$714.54	-2.68%

***In April of 2011, credit card payments were suspended due to changes in credit card regulations. Our new system with PayIt was implemented in June of 2011. This explains the small amount of fees taken by credit card in the month of June 2011.*

- The total taken in online credit/debit in June via PayIt was ~35% of the total, the highest yet recorded and several points above the YTD percentage of 32%.
- The ~3% increase in total payments suggests a potential leveling off of total payments—we'll be monitoring this in the coming months.
- Total payment amounts and credit payment amounts both increased for the second consecutive month when comparing 2012 month to month, reversing the previous declining trend, which was the result of January 2012 being a full year of requiring that accounts be cleared at renewal. We're still not sure at present what factors might be driving the increase.
- With the most substantial decline to date, the reduction in check payments when comparing June 2011 to June 2012 confirms the declining trend in check payments in favor of the increase in credit/debit payments.

Service Improvements

- All 10 District libraries now use the same model cash register, with new Samsung ER-5215M Electronic Cash Registers installed in eight of the libraries by the end of June. Our two smallest libraries, AH and FF, received the machines that had previously been in use at DP and SV. Operating quietly and with more space to program clerks who work at multiple libraries, the new machines will make cash transactions easier for staff and by extension better for members. The new receipts are cleaner and easier to read.

Branch reports

Airway Heights: Stacy Hartkorn

Events:

- Play and Learn attendance for June 2012 averaged 18.75 people per event, which is the highest average yet for 2012. June 2012's average attendance increased by 4.18 people per event compared to the previous month, May 2012, and by 1.5 people compared to June 2011.
- Airway Heights Summer Reading program numbers for both Children and Teen programming have increased drastically in 2012 compared to 2011. June 2012 attracted a total of 141 people for the three programs offered, which already exceeds the total attendance of 133 people for all of 2011's Summer Reading programming for Children and Tweens / Teens (a total of eight programs were offered in 2011).
 - The two children's programs in June 2012 attracted an average of 62.5 people per event which is more than triple 2011's average of 18.29 people per event.
 - The June 2012 Teen / Tween program in June 2012 attracted 16 people; more than triple compared to 2011's average of 5 people per event.
- Friends of the Library sponsored an adult program *Managing Your Summer Garden*, attracting a total of 3 people, which is comparable to the average attendance of 4.83 people per adult gardening program from 2007-2012.
- The Adult Summer Reading event *Between the Covers: Famous Lives* attracted only 1 person.

Customer Issues:

- Airway Heights completed three incident reports for the month of June:
 - A member became disgruntled about the process of verifying their address,
 - A young child bumped their head on a bookshelf, and
 - A young child hit another child.

Staffing:

- A teen volunteer started helping three days per week and will continue through the month of July.

Community Connections:

- Stacy participated in the Speed Networking event at June's West Plains Chamber meeting.

Building Related:

- A bench was removed from the lobby in order to better facilitate ADA access.
- The Print Management Station was installed.

Argonne: Mary Kay Anderson

Events:

- Our first two children's programs for Summer Reading were very successful: 45 attended the *Eric Herman* program and like everywhere else the meeting room was overflowing for the *Bubblillusionist*. Storytimes have been strong and our new parachute is a big hit.

Positive Customer Experiences:

- Several members have commented on how much they like the new monitors (especially since we installed the film privacy screens) and seem to be using the print management system with few problems and only a few questions.

Community Connections:

- A playgroup of moms and children added our Storytimes as an event to their monthly activity calendar. One week a month they plan on attending Storytime as a group. We learned this when they asked us to post a flyer on our bulletin board.
- Pasadena First Graders walked over for a special tour one morning. Earlier, the teacher dropped off about 45 card applications and we also handed out these that morning. With 60

children and adults there was certainly more going on, and one adult member said it was noisy and another member commented: "noisy today, but it's a good noisy."

- At the end of the month, Stacey set up some of the photographs from Spokane Hospice promoting its service.

Building Related:

- We continued planning for a remodel of the circulation workroom with an estimate for carpeting replacement and drawing up some final plans for shelving changes.

Cheney: Pat Davis

Events:

- Our adult program, *Famous Lives*, had an attendance of two.
- Storytime: Baby Lapsit averaged 17.25 attendees. Toddler Storytime attendance averaged 28.75, up from 24.5 a year ago. Play and Learn attendance dropped slightly from 41.5 last year to 38.25 this year. Overall attendance increased to 337 this year, up 73 from last year's 264.
- Our Tween program, *Sweet Dreams*, had an attendance of 20, up from 14 last year.
- Our first summer program, *The Bubbillusionist* had an attendance of 71 and *Eric Hermann* attracted 51 at the second program.

Customer Issues:

- An at-risk teen came into the library looking for assistance. We attempted to connect them with Project Safe Place, but were told by a volunteer answering the phones that they didn't provide that service any longer. We next contacted Cheney PD. Officers responded and took the teen to get some help.

Positive Customer Experiences:

- Several mothers told us goodbye at the end of the EWU term. They commented on how much they and their children had enjoyed Storytimes and said they would miss the Cheney Library.

Community Connections:

- We received several thank you notes from second grade students at Windsor Elementary. They visited as part of their school community walk. One of the teachers also wrote a note, "What a great experience we had at the library. My students were so excited about looking at all the different books and choosing one to take home and read... For many, this was their first experience in a public library... Thank you so much!"
- The Cheney Museum is featuring a special quilt display this summer. I took a stack of our Under the Covers flyers down for them to hand out to local quilters for our Fat Quarter Exchange in July.
- When our new cash register was delivered, we donated the old Cheney cash register to the Airway Heights Kiwanis. The president expressed how very grateful for the donation the group is and how they will make use of it at various fund-raising events in the future.
- The Cheney Library received a Certificate of Appreciation from the Air National Guard. Recruiters were contacted by individuals interested in the Guard after finding information in our public information racks.
- The Farmers' Market opened in its new location, the City Hall parking lot adjacent to the library lot. It will be open every Tuesday this summer. Opening day we noticed an increase in parking in our lot but it's too soon to know how much of an impact there may be.
- Camp Caslo, part of the Cheney Parks and Rec. program has begun weekly visits to the library.

Building Related:

- Our front door had been squeaking and the city maintenance dept. tried to fix it resulting in a broken hinge. The door was off the hinges and leaning against the building for most of one day until a glass company repaired it.

Deer Park: Kris Barnes

Events:

- Our Summer Reading programs have enjoyed a significant increase in attendance this month when compared to June 2011. Last June our Summer Reading program attendance had a total of 93 participants compared to 229 for this June.
- Our Storytime attendance dwindled somewhat from last June when there were 260 attendees compared to this June's total of 214. We aren't certain if road construction deterred some regulars.

Customer issues:

- We have fielded numerous comments, concerns and complaints from our members regarding the Forest Avenue road improvement project taking place in front of our library.
- I received one customer comment this month that expressed concern that we allow children to make noise and play in the library.
- I spoke to one of our parents regarding her child's habit of stripping the coating off of our headphones, to ultimately destroy the cords of three headphones while sitting at the early learning station.

Positive customer experiences:

- I received five customer comments this month, complimentary of our customer service and expressing appreciation for their library.

Staffing:

- This month we said goodbye to our page, Gayle, who transferred to Collection Services. We welcomed Charity, a new page, who has been one of our longtime members.

Community connections:

- I attended the Deer Park Chamber of Commerce meeting. A representative from the Deer Park Economic Development Committee spoke at some length regarding the bleak economic climate in Deer Park. The committee is working to bring in new business. He also discussed their vision of how the airport industrial complex would stimulate the economy in our area. In addition, there was a presentation about the upcoming event, "We Love Deer Park Kids," which will occur at Arcadia Elementary school in August. Amber Williams and I plan to participate by setting up a booth and promoting our programs and services.
- The Friends of the Deer Park Library sponsored a book sale this month at Deer Park Auto Freight building. They gathered \$1028.74 in donations for their efforts.

Building related:

- A short power outage disrupted our check out to customers. Each computer had to go through the shutdown restart process before we were able to access WorkFlows.
- Our reference desk has a new and improved location. We are offering reference services at the end of the circulation counter. We are thrilled to be able to simply turn around and help members when staff refers them to the reference desk.
- Our self-checkout station was moved to the former reference desk location. We also added a second self-checkout station and moved Books to Go next to self-checkout.

Fairfield: Bev Bergstrom

Events:

- The Friends put on a cooking class to give the community ideas on how to use food bank choices. Unfortunately, only two people attended. The adult program, *Starry Nights*, attracted seven people despite the cloudy skies.
- Our children's summer reading programs drew 56 for the month, a 35% increase over last June's attendance of 36.

Positive customer experiences:

- Members who attended the *Starry Nights* program enjoyed it enough to encourage the library to have a Star Party with multiple telescopes for viewing this fall.

Staffing: Nothing to report

Community connections:

- The community now has a recycle center behind Town Hall. We are now able to recycle our newspapers locally.
- Flag Day was cold and rainy, which made for a quicker parade. The Friends held an honor-system book-sale throughout the day and made a modest sum.
- The Friends purchased caterpillars for the butterfly house. All five of them survived to be set free when the weather warmed. The butterfly house is very much a crowd pleaser for children as well as adults.

Building related:

- Our data-line was down/up for a week, causing Brenda to become very familiar with the standalone process.
- We now have a cash register equivalent to the rest of the District's registers.

Medical Lake: Laura Baird

Events:

- Storytime attendance averaged 21, up from 17 in June 2011.
- Our first children's Summer Reading program attendance was a record 90. The average attendance was 71, up from 69 last June.
- Our adult Summer Reading program average attendance was 9, up from 7 last June.
- The Tween/Teen program attendance averaged 15, up from 9 in June 2011.

Customer issues:

- A new member and her 4 children signed up for library cards but did not have a permanent mailing address. She lives in an apartment complex that doesn't provide mail boxes and she can't afford a Post Office box. This was the first time the issue came up for Medical Lake staff. Thanks to Judy Luck, Circulation Supervisor, the issue has been resolved.
- Two playaway devices were missing from their cases while on the holds shelf. Staff will now shelve this type of material behind the counter with DVDs and CDs.

Positive Customer Experiences

- A member told staff how much she liked Tumblebooks. She said it is helping her young child learn to read.
- Several members commented on how much they enjoyed the Eastern State Hospital historical notebook and display.

Community connections

- Eastern State Hospital Volunteer Services coordinator Susan Bordges organized a historical display that has been very well received by the public. James Eik wrote an article that appeared in the Cheney Free Press about the display.
- Thanks to Diana Jones, library technician at Hallett Elementary School, we had a record turnout for our first children's Summer Reading program. She made fliers of all our events and handed them out to all the Kindergarten through 5th graders.
- Jennifer and her family, Amber and I participated in the Founder's Day parade.
- A longtime member's quilts will be displayed in the library over the summer. She saw the Adult theme, *Under the Covers*, and made a small wall hanging of it to be displayed.
- The Lake City Learning Center is closing its doors after over 30 years of service to the community. Staff presented outreach Storytime there for several years and the children participated in many of our youth programs.

- Eastlake Learning Center is a state-run program on the Eastern State Hospital/Lakeland Village campus. The new director came into the library to find out what programs are available this summer and I plan to contact her regarding our outreach Storytimes.
- Three Hospice pictures are on display this month. Several members have commented and taken brochures.
- I took a tour of the new Medical Lake Food Bank.

Building related:

- The Print Management Station was installed.
- New cash register was installed.

Moran Prairie: Jason Johnson

Events:

- Toddler Storytime attendance continued to grow this month with an average of 61, up from 53 last month and more than doubling the June 2011 average of 29. Preschool Play and Learn Storytime also saw a small increase in average attendance with 29 this month compared to 26 for May. This is a slight decrease from last June's average of 30. Baby Lapsit had an average attendance of 26 this month, up from 21 last month and 16 in June 2011.
- *The Bubbillusionist* Summer Reading program attracted 120 attendees, while the *Eric Herman* program brought in 45. Summer Reading Program event attendance is up by over 30% compared to June of 2011.
- Adult Summer Reading program event attendance is also up this year with an average of 14 compared to an average of 0.5 last June.

Customer Issues:

- We've received a couple complaints about the lack of prizes for the Summer Reading Program, though the vast majority of members have commented on how great the programs are.

Staffing:

- Megan was promoted to PSC here at MP. She starts July, 1 2012.
- Heidi has transferred to be the PSC at Spokane Valley.
- Shere began as our new Circulation Clerk.
- We have taken on a few new volunteers for the summer.

Community Connections:

- We participated in the Spangle Days Parade again this year.

Building Related:

- The toilet in the women's restroom continues to have issues. The Daves have fixed it numerous times.
- Green Leaf came out and sprayed for a fungus in the grass behind the building. The grass is starting to recover.

North Spokane: Patrick Roewe

Events:

- Summer Reading programs began this month. The average attendance at the four children's programs was 184, with the two *Bubbillusionist* programs bringing in the most at 280 and 258 respectively. The Teen/Tween programs brought in an average of 21, with *Angry Birds* bringing in the most at 41.
- Storytime Attendance: Baby Lapsit averaged 31, a 15% increase over the June 2011 average (27). Preschool averaged 45, an -8% decrease over June 2011 (49). Toddler averaged 35, a 6% increase over June 2011 (33). Family Story Evening averaged 40, an 8% increase over June 2011 (37). This is the first decrease in Preschool attendance in 2012, and the first increase for Toddler in the same time frame.

Customer Issues:

- An adult member accused a teen member of taking a photograph of a computer screen with the adult member's credit card number on it and then bragging about it to another teen. The teen was cooperative and showed staff that his phone contained no such photo, so staff was unable to verify the complaint.

Community connections:

- I attended weekly Rotary Club 21 meetings.
- I attended the last North Spokane Advisory Group meeting hosted by GSI until it starts up again in October.

Building related:

- The four remaining reflective markers installed to delineate the parking lot radius and discourage cars driving over the rocks therein were stolen—we've opted not to replace them.
- The Print Management station was installed.

Otis Orchards: Bev Bergstrom

Events:

- Five members attended our Noxious Weed Management program. Last year's June garden program brought in four adults.
- We had a solid attendance of seven teens attempting to solve *Death in the Library*. This is one less than last June's *Yoga and Yogurt* teen program.
- Our Summer Reading programs drew 171 kids, a 40% increase over last year for the month of June.

Community connections:

- The Friends purchased live caterpillars to place in our old butterfly house from several years ago. This was a popular attraction as members watched the phases of the caterpillar/butterfly metamorphosis.
- The Friends held a three-hour book-sale and were successful in raising a modest amount of money and cleaning off several storage shelves.

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Building related:

- We received the new standard cash register.

Spokane Valley: Doug Stumbough

Events:

- Summer Reading kicked off this month, and this year we reduced the number of children's programs to two per week down from three per week over the last several years. Even with fewer offerings, 40% more members attended the two weeks of programs (632 vs. 452) compared to 2011. We had an average of 158 attendees, peaking at 225 for the *Bubbillusionist* on the 18th. The adult offering *Starry Night*, in contrast, did not draw a single participant.
- Play & Learn Storytime attendance this month: Baby P&L averaged 18, down from 25 last June. Toddler was at 44, even with June 2011, while Preschool dropped slightly, from 42 in 2011 to 37. Family P&L did show an increase, however, at 31, up from last June's 24.
- In other programming, the Anime club continued to have a strong draw among teens, with 41 involved this month, nearly doubling last June's attendance of 21 and the most ever for this monthly club. The *Computer Basics* class was also up compared to June 2011, up to 9 students from 4.

Services:

- The new print management service was rolled out for testing on 1st floor on the 13th. The new service, which provides greater privacy for members and the ability to print up to 80 free pages a week, received a mixed response from members. Staff worked diligently to provide guidance and instruction, as well as provide feedback for further improvement. By the end of

the month, most issues had been smoothed out and print management was installed at the rest of the libraries.

Community Connections:

- The new digital signage purchased with funds donated by the Friends of the Spokane Valley library was installed on the 18th, just in time for summer reading. Several members have commented positively on the signage and on programs and events featured on the display.

Building Related:

- Torrential rain caused flooding in the basement on the same day as the print management rollout. Water pooled in the storage area and in the IT annex as staff worked to move items and equipment away. The Maintenance Coordinator worked with our custodial contractor to dry the area. The same storm also caused flooding in the children's area, a portion of which had to be cordoned off until the carpet was dry and restretched. It was determined that the large amounts of rain that fell in a relatively short time during the storm overwhelmed the downspouts and drainage system.
- A separate storm later in the month revealed another leak in the ceiling above the children's area. Another seal was identified as the culprit.
- Staff arrived at the building one morning to discover that the parking lot and exterior of the library had been used as a paintball target range. The paint was removed and a Crime Check report was filed.

**Customer Use Measures
June 2012**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,814	117,281	N/A	1%	1%
Door count	119,547	124,728	689,856	-1%	0%
Circulation	237,201	232,612	1,385,908	4%	4%
Digital Media Catalog	16,067	9,992	93,710	75%	85%
Reference inquiries	20,377	19,137	125,667	-1%	-1%
Programs					
Number	239	226	1,344	16%	14%
Attendance	7,823	6,674	35,335	19%	18%
Group Visits					
Number	3	9	10	-66%	-54%
Attendance	81	340	147	-79%	-72%
Software Station bookings	18,434	19,846	109,339	-7%	-6%
Meeting room bookings	252	286	1,892	3%	3%
Holds placed					
By customers	33,392	33,005	205,710	3%	1%
By staff	7,721	8,104	41,984	-7%	-8%
Digital Media Catalog	5,622	3,503	33,708	71%	81%
Database use					
Searches	17,019	23,834	114,230	-41%	-43%
Retrievals	20,315	16,723	129,687	-50%	-52%
Website use (Remote)					
User sessions	86,678	75,696	516,721	6%	8%
Page views	289,061	218,094	1,632,149	14%	15%

Catalog	62,630	44,142	381,610	53%	47%
Database Access	3,815	5,122	35,145	-34%	12%
Interlibrary loans					
Loaned	284	184	1,533	-27%	-25%
Borrowed	416	445	2,236	-10%	-2%

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.*

COMMUNICATION REPORT

JUNE 2012

Media Relations

- SCLD in the news:
 - June 3 – Spokesman-Review: Literary Calendar: Book Signing at Otis Orchards Library
 - June 4 – ALA.org Job List – Technical Service Coordinator opening at SCLD
 - June 4 – Spokesman.com: Literary Calendar
 - June 6 – Cayas.wal.org: CAYAS New Board Members named (Sonia Gustafson)
 - June 7 – Spokesman-Review: Family Calendar, Anime Club at North Spokane
 - **June 8 – Spokanesouthie.com: Summer Reading Programs are Not Just for Kids**
 - June 10 – Spokesman.com: Literary Calendar: North Spokane Library
 - June 12 – Spokesman.com: Health News: Medicare, what you need to know at Argonne Library
 - June 12 – www.lisjobs.com: Technical Services Coordinator at Spokane County Library District
 - June 15 – Examiner.com: “Night Child” is like CSI with vampires SCLD book review
 - June 17 – Spokesman-Review: Literary Calendar: Spokane Valley Library Book Club
 - June 17 – Spokesman.com: Tween Book Club at Valley Library
 - **June 18 – khq.com: Library Summer Reading has fun for everyone**
 - June 24 – Spokesman-Review: Literary Calendar: Moran Prairie Book Club
 - June 25 – Access Washington: Aluminum Contamination Documents viewed at Spokane Valley
 - June 26 – Spokesman-Review: Health News: Medicare at Argonne Library
 - **June 26 – GetLitPrograms.Blogspot.com: Get Lit!: Storytime for Kids**
 - June 27 – Spokanevalleyonline.com: SCLD still on track for land agreement with city
 - June 28 – Cheney Free Press: Eastern State Hospital display provides lesson in ML history
 - June 29 – Spokesman-Review: Valley City Council rejects fire chief’s request regarding levy
 - June 30 – Spokesman.com: Editorial: Council not interested in fire levy

- Press Releases
 - June 28 - Spokane Libraries Join in Nationwide Statement of Demands for eBook Publishers
 - Story appeared in Deer Park Tribune – July 4

- Approximate media value for SCLD in the news: \$2500

E-Marketing (Website, Social Media, Email)

- Summer eNewsletter stats:
 - 47,596 sent
 - 11,030 opened – 35,636 unopened
 - 2,024 clicks on eNewsletter links – most clicks on news, events & summer reading
 - 154 unsubscribed
 - 94 complained of spam
 - 2 forwarded on to others
 - 1 like on Facebook, 1 tweet
 - Next issue will be out the end of July

- Social Media:
 - Facebook: # of likes up to 1,205 – a 94% increase in fans talking about SCLD
 - Twitter: # followers up from 55 last month to 73 this month – 75% increase. New followers include a couple local news producers and several authors

Website re-design – still in progress, wireframe & site map almost complete, next steps: content & design

- Website updates:
 - June 4: Technical Services Coordinator Opening
 - June 6: Storytimes added to events
 - June 6: Friends of the Deer Park Library Book Sale
 - June 13: Spokane is Reading added to news items
 - June 13: New Digital Download page uploaded
 - June 15: Printing from Library Computers added to news items
 - June 22: Deer Park Library Open added to news items
 - June 28: Hospice display added to news items

Community Involvement

- Spokane Is Reading
 - Poster & bookmark ready to go to print

Current & Upcoming Projects

- Logo update and branding efforts continue
 - New letterhead & envelopes & notepads are in
- Working with KHQ to create READ posters with local news anchors & to incorporate the 'Teacher of the Month' beginning this fall.

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF June 30 ,2012
[PERCENT OF YEAR = 50.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,517,813	\$ 10,338,507	101.73%
CONTRACTED CITIES, SERVICES & FEES	388,152	771,012	50.34%
MISCELLANEOUS REVENUES	98,830	172,643	57.25%
INTEREST EARNINGS	17,164	35,000	49.04%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	<u>\$ 11,021,959</u>	<u>\$ 11,317,162</u>	<u>97.39%</u>
EXPENSES:			
SALARIES	\$ 2,761,694	\$ 5,607,451	49.25%
FRINGE BENEFITS	789,077	1,648,737	47.86%
SUPPLIES	208,642	502,325	41.54%
SERVICES	804,499	1,734,261	46.39%
CAPITAL EXPENDITURES	47,701	75,000	63.60%
LIBRARY MATERIALS	774,290	1,494,715	51.80%
INTEREST EXPENSE	97	500	19.40%
OPERATIONAL CONTINGENCIES	-	40,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	200,000	0.00%
TOTAL EXPENSES	<u>\$ 5,386,000</u>	<u>\$ 11,302,989</u>	<u>47.65%</u>
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 5,635,958	\$ 14,173	
CHANGES TO GENERAL FUND BALANCE:			
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 5,635,958	\$ 14,173	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2012	3,923,959	3,923,959	
ENDING FUND BALANCE - 6/30/12 & ESTIMATED BALANCE 6/30/12	<u>\$ 9,559,917</u>	<u>\$ 3,938,132</u>	

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF June 30 ,2012

ASSETS:	
CASH	\$ 4,789,217
ACCOUNTS RECEIVABLE	368
TAXES RECEIVABLE	5,119,426
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	53,763
PREPAID EXPENSES	111,904
TOTAL ASSETS	<u>\$ 10,074,677</u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 264,285
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	250,474
TOTAL LIABILITIES	<u>\$ 514,759</u>
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 257,613
NONSPENDABLE FUNDS -- INVENTORY	53,763
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,316
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,282
ASSIGNED FOR FACILITY MAINTENANCE PLAN	172,104
ASSIGNED FOR TECHNOLOGY PLAN	297,233
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	103,158
ASSIGNED FOR LIBRARY MATERIALS PLAN	148,396
ASSIGNED FOR CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	7,968,464
ENDING FUND BALANCE June 30 ,2012	<u>\$ 9,559,917</u>
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	<u>\$ 10,074,677</u>
FUND BALANCE CAPITAL PROJECTS FUND - June 30 ,2012	<u>\$ 1,177,101</u>

BRANCH SPOTLIGHT:
MORAN PRAIRIE LIBRARY

Branch Supervisor Jason Johnson will share highlights about Moran Prairie Library and the community it serves.

OVERVIEW:
COMMUNICATION AND SOCIAL MEDIA

Communication Manager Jane Baker will review the role and activities of the Communication Department in regard to the Library District's social media.