

**MISSION**

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

**Board of Trustees Regular Meeting**

October 18, 2011 4:00 p.m. Argonne Library/ Administrative Offices

**A G E N D A**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. ACTION ITEMS**
  - A. Approval of September 20, regular meeting, and September 29, 2011, special meeting minutes [4:00-4:05]
  - B. Approval of September bill payment vouchers [4:05-4:10]
  - C. Unfinished Business
    - 1. 2012 Budget [4:10-5:10]
      - a. Public hearing on authorized revenue sources
      - b. Organizational memberships review
      - c. 2012 revenue and expenses: Director's preliminary budget message
      - d. Board direction to staff
  - D. New Business
    - 1. Eligibility for Library Use Policy (Revision): Approval recommendation [5:10-5:15]
    - 2. Recognizing Friends of the Library (Resolution No. 11-03): Approval recommendation [5:15-5:25]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Future board meeting agenda items [5:25-5:30]
- V. REPORTS**
  - A. Trustees [5:30-5:35]
  - B. Director [5:35-5:40]
  - C. Fiscal [5:40-5:45]
  - D. Overview: Downloadable library materials [5:45-6:05]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: Two hours and 5 minutes plus public comment]

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

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2011**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held September 20, 2011, in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Avenue, Otis Orchards, 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  
Dan Davis - Trustee  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary

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

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF JULY 19, 2011, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the July 19, 2011, regular meeting minutes. There were no corrections; minutes stand approved as written.

**APPROVAL OF JULY AND AUGUST 2011 BILL PAYMENT VOUCHERS**

Mr. Davis moved and Ms. Lloyd seconded approval of the July and August 2011 bill payment vouchers.

**JULY 2011**

Fund

L01	Voucher numbers: 39939 through 40212 and W00041-W00043 totaling	\$ 630,112.74
	Payroll numbers: 07082011PR and 07252011PR totaling	\$ 329,009.46
	Total	\$ 959,122.20

L08 Voucher number 9503 totaling	\$ 1,988.03
Total	\$ 1,988.03

## AUGUST 2011

Fund

L01 Voucher numbers: 40213 through 40452 and W00044-W00046 totaling	\$ 608,436.10
Payroll numbers: 08102011PR and 08252011PR totaling	\$ 329,627.79
Total	\$ 938,063.89

There were no questions or comments.

The motion was unanimously approved.

## NEW BUSINESS

## 2012 BUDGET.

BUDGET PREPARATION SCHEDULE. Mr. Wirt reviewed the 2012 budget preparation schedule and highlighted items on upcoming meeting agendas, with the final budget presented for adoption in December.

## OVERVIEW OF ANTICIPATED MAJOR REVENUES AND EXPENSE CHANGES FROM 2011.

Mr. Wirt provided updated information on property taxes and the impact of annexation mitigation agreements for Airway Heights and Spokane, the potential impact of the August 2011 CPI-W figure on salaries, and insurance benefit costs.

At Mr. Wirt's request Collection Services Manager Andrea Sharps reported on the planned reallocation of approximately \$54,000 from print reference, periodicals, online databases and physical audiobook budgets that have been under expended this year, to 2012 downloadable materials.

For purposes of future planning, Mr. Wirt noted that based on assessed valuation decreases over the past two years and the likelihood of minimal increases over the next few years, the District's levy rate will likely remain at its \$0.50/\$1000 maximum for at least the next three to four years. If that proves to be the case, there won't be an option for a levy lid lift proposal for additional revenue.

Jacob Laete arrived at 4:35 p.m.

## BOARD DIRECTION TO STAFF.

In response to Mr. Hattenburg's direction that followed discussion, the preliminary budget presented in October will include a salary increase of 4.3% equal to the CPI-W increase, pending further discussion of the amount by Trustees.

## NEW BUSINESS

GIFTS POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the Gifts Policy be reaffirmed as written.

The policy was developed to help avoid misunderstandings about the process under which the District will accept various gifts and donations. There were no questions or public comments.

The motion was unanimously approved.

CITY OF SPOKANE ANNEXATION MITIGATION AGREEMENT. Mr. Hattenburg moved and Mr. Laete seconded that the City of Spokane Annexation Mitigation Agreement be approved as written and the Executive Director be authorized to sign on behalf of the District.

Mr. Wirt distributed revised copies of documents provided prior to the meeting, with final City of Spokane revisions noted in blue, none of them impacting the terms of Agreement. There were no questions or public comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

NOVEMBER SPECIAL MEETING DATES/TIMES for candidate screening and preliminary interviews for the executive director position opening.

Based on information provided by Human Resources Manager Paul Eichenberg, trustees selected Saturday, November 5, 9-11 a.m., for a conference call with Library Consultant June Garcia to screen applicants, and Friday, November 11, for candidate interviews. Interviews via Skype will begin at noon at Spokane Valley Library Meeting Room.

Special meeting dates will be announced in advance and open to the public as required by the Open Public Meetings Act.

## **FUTURE BOARD MEETING AGENDA ITEMS**

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg reviewed upcoming agenda items related to the 2012 budget, all of which will be discussed at Argonne Library, the venue for meetings held October through December.

## **REPORTS**

### **TRUSTEES**

Author John Berendt's *Midnight in the Garden of Good and Evil* prompted Mr. Laete and his family's side trip to Savannah, Georgia, the setting for the story.

Ms. Lloyd said to keep up the good work as she motioned toward all the wonderfully creative Storytime artwork displayed on the walls inside the Otis Orchards Meeting Room.

Mr. Hattenburg reported a special meeting to hold an executive session may be necessary next week to discuss property acquisition. If the meeting is held, trustees will meet Thursday, September 29, at 5 p.m., at the Administrative Offices Conference Room.

#### DIRECTOR

Executive Director Mike Wirt had no additional comments to his written reports for July and August provided prior to the meeting. There were no questions. The two reports included information on Library Services – customer use analysis, customer payments, security incidents and Branch Services reports; Collection Services – collections, interlibrary loan and other--to include Spokane is Reading; Administration – West Plains annexation and update, e-newsletter, City Council presentations, DiscXpress II, public library directors' meeting, mobile computing, library site research, 2011 budget review, 2012 budget planning, recruitment update, Airway Heights Library Annexation Committee, missing SCLD library items; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

#### FISCAL

##### Revenue and Expenditure Statement through July 31, 2011

<u>Fund 001</u>	
Revenues	\$ 6,242,115
Expenditures	\$ 6,396,656
Ending Fund Balance	\$ 3,132,708
Fund Budget Expended	56.73%

##### Revenue and Expenditure Statement through August 31, 2011

<u>Fund 001</u>	
Revenues	\$ 6,431,699
Expenditures	\$ 7,405,405
Ending Fund Balance	\$ 2,313,543
Fund Budget Expended	65.67%

Business Manager Bill Sargent said figures for August reflect 2011 budget mid-year review #2 and minor adjustments for costs associated with the house on the recently acquired property at 9220 Upriver Drive. In addition, Mr. Sargent reported the 2012 rate increase for Labor and Industries is 2.5%--significantly below the expected 8%.

#### OVERVIEW: Infrastructure Maintenance and Upgrade Plans

Business Manager Bill Sargent presented an overview of the infrastructure maintenance and upgrade plans, an eight-year maintenance schedule created to address four areas—Library Materials, Facility, FFE and Technology—to keep all 10 library branch facilities running smoothly without deferred maintenance.

In response to a trustee's question, Mr. Sargent and Branch Services Manager Doug Stumbough explained replacement is scheduled for closet doors in the meeting room at Moran Prairie Library. A more user-friendly model will soon be selected and installed.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:17 p.m.

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Tim Hattenburg, Chair

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Michael J. Wirt, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES SPECIAL MEETING MINUTES: SEPTEMBER 29, 2011**

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**CALL TO ORDER**

A special meeting of the Spokane County Library District Board of Trustees was held Thursday, September 29, 2011, in the District's Administrative Offices Conference Room, 4322 N. Argonne Road, Spokane, WA, to consider the acquisition or lease of real estate. The meeting convened at 5:00 p.m. by Tim Hattenburg, chair.

<b>PRESENT:</b>	Tim Hattenburg	- Chair
	Mary E. Lloyd	- Vice Chair
	Ann Apperson	- Trustee
	Daniel Davis	- Trustee
	Jacob Laete	- Trustee
	Michael J. Wirt	- Director and Secretary

Also present: Doug Stumbough, branch services manager.

**EXECUTIVE SESSION**

Ms. Lloyd moved and Ms. Apperson seconded that the Board go into executive session to consider the acquisition or lease of real estate with the length of the executive session to be 60 minutes. The motion was unanimously approved and the Board went into executive session at 5:01 p.m. The Board returned from executive session at 6:07 p.m. There was no action taken.

**ADJOURNMENT**

Mr. Hattenburg adjourned the meeting at 6:08 p.m.

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Tim Hattenburg, Chair

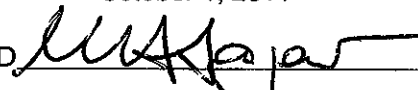
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Michael J. Wirt, Secretary of the Board of Trustees

## PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$ and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2011

SIGNED: 

TITLE: BUSINESS MANAGER

SIGNED: 

TITLE: Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
040453	ALIBRIS, INC. LIBRARY MATERIALS	\$ 25.80
040454	ALLIED SECURITY SECURITY & SAFETY SERVICES	269.58
040455	AUDIOGO LIBRARY MATERIALS	216.73
040456	AVISTA UTILITIES UTILITIES	3,420.86
040457	BAKER AND TAYLOR ENTERTAINMENT LIBRARY MATERIALS	972.34
040458	BEARPORT PUBLISHING LIBRARY MATERIALS	316.60
040459	A+ PRINTING, INC PRINTING	397.57
040460	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	71.96
040461	BRILLIANCE AUDIO, INC. LIBRARY MATERIALS	488.25
040462	CENTER POINT LARGE PRINT LIBRARY MATERIALS	48.90
040463	CENTURYLINK TELEPHONE	3,280.00
040464	CENTURYLINK TELEPHONE	40.10
040465	DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE	3,895.94
040466	GALE GROUP, INC. LIBRARY MATERIALS	1,029.42
040467	GARETH STEVENS LIBRARY MATERIALS	86.98
040468	GREATER SPOKANE VALLEY CHAMBER BUSINESS TRAVEL	50.00
040469	GREENLEAF LANDSCAPING, INC. GROUNDS SERVICES	448.39
040470	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	19,322.67
040471	MD DESIGNS, INC FURNITURE, FIXTURES & EQUIPMENT	2,342.49
040472	MIDWEST TAPE LIBRARY MATERIALS	1,012.12
040473	NOSTALGIA MAGAZINE LIBRARY MATERIALS	155.80
040474	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	453.71
040475	OVERDRIVE, INC. LIBRARY MATERIALS	4,687.03
040476	PRESSWORKS PRINTING	64.13
040477	RAGS AND TAGS CUSTODIAL SERVICES	170.00
040478	RANDOM HOUSE, INC. LIBRARY MATERIALS	313.82
040479	RECORDED BOOKS, LLC LIBRARY MATERIALS	1,199.30
040480	RESEARCH TECHNOLOGY INT CO OFFICE/LIBRARY SUPPLIES	250.95
040481	SPOKANE CO. WATER DISTRICT #3 UTILITIES	12.25
040482	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	573.67
040483	SUPERMEDIA, LLC ADVERTISING	14.75
040484	TEACHING COMPANY LIBRARY MATERIALS	104.95
040485	UNIQUE MANAGEMENT SERVICES COLLECTION AGENCY & NOTICE FEES	6,541.10



040486	VALLEY HOME MAINTENANCE	BUILDING REPAIR & MAINTENANCE	284.69
040487	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	784.99
040488	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,331.50
040489	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,656.72
040490	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040491	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	75.80
040492	AUDIOGO	LIBRARY MATERIALS	362.69
040493	AVISTA UTILITIES	UTILITIES	2,681.53
040494	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	541.42
040495	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	44.94
040496	CENTURYLINK	TELEPHONE	77.02
040497	CENTURYLINK	TELEPHONE	932.46
040498	CHENEY FREE PRESS	LIBRARY MATERIALS	24.00
040499	CHEVRON U.S.A. INC.	VEHICLE FUEL	85.66
040500	CITY OF SPOKANE	UTILITIES	897.81
040501	CITY OF AIRWAY HEIGHTS	UTILITIES	759.83
040502	CITY OF CHENEY	UTILITIES	1,004.82
040503	CITY OF DEER PARK	UTILITIES	193.97
040504	COMSTOR, INC.	EQUIPMENT REPAIR & MAINTENANCE	339.69
040505	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,127.89
040506	DESIGN WALLCOVERING	BUILDING REPAIR & MAINTENANCE	271.75
040507	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,788.00
040508	EMPIRE DISPOSAL INC.	UTILITIES	17.54
040509	ERON FOOTE PAINTING	BUILDING REPAIR & MAINTENANCE	896.78
040510	FRONTIER	TELEPHONE	87.88
040511	FRONTIER	TELEPHONE	402.80
040512	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
040513	GALE GROUP, INC.	LIBRARY MATERIALS	383.00
040514	JUNE GARCIA	RECRUITING	2,000.00
040515	GOBER SON AND SON	BUILDING REPAIR & MAINTENANCE	325.01
040516	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,528.47
040517	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	105.15
040518	MARSHALL CAVENDISH CO	LIBRARY MATERIALS	521.56
040519	MASON CREST PUBLISHERS	LIBRARY MATERIALS	589.84
040520	MIDWEST-TAPE	LIBRARY MATERIALS	2,736.17
040521	MODERN ELECTRIC WATER COMPANY	UTILITIES	2,041.61
040522	OVERDRIVE, INC.	LIBRARY MATERIALS	5,665.21
040523	PRESSWORKS	PRINTING	1,042.44
040524	RANDOM HOUSE, INC.	LIBRARY MATERIALS	309.97
040525	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,190.88
040526	TOWN OF FAIRFIELD	UTILITIES	164.24
040527	SPOKANE VALLEY NEWS HERALD	LIBRARY MATERIALS	48.00
040528	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,091.46
040529	AUDIOGO	LIBRARY MATERIALS	187.44
040530	AVISTA UTILITIES	UTILITIES	422.92
040531	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,472.64
040532	A+ PRINTING, INC	PRINTING	1,999.81
040533	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	14.98
040534	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	47.80
040535	BRODART CO.	OFFICE/LIBRARY SUPPLIES	18.25
040536	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	119.03
040537	CENTURYLINK	TELEPHONE	11.32

040538	CENTURYLINK	TELEPHONE	83.49
040539	CENTURYLINK	TELEPHONE	592.01
040540	CENTURYLINK	TELEPHONE	117.79
040541	CENTURYLINK	TELEPHONE	80.20
040542	CENTURYLINK	TELEPHONE	32.48
040543	COMIC BOOK SHOP	LIBRARY MATERIALS	434.95
040544	CITY OF MEDICAL LAKE	UTILITIES	349.69
040545	COMSTOR, INC.	FURNITURE, FIXTURES & EQUIPMENT	1,043.49
040546	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,088.46
040547	GALE GROUP, INC.	LIBRARY MATERIALS	365.09
040548	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	1,080.49
040549	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	131.83
040550	HER INTERACTIVE, INC.	LIBRARY MATERIALS	224.85
040551	PRISCILLA ICE	D.P. HARDWARE & SOFTWARE	271.72
040552	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,665.88
040553	INLAND POWER AND LIGHT	UTILITIES	792.94
040554	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	140.20
040555	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	1,156.64
040556	MIDWEST TAPE	LIBRARY MATERIALS	3,146.67
040557	NEW YORK TIMES	LIBRARY MATERIALS	60.00
040558	QWEST CORPORATION	TELEPHONE	2,071.38
040559	RANDOM HOUSE, INC.	LIBRARY MATERIALS	6.52
040560	RECORDED BOOKS, LLC	LIBRARY MATERIALS	32.03
040561	RESEARCH TECHNOLOGY INT CO	FURNITURE, FIXTURES & EQUIPMENT	595.00
040562	SAGE SOFTWARE, INC.	OFFICE/LIBRARY SUPPLIES	539.10
040563	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	85.22
040564	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	793.36
040565	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
040566	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	211.70
040567	TANTOR MEDIA	LIBRARY MATERIALS	47.99
040568	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
040569	SPOKANE VALLEY NEWS HERALD	LIBRARY MATERIALS	24.00
040570	VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	973.41
040571	VERIZON WIRELESS	TELEPHONE	153.78
040572	VERIZON WIRELESS	TELEPHONE	141.20
040573	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	495.53
040574	WHITWORTH WATER DISTRICT #2	UTILITIES	135.52
040575	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,459.46
040576	AVISTA UTILITIES	UTILITIES	33.51
040577	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	138.92
040578	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	45.00
040579	BOOKS IN MOTION	LIBRARY MATERIALS	76.06
040580	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	14.98
040581	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	675.20
040582	BRODART CO.	OFFICE/LIBRARY SUPPLIES	173.90
040583	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,694.35
040584	CAMERON-REILLY LLC	BUILDING REPAIR & MAINTENANCE	1,999.85
040585	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	6.96
040586	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	470.34
040587	CENTURYLINK	TELEPHONE	59.85
040588	CENTURYLINK	TELEPHONE	83.94
040589	CENTURYLINK	TELEPHONE	120.23

040590	CENTURYLINK	TELEPHONE	6,810.94
040591	GALE GROUP, INC.	LIBRARY MATERIALS	382.69
040592	THE GLOVER MANSION	RECRUITING	460.82
040593	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	2,841.50
040594	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	970.72
040595	HER INTERACTIVE, INC.	LIBRARY MATERIALS	14.99
040596	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,773.20
040597	INTEGRUS ARCHITECTURE	PROFESSIONAL SERVICES	220.00
040598	INLAND POWER AND LIGHT	UTILITIES	386.15
040599	MIDWEST TAPE	LIBRARY MATERIALS	2,513.66
040600	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	8,313.54
040601	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	204.60
040602	OVERDRIVE, INC.	LIBRARY MATERIALS	5,221.97
040603	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	36.95
040604	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	421.54
040605	DEX MEDIA WEST inc	ADVERTISING	4,029.60
040606	RANDOM HOUSE, INC.	LIBRARY MATERIALS	323.64
040607	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	1,956.60
040608	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	170.44
040609	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	45.91
040610	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	75.55
040611	TANTOR MEDIA	LIBRARY MATERIALS	23.99
040612	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,605.43
040613	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	6,523.58
040614	UPS	FREIGHT	42.00
040615	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	455.49
040616	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,324.25
040617	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,839.19
040618	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040619	THERMA-SHIELD	BUILDING REPAIR & MAINTENANCE	449.47
040620	AUDIOGO	LIBRARY MATERIALS	65.18
040621	AVISTA UTILITIES	UTILITIES	2,618.04
040622	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	450.53
040623	BEARPORT PUBLISHING	LIBRARY MATERIALS	70.76
040624	A+ PRINTING, INC	PRINTING	201.10
040625	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	132.98
040626	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	203.17
040627	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,896.82
040628	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	107.61
040629	CENTURYLINK	TELEPHONE	3,280.00
040630	CENTURYLINK	TELEPHONE	40.09
040631	CENTURYLINK	TELEPHONE	39.86
040632	CHENEY FREE PRESS	LIBRARY MATERIALS	24.00
040633	COLE INFORMATION SERVICES	LIBRARY MATERIALS	1,715.90
040634	EARTHWORKS RECYCLING,INC	UTILITIES	234.30
040635	GALE GROUP, INC.	LIBRARY MATERIALS	1,795.52
040636	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,879.62
040637	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	461.90
040638	VOID VOUCHER	VOID VOUCHER	-
040639	NOSTALGIA MAGAZINE	LIBRARY MATERIALS	38.95
040640	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	300.47
040641	OVERDRIVE, INC.	LIBRARY MATERIALS	3,114.25

040642	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	325.01
040643	RANDOM HOUSE, INC.	LIBRARY MATERIALS	867.58
040644	RECORDED BOOKS, LLC	LIBRARY MATERIALS	3,026.13
040645	SHOWCASES	OFFICE/LIBRARY SUPPLIES	953.70
040646	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	123.17
040647	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	768.43
040648	TEACHING COMPANY	LIBRARY MATERIALS	104.95
040649	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	12,631.68
040650	SPOKANE VALLEY NEWS HERALD	LIBRARY MATERIALS	24.00
W00047	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	51,858.76
W00048	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,469.92
W00049	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>49,468.15</u>

**Total Non-Payroll General Operating Fund** \$ **493,113.22**

**PAYROLL VOUCHERS**

09092011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS	\$ 173,000.53
09232011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS	<u>165,677.89</u>

**Total Payroll General Operating Fund** \$ **338,678.42**

**TOTAL GENERAL OPERATING FUND** \$ 831,791.64

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 6,072.87
Maintenance	1,354.11
Travel	2,097.40
Acquisitions	2,815.12
Information Technolgy	292.18
Total Purchases	<u>\$ 12,631.68</u>

**PUBLIC HEARING:**  
**AUTHORIZED 2012 REVENUE SOURCES**

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RCW 84.55.120 requires that taxing districts hold a public hearing on revenue sources prior to setting property tax levies. The deadline for property tax levy certification is November 30, so the levy will be certified at the Board's November 15 regular meeting. Therefore, the public hearing is scheduled for October.

The italicized text in the statute is relevant to the public hearing. The remainder of the statute is related to levy-setting resolutions.

**RCW 84.55.120 Public hearing -- Taxing districts revenue sources -- Adoption of tax increase by ordinance or resolution.**

*A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district's governing body if the district is a city, town, or other type of district, shall hold the hearing. For purposes of this section, "current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets of cities, towns, counties, or special purpose districts.*

*If the taxing district is otherwise required to hold a public hearing on its proposed regular tax levy, a single public hearing may be held on this matter. [Emphasis mine.]*

No increase in property tax revenue, other than that resulting from the addition of new construction, increases in assessed value due to construction of electric generation wind turbine facilities classified as personal property, and improvements to property and any increase in the value of state-assessed property, may be authorized by a taxing district, other than the state, except by adoption of a separate ordinance or resolution, pursuant to notice, specifically authorizing the increase in terms of both dollars and percentage. The ordinance or resolution may cover a period of up to two years, but the ordinance shall specifically state for each year the dollar increase and percentage change in the levy from the previous year.

[2006 c 184 § 6; 1997 c 3 § 209 (Referendum Bill No. 47, approved November 4, 1997); 1995 c 251 § 1]

Background information on proposed 2012 General Operating Fund (our "current expense fund") revenue follows and will be available to the public as a handout prior to the meeting. Also following for your reference, is the Board of Trustees public hearing procedure.

## PROPOSED 2012 GENERAL OPERATING FUND REVENUE, BY SOURCE

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### Summary of proposed 2012 revenue

Property taxes are the main component of Spokane County Library District revenue, accounting for almost 91% of the total. The overall proposed 2012 revenue change is a decrease of about 1.0% from all sources.

Revenue Type	2012 Estimated	2011 Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
Property Taxes	\$10,305,025	\$10,738,027	(\$433,002)	-4.03%
City Contract Fees	500,287	224,416	275,871	122.93%
Customer Fees	319,250	268,800	50,450	18.77%
Miscellaneous	168,878	180,173	(11,295)	-6.27%
Interest	35,000	35,000	0	0.00%
<b>TOTAL</b>	<b>\$11,328,440</b>	<b>\$11,446,416</b>	<b>(\$117,976)</b>	<b>-1.03%</b>

### Proposed 2012 revenue as budget percentages

There is a significant change in budget percentage proportions for property taxes and city contract fees in 2012 due to the West Plains Annexation.

Revenue Type	2012 Estimated	2011 Budget
Property Taxes	90.97%	93.81%
City Contract Fees	4.42%	1.96%
Customer Fees	2.82%	2.35%
Miscellaneous	1.49%	1.57%
Interest	0.31%	0.31%

### REVENUE DETAIL

#### Property taxes

##### State law

Washington state law allows library districts a maximum property tax levy rate of \$0.50 per \$1,000 of assessed valuation on taxable property within the district – the unincorporated county and cities and towns that have annexed. In addition, a levy lid restricts the maximum property tax increase over the highest lawful levy since 1985 to the lower of:

- September's Implicit Price Deflator (IPD) increase plus the value of new construction added to the tax rolls at the previous year's levy rate and the change in value of state-assessed property.
- 1% plus the value of new construction added to the tax rolls at the previous year's levy rate and the change in value of state-assessed property.

##### *Application of state law to SCLD 2011 property tax levy for collection in 2012*

A significant portion of the West Plains that's currently part of the District will be annexed into the City of Airway Heights and City of Spokane effective January 1, 2012. Even though this area will be annexed for the entire year, the annexation became official after the deadline for taxing district boundary changes under state law. Therefore, SCLD is required to establish its 2012 property tax levy including this area's assessed valuation in the calculation (as if the

annexation were not occurring). However, all SCLD property taxes paid after that date by property owners in the two annexation areas will be forwarded to the respective cities, not to the District, thus reducing the property tax revenue that will actually be received.

On October 6, the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2011 assessed valuation that will be used to determine the 2011 property tax levy for collection in 2012. This amount, including the West Plains annexation area, is less than the current year's assessed valuation and the highest lawful levy since 1985. Therefore, the District's levy is limited by the statutory 50¢ per \$1,000 of assessed valuation maximum, not the levy lid. Applying the full 50¢ levy rate to the \$21,116,595,959 assessed valuation estimate – which includes new construction and changes in personal property values but not changes in state-assessed values – the estimated levy to be certified for collection in 2011 will be \$10,558,298. The highest lawful levy is \$10,935,443.

For purposes of this analysis the assessed valuation estimates provided by the City of Spokane and City of Airway Heights in their annexation filings are being used in computing the property tax impact as well as the contract fees below. However, based on preliminary information from the Assessor's Office, the City of Spokane estimate is substantially lower than the 2011 valuation included in the Boundary Review Board filing. The apparent reason is the filing number was total a.v., not taxable a.v., and the valuation of the non-taxed Spokane International Airport property is over \$100 million. If confirmed, this will reduce the negative revenue impact of the annexation currently estimated at \$253,000 by about \$50,000.

Subtracting the current estimate of \$253,274 in West Plains' property tax that will be levied but not collected by the District, **estimated actual 2012 collections will be approximately \$10,305,025, a 4.03% decrease (\$433,002) from 2011.**

## **Fees for services**

### *State Law*

State law prohibits a public library from charging a fee for basic library services to residents of its service area. Fees may be collected only for services not considered basic and for services provided outside its service area.

### *Service contract fees*

- Library services will continue to be provided to the city of Airway Heights through an interlocal agreement. For 2012 the contract fee will be calculated using the assessed valuation of the existing city land area (currently estimated at \$345,155,725) plus the assessed valuation of its West Plains Annexation area (currently estimated at \$101,515,760). That amount is currently **estimated at \$223,336, a 51.9% increase over 2011.**
- The Moran Prairie annexation mitigation agreement with the City of Spokane requires an annual payment equal to what SCLD would have collected in property taxes each year within the annexed areas of the Moran Prairie and Glenrose Prairie Urban Growth Areas. The 2012 **estimated amount is \$53,373, a 19.1% decrease from 2011.**
- 2012 is the last year of the five-year phase-out of Park Place and North Division annexation mitigation payments under agreements with the City of Spokane and the third year for the Greenfield Estates annexation. The 2012 **estimated combined amount is \$7,062, a 44.3% decrease from 2011.**
- Using its usual five-year phase-out of payments, the West Plains annexation mitigation agreement with the City of Spokane will generate a 2012 fee based on the valuation of real and personal property as well as the loss of Leasehold Excise Tax. With the caveat included in the property tax section, it's currently **estimated at \$216,516.**
- **Estimated \$500,287, a 122.9% increase (\$275,871) over 2011.**



### *Customer fees*

Fees are collected from customers for overdue materials, photocopies, lost and damaged library materials, interlibrary loans (pass-through from lending library), and non-resident use.

*Estimated \$319,250, an 18.8% increase (\$50,450) over 2011.*

### **MISCELLANEOUS REVENUE**

Miscellaneous revenues include leasehold excise and timber taxes collected in lieu of property taxes, interest earnings, E-rate reimbursements, sale of surplus library materials, gifts, and a variety of other small sources. *Estimated \$168,878, a 6.3% decrease (- \$11,295) from 2011.*

### **INTEREST**

District funds are invested when available. *Estimated \$35,000, the same as 2011.*

**PROCEDURE**

SUBJECT: PUBLIC HEARINGS  
COVERAGE: Board of Trustees  
SOURCE: Board of Trustees  
EFFECTIVE DATE: 10/19/95

NUMBER: 100.010

AUTHORIZED BY: Board of Trustees  
REVIEW DATE: 02/21/06

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**Purpose**

This procedure establishes the process governing Board of Trustees public hearings at which citizens provide testimony, for the official record, on the subject of the hearing.

**Procedure****1. Public Hearing Scheduling**

A public hearing may be scheduled concurrently with a regular or special Board of Trustees meeting or at a separate time. If held separately, a public hearing is considered a special meeting and must comply with requirements of the Open Public Meetings Act for special meetings.

**2. Notice of Public Hearing**

If a public hearing is scheduled with a regular or special Board of Trustees meeting, the usual meeting notice will include a notice of the public hearing and specify the purpose of the hearing. Two separate notices are not required. If held separately, the notice will follow the form for a special meeting.

**3. Conduct of Public Hearing**

The Board of Trustees' Chair presides at all public hearings.

The chair will open the public hearing with a statement of its purpose and a review of the procedures governing the hearing. If appropriate, at this time there may also be a Trustee or staff presentation of information relevant to the subject of the hearing.

Those wishing to testify will be asked to sign a public hearing testimony sheet. The chair will use this listing to call those wishing to testify in the order of their sign-in. After those who have signed in to testify are heard, the chair will open the floor to other testimony.

All those testifying must state their name and address for the record.

Testimony must be confined to the published purpose of the hearing.

The chair may establish and enforce a time limit on the public hearing and/or the length of an individual's testimony, and may limit how often an individual may speak.

The intent of the hearing is public input, not a discussion or debate with trustees. The chair may, at his/her discretion, respond to questions from those giving testimony only for purposes of clarification and may allow clarification questions from trustees to those giving testimony.

**4. Public Hearing Record**

The Board of Trustees secretary will assure that public testimony is recorded and transcribed and that a record of the testimony is held and available, in accordance with state laws on public records access and public records retention.

The minutes of a meeting at which a public hearing is held will generally reflect public testimony but will not serve as a transcript of the hearing.

**MEMBERSHIPS IN ORGANIZATIONS, 2011 ANNUAL REVIEW:  
APPROVAL RECOMMENDATION**

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***Recommendation:***

That organizational memberships be approved for 2012 General Operating Fund budget inclusion.

***Action required:***

Motion.

***Background:***

The Memberships in Organizations Policy, last reviewed in February 2010, authorizes District organizational memberships consistent with our mission, values and goals. The policy requires an annual review and approval of memberships by the Board of Trustees.

Below is a listing of previously approved paid memberships recommended for continuation in 2012, totaling \$9,000, down from \$13,530 this year due to a major WLA institutional dues restructuring. This includes a small contingency for unanticipated fee increases. Those noted with an asterisk are memberships solely to get organizations' periodicals.

*Chambers of Commerce*

- Hangman Creek (Fairfield & Southeast County): \$30
- Deer Park: \$50
- Spokane Area: \$400
- Greater Spokane Valley: \$350
- West Plains (Airway Heights, Cheney, Medical Lake): \$240

*Other community organizations*

- Rotary: one-time initiation fee and annual dues
  - Membership for both branch services managers for advocacy purposes (\$630) and membership and one-time initiation fee for new executive director (\$630)

*Library-related*

- Public Library Association: \$730
  - Personal memberships for trustees and director
- Washington Library Association: \$4,558
  - Institutional membership (0.04% of previous year's annual budget, less capital outlay and one-time expenses); personal memberships for trustees and director
- Inland Northwest Council of Libraries: \$50
- Association of Library Trustees, Advocates, Friends and Foundations: \$250
  - Library membership (to receive publications)

*Other*

- International Public Management Association for Human Resources: \$150
  - Personal membership for HR manager (to get publications)
- Local Government Personnel Institute (division of Assoc. of WA Cities): \$350
  - Affiliate membership (for discounts on publications and training)
- Sirsi-Dynix Users Group: \$100
  - Library membership

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

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

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

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

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

**2012 PRELIMINARY BUDGET (OCTOBER 2011)**  
**DIRECTOR'S BUDGET MESSAGE**

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**General Operating Fund: \$11,411,220**

**BUDGET GOALS**

The District's message to voters regarding the purpose of the levy lid lift included three major points. These three goals continue to form the basis for 2012 budget development.

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

**SUMMARY**

The October line item 2012 budget presented here is close to completion. The only outstanding questions of any significance in revenue are the District's final assessed valuation and the actual impact of the West Plains annexation. On the expense side, it's 2012 salaries and new Public Employees Retirement System rates. For that reason, I'm presenting my full budget message this month (as I did for the past two years) rather than an abbreviated October report. I'll update it for November's levy setting and the December final budget.

On the revenue side, we're being hit once again with the effects of the recession. Property values have dropped once again for a second year, though modestly compared with the Puget Sound area. New construction value aside, the decline was 2.5%. The West Plains Annexation will further reduce property tax revenue, although it will be fully offset in 2012 by the City of Spokane annexation mitigation agreement payment and an increase in the Airway Heights' contract fee. To complicate matters, the property tax revenue figure included in the budget must reflect the District's assessed valuation without the annexation, even though actual revenue will be less.

In expenses, the largest increases are personnel-related. As directed in September, this budget uses a 4.3% salary scale adjustment as a placeholder, pending further discussion. The only staffing addition is 0.45 FTE in Collection Services to better accommodate materials selection and increased interlibrary loan activity. There's a 3% increase for materials, which will be targeted entirely toward downloadable materials – audiobooks and ebooks. The \$275,274 jump in Operational Contingencies is a mythical expense to offset the mythical revenue from the West Plains annexation area that will be transferred to Airway Heights and Spokane.

Open for Board discussion are 2012 salaries and a potential transfer to the Capital Projects Fund.

**ESTIMATED 2012 REVENUE: \$11,607,713**

**REVENUE CHANGES FROM 2011 BASELINE (\$5,000 OR MORE)**

The 2012 revenue projection from all sources is currently \$165,322 higher than the 2011 baseline amount.

**Property taxes:** A significant portion of West Plains that's currently part of the District will be annexed into the City of Airway Heights and City of Spokane, effective January 1, 2012. Even though this area will be annexed for the entire year, the annexation became official after the deadline for taxing district boundary changes under state law. Therefore, SCLD is required to establish its 2012 property tax levy including this area's assessed valuation in the calculation (as if the annexation would not occur). However, all SCLD property taxes paid after that date by property owners in the two annexation areas will be forwarded to the respective cities, not to the District, thus reducing the property tax revenue that will actually be received.

On October 6 the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2011 assessed valuation that will be used to determine the 2011 property tax levy for collection in 2012. This amount, including the West Plains annexation area, is less than the current year's assessed valuation and the highest lawful levy since 1985. Therefore, the District's levy is limited by the statutory 50¢ per \$1,000 of assessed valuation maximum, not the levy lid. Applying the full 50¢ levy rate to the \$21,116,595,959 assessed valuation estimate – which includes new construction and changes in personal property values but not changes in state-assessed values – the estimated levy to be certified for collection in 2012 will be \$10,558,298. The highest lawful levy is \$10,935,443.

For purposes of actual anticipated property tax revenue, the assessed valuation estimates provided by the City of Spokane and City of Airway Heights in their annexation filings are being used in computing the property tax impact as well as the contract fees below. However, based on preliminary information from the Assessor's Office, the City of Spokane estimate is substantially lower than the 2011 valuation included in its Boundary Review Board filing. The apparent reason is the filing number was total a.v., not taxable a.v., and the valuation of the non-taxed Spokane International Airport property is over \$100 million. If confirmed, this will reduce the negative revenue impact of the annexation currently estimated at \$253,000 by about \$50,000.

**City contract fees:** Three cities will be paying contract fees in 2011, each of a different type.

- Airway Heights: Fee will be calculated using the assessed valuation of the existing city land area (currently estimated at \$345,155,725) plus the assessed valuation of its West Plains annexation area (currently estimated at \$101,515,760). That amount is currently estimated at \$223,336, a 51.9% increase over 2011.
- City of Spokane prior annexations: Based on the Assessor's Office assessed valuation estimate, the City of Spokane's Moran Prairie annexation mitigation fee will be \$54,434, a 7.5% decrease (\$4,404) from 2011. In addition, year five of the Park Place and North Division annexation mitigation fees and Year 4 for the Greenfield Estates annexation will total \$7,062, 44.3% decrease from 2011.
- City of Spokane West Plains Annexation: Using its usual five-year phase-out of payments, the West Plains annexation mitigation agreement with the City of Spokane will generate a 2012 fee based on the valuation of real and personal property as well as the loss of Leasehold Excise Tax. With the caveat included in the property tax section, it's currently estimated at \$216,516.

**Services & Fees:** A net decrease of \$50,450

- Copying & Printing: Print management system will regulate volume of copying and end voluntary payments (- \$9,000)
- Web-based Library Fees & Charges: New online payment system revenue estimate (+ \$56,000)

**Miscellaneous:** A net decrease of \$7,270

- Leasehold Excise Tax: Loss of revenue from Spokane International Airport (- \$14,000) due to West Plains Annexation

- E-rate Reimbursement: Reflects approval for estimated telecommunications costs (+ \$10,000)

*Interest Earnings:* No change from 2011

## ESTIMATED 2012 EXPENSES: \$11,411,220

### EXPENSE CHANGES FROM 2011 BASELINE (\$5,000 OR MORE)

The 2012 expense projection is currently \$1,259,280 higher than the 2011 baseline amount, \$514,684 of which reflects one-time expenses, including Facilities Maintenance, Technology, and FF&E 2012 projects. Only individual changes of \$5,000 or more are described below; others are explained in the budget notes.

*Salaries:* Major salary budget increase components are as follows:

- Annualize 2011 changes (+ \$11,205)
- Salary step increases for eligible staff (+ \$62,217)
- Placeholder 4.3% salary scale increase based on August to August CPI-W change (+ \$230,652)
- Increase Collection Services staffing by 0.45 FTE (+ \$4,903)
- Executive Director terminal leave overlap (+ 12,710, one-time)

*Benefits:* The largest single total fringe benefit change is for medical insurance, which increased by 7.1% for the plan paid in full for employee-only coverage. There was a significant drop in the dental insurance plan selected by most staff. Until the Office of the State Actuary completes its analysis of the impact of 2011 legislation on Public Employees Retirement System rates for 2012-2013, we have no basis on which to compute a cost estimate.

Significant changes per line item are:

	Social Security	Medicare	Retirement	Medical Ins	Dental Ins	Other <\$2k ea*	TOTAL
Annualize 2011	\$ 663	\$ 141	\$ 13,322	\$ 25,070	\$ 117	\$ (461)	\$ 38,852
Step increases	3,857	903	4,218	0	0	0	8,978
Salary scale increase 4.3%	16,402	3,344	15,678	0	0	0	35,424
2012 rate changes	0	0	0	44,122	(9,431)	1,802	36,493
CS staffing addition	304	71	356	5,825	0	113	6,669
New executive director	788	184	921	(1,574)	(128)	(992)	(801)
<b>TOTAL</b>	<b>\$ 22,014</b>	<b>\$ 4,643</b>	<b>\$ 34,495</b>	<b>\$ 73,443</b>	<b>\$ (9,442)</b>	<b>\$ 462</b>	<b>\$ 125,615</b>

\*State industrial insurance; vision insurance; life insurance; long-term disability insurance; Employee Assistance Program

*Supplies:* There is an increase of \$3,600 for supplies.

*Services:* There are a variety of increases and decreases in service line items, many under \$5,000. Those that are \$5,000 or more are:

- Accounting & Audit: No audit scheduled for 2012 (- \$12,500)
- Other Professional Services: Matching funds for Fairfield portion of statewide broadband project. (+ \$30,000, one-time)
- Collection Agency & Notice Fees: The mail notice schedule was revised to eliminate one notice (- \$20,000)

- Training & Travel-Staff: Increase primarily due to there being a PLA conference in 2012 and WLA conference venue in Western Washington (+ \$21,879)
- Training & Travel-Board: Same reason as above (+ \$7,575)
- Repair and Maintenance-Buildings: Facility Maintenance Plan projects (+ \$106,000, one-time)
- Grounds Maintenance Services: Facility Maintenance Plan projects (+ \$7,200, one-time)

**Capital Expenditures:** The budget includes technology-related equipment and software included from the rolling 5-year technology plan and scheduled FF&E projects.

- Data Processing Hardware & Software: Technology Plan projects (+ \$280,800, one-time)
- Furniture, Fixtures & Equipment: FF&E Plan projects (+ \$60,275, one-time)

**Materials:** The materials budget baseline for 2011 is \$1,445,982. The 2012 budget adds 3% to increase purchasing of downloadable materials (\$43,379)

**Operational Contingencies:** The normal baseline is \$40,000. To offset the portion of the property tax levy in the West Plains annexation area that will be paid to the cities of Airway Heights and Spokane \$275,274 was added to this line item.

**Transfers out:** There are currently no Transfers out scheduled for 2012. By the time of final budget adoption in December, I may recommend another transfer to the Capital Projects Fund.

#### **THE FUND BALANCE**

My goal in presenting an annual budget is for current-year revenue to equal or exceed current recurring-year expenses without use of the fund balance. The only exception may be to accommodate one-time expenses if the fund balance amount is in excess of established targets.

The 2012 beginning fund balance is based on our projected 2011 ending balance which doesn't yet include an estimate of unexpended 2011 funds. A new end-of-year fund balance projection will be done prior to final budget adoption in December and will add to that estimate. At over 16%, the current estimated ending unassigned fund balance exceeds the 15% target level specified in the Fund Balance Management Policy.

#### **EXCESS OF REVENUES OVER/(UNDER) EXPENSES**

In this budget, estimated revenue exceeds estimated expenses by \$196,493. There's an additional \$514,684 in one-time 2012 General Operating Fund expenses.

#### **BUDGET REVIEW DURING 2012**

As usual, actual revenue and expenditures will be monitored throughout the year and recommendations will be periodically made to the Board for budget adjustments based on this review process. Decisions on use of any unanticipated revenue will be included in these periodic budget adjustments, which occur twice each year, usually in April or May and September or October.

#### **FUTURE YEARS**

As usual for planning purposes, we prepared a three-year revenue and expense projection to help indicate budgets for future years. Using what at one time would have been conservative assumptions but now may be a little optimistic, the budget is close to being balanced in 2013-2015, but not quite. After the remaining pieces of revenues and expenses are plugged in, I expect to see 2013 and 2014 in the black. This will exceed our levy lid lift plan goal by one year. However, with the drops in assessed valuations, we no longer have the option of a levy lid lift to fall back on – we'll be locked into the statutory \$0.50 levy rate for several years to come.



## Capital Projects Fund: \$0

The intent of the Capital Projects Fund is to accumulate a reserve that can be used for the purchase of property sites for future branches based on the Library Capital Facilities Master Plan, to accommodate unforeseen capital expenses, and for any capital projects that are beyond the scope of the General Operating Fund. Revenue for this fund comes from General Operating Fund transfers and investment interest.

There are currently no recommended expenses or transfers-in for 2012.

### Revenue: \$15,000

- Interest Earnings: \$15,000
- Transfer In from General Operating Fund: \$0

### Expenses: \$0

### Fund Balance

The estimated ending committed fund balance for 2012 is \$1,185,000.

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## BUDGET PROCESS AND SCHEDULE STATUS

### • September

- **Completed** Staff: Prepare requests for budget changes from baseline; prepare baseline budget reflecting current year operations carried into the following year with all one-time expenditures removed
- **Completed** Staff: Present overview of anticipated revenue and expense changes
- **Completed** Board of Trustees: Provide staff with budget direction

### • October

- **Completed** Staff: Present preliminary budget message and recommendation
- **Completed** Staff: Present proposed 2012 organization memberships
- Board of Trustees: Hold public hearing on 2012 revenue sources
- Board of Trustees: Review and approve 2012 organization memberships
- Board of Trustees: Review budget report with preliminary line item revenue and expenses
- Board of Trustees: Provide additional budget direction

### • November

- Staff: Present budget message and recommendation update
- Board of Trustees: Review, adopt and certify preliminary budget (Resolution)
- Board of Trustees: Certify maximum property tax levy (Resolution)
- Board of Trustees: Establish increase in property tax levy over current year (Resolution)
- Board of Trustees: Provide additional budget direction

### • December

- Staff: Prepare budget message and recommendation update
- Board of Trustees: Review and adopt final budget (Resolution)

**Spokane County Library District  
Preliminary 2012 Budget (October 18, 2011)  
General Operating Fund (001-661)  
Summary**

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**REVENUES**

Property Tax	\$ 10,558,298	
Contracted Cities, Services & Fees	845,537	
Miscellaneous Revenues	168,878	
Interest Earnings	35,000	
	<b>Total Revenues</b>	<b>\$11,607,713</b>
Transfer In: Capital Projects Fund	0	
	<b>Total Transfers In</b>	<b>0</b>
	<b>Total Revenues &amp; Transfer In</b>	<b>\$11,607,713</b>

**EXPENSES**

Salaries	\$5,688,066	
Fringe Benefits	1,665,356	
Supplies	226,604	
Services	1,684,984	
Capital Outlay	341,075	
Library Materials	1,489,361	
Short Term Debt	500	
Operational Contingencies	315,274	
	<b>Total Expenses</b>	<b>11,411,220</b>
Transfer Out: Capital Projects Fund	\$ 0	
	<b>Total Transfers Out</b>	<b>0</b>
	<b>Total Expenses &amp; Transfer Out</b>	<b>11,441,220</b>
Revenues Over/(Under) Expenses	\$ 196,493	
Estimated Beginning Fund Balance 01/01/12	3,291,147	
	<b>Estimated Ending Fund Balance 12/31/11</b>	<b>3,487,640</b>

(Less)

Nonspendable Funds: Prepaid Items	(256,910)	
Nonspendable Funds: Inventory	(64,311)	
Committed for Irving Special Program Fund	(6,207)	
Committed for District Wellness Program	(1,295)	
Committed for Facility Maintenance Plan	(172,104)	
Committed for Technology Plan	(297,233)	
Committed for Furniture, Fixtures & Equipment Plan	(103,158)	
Committed for Library Materials Plan	(148,396)	
Committed for Contingency Reserve Plan	(570,561)	
	<b>Estimated Unassigned Ending Fund Balance 12/31/12</b>	<b>\$1,867,465</b>

**Spokane County Library District  
Preliminary 2012 Budget (October 18, 2011)  
General Operating Fund (001-661)  
Detail**

<b>REVENUE</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Nov Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Property Tax	\$ 10,738,027	\$ 10,738,027	\$ (179,729)	R1, R8	\$ 10,558,298			
<b>TOTAL PROPERTY TAXES</b>	<b>\$ 10,738,027</b>	<b>\$ 10,738,027</b>	<b>\$ (179,729)</b>		<b>\$ 10,558,298</b>			
Contract City: Airway Heights	147,032	147,032	\$ 76,304	R2, R9	\$ 223,336			
City of Spokane Mitigation	77,384	77,384	225,567	R2, R10	302,951			
<b>TOTAL CONTRACTED CITIES</b>	<b>\$ 224,416</b>	<b>\$ 224,416</b>	<b>\$ 301,871</b>		<b>\$ 526,287</b>			
Interlibrary Loans	\$ 200	\$ 200	\$ 0		\$ 200			
Copying & Printing	21,000	21,000	(9,000)	R3	12,000			
Nonresident Fees	12,000	12,000	0		12,000			
Fines & Charges	175,000	175,000	0		175,000			
Web-based Fees & Charges	10,000	10,000	56,000	R4	66,000			
Lost & Damaged	40,200	40,200	0		40,200			
Rental Income	8,400	8,400	4,200	R3	12,600			
Retail Sales	2000	2000	(750)	R3	1,250			
<b>TOTAL SERVICES &amp; FEES</b>	<b>\$ 268,800</b>	<b>\$ 268,800</b>	<b>\$ 50,450</b>		<b>\$ 319,250</b>			
<b>TOTAL CONTRACTED CITIES, SERVICES &amp; FEES</b>	<b>\$ 493,216</b>	<b>\$ 493,216</b>	<b>\$ 352,321</b>		<b>\$ 845,537</b>			
Leasehold Excise Tax	20,000	20,000	\$ (14,000)	R5	\$ 6,000			
Shared Revenue: Timber Tax	6,000	6,000	6,000		6,000			
Sale of Surplus Property	0	0	0		0			
Grants-Nongovernmental	2,700	0	0		0			
Grants & Donations: Wellness	4,270	4,270	(3,270)	R6	1,000			
Purchase Discounts	4,000	4,000	0		4,000			
Miscellaneous	3,878	3,878	0		3,878			

<b>REVENUE</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Nov Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Public Library Directors Mtgs	1,325	0	0		0			
Gifts & Donations	7,000	7,000	0		7,000			
Sale of Library Materials	26,000	26,000	0		26,000			
E-Rate Reimbursement	105,000	105,000	10,000	R6	115,000			
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 180,173</b>	<b>\$ 176,148</b>	<b>\$ (7,270)</b>		<b>\$ 168,878</b>			
Interest Earnings	\$ 35,000	\$ 35,000	0		\$ 35,000			
<b>TOTAL REVENUES</b>	<b>\$ 11,446,416</b>	<b>\$ 11,442,391</b>	<b>\$ 165,332</b>		<b>\$ 11,581,713</b>			
Transfer In: Cap Projects Fund	\$ 0	\$ 0	\$ 0		\$ 0			
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,116,416</b>	<b>\$ 11,442,391</b>	<b>\$ 165,332</b>		<b>\$ 11,607,713</b>			

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Nov Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Salaries: Regular Hours	\$ 4,442,493	\$ 4,442,493	\$ 278,259	E1-3,6-7	4,720,752			
Salaries: Temporary Hours	90,000	90,000	0		90,000			
Salaries: Paid Time Off	831,386	831,386	43,428	E1-3,6-7	874,814			
Salaries: Overtime Hours	2,500	2,500	0		2,500			
<b>TOTAL SALARIES</b>	<b>\$ 5,366,379</b>	<b>\$ 5,366,379</b>	<b>\$ 321,687</b>		<b>\$ 5,688,066</b>			
FICA-Social Security	\$ 332,196	\$ 332,196	22,014	E1-3,6-7	354,210			
FICA - Medicare	78,196	78,196	4,643	E1-3,6-7	82,839			
Retirement Contributions	351,654	351,654	34,495	E1-3,6-7	386,149			
Unemployment Insurance	6,700	6,700	0		6,700			
Medical Insurance	650,898	615,898	73,443	E1,4,6-7	689,341			
Vision Insurance	13,734	13,734	666	E4,7	14,400			
Dental Insurance	95,548	95,548	(9,442)	E1,4,7	86,106			
Life & Disability Insurance	4,826	4,826	(963)	E7	3,863			
State Industrial Insurance	36,770	36,770	1,192	E1,5-7	37,962			
Long Term Disability	2,380	2,380	(253)	E1,4,6	2,127			
Employee Assistance (EAP)	1,839	1,839	(180)	E1,6	1,659			
<b>TOTAL FRINGE BENEFITS</b>	<b>\$ 1,574,741</b>	<b>\$ 1,539,741</b>	<b>\$ 125,615</b>		<b>\$ 1,665,356</b>			
Cleaning & Sanitation Supplies	\$ 18,000	\$ 18,000	\$ 0		\$ 18,000			
Vehicle Fuel	11,000	11,000	0		11,000			
Other Supplies	1,078	1,078	0		1,078			
Maintenance Supplies	4,300	4,300	0		4,300			
Employee Awards & Recog.	750	750	0		750			
Small Tools	750	750	0		750			
Cost of Retail Inventory Sold	4,567	4,567	0		4,567			
Office & Library Supplies	182,559	182,559	3,600	E8	186,159			
<b>TOTAL SUPPLIES</b>	<b>\$ 223,004</b>	<b>\$ 223,004</b>	<b>\$ 3,600</b>		<b>\$ 226,604</b>			
Accounting & Auditing Services	\$ 12,500	\$ 12,500	\$ (12,500)	E31	\$ 0			
Legal Services	25,000	25,000	0		25,000			
Damages, Claims, Settlements	0	0	0		0			
Other Professional Services	30,010	30,010	30,218	E9	60,228			

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Nov Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Bad Debt Expense	\$ 400	\$ 400	\$ 0		\$ 400			
Bank & Postal Charges	13,400	13,400	0		13,400			
Software Support Services	142,500	142,500	0		142,500			
Web Catalog Content Services	15,940	15,940	(4,733)	E32	11,207			
Collection Agency Services	87,600	87,600	(20,000)	E10	67,600			
Electronic Library Services	38,000	38,000	0		38,000			
Data Communications: WAN	123,500	123,500	0		123,500			
Data Communications: Internet	40,000	40,000	0		40,000			
Telephone	25,000	25,000	0		25,000			
Postage	36,550	36,550	0		36,550			
Freight Charges	2,000	2,000	0		2,000			
Courier Services	60,000	60,000	0		60,000			
Mileage	19,850	19,850	850	E11	20,700			
Travel: Business	21,150	21,150	3,400	E12	24,550			
Travel & Travel: Staff	73,891	58,891	21,879	E13	80,770			
Travel – Board	5,500	5,500	6,500	E14	12,000			
Training – Board	3,500	3,500	1,075	E15	4,575			
Public Library Directors Mtngs	3,491	0	0		0			
Advertising & Promotion	6,000	6,000	0		6,000			
Recruitment	37,000	12,000	0		12,000			
Rentals & Leases: Other	4,700	4,700	0		4,700			
Rentals & Leases: Equipment	8,400	8,400	0		8,400			
Insurance	62,283	62,283	1,800	E16	64,083			
Printing	14,000	14,000	2,000	E17	16,000			
Heat, Light, & Power	151,500	151,500	1,500	E18	153,000			
Water, Refuse, & Sewer	48,000	48,000	500	E19	48,500			
Repair & Mtnce: Miscellaneous	6,000	6,000	1,000	E20	7,000			
Repair & Mtnce: DP Equipment	32,000	32,000	0		32,000			
Repair & Mtnce: Vehicles	4,000	4,000	3,500	E21	7,500			
Repair & Mtnce: Buildings	203,800	91,800	106,000	E21	197,800			
Grounds Maintenance Services	80,555	34,255	7,200	E21	41,455			
Security Alarm Monitoring Svcs	9,800	7,700	0		7,700			
Snow Removal	21,341	21,341	0		21,341			
Custodial Services	175,000	175,000	0		175,000			
Dues & Memberships	13,530	12,930	(3,930)	E22	9,000			
Wellness Services & Programs	1,424	1,424	(659)	E23	765			

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Nov Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Library Programs	\$ 27,550	\$ 27,550	\$ (550)	E24	\$ 27,000			
Library Programs: Irving Fund	500	500	0		500			
Cataloging & Authority Services	40,200	40,200	3,400	E25	43,600			
Binding Services	500	500	0		500			
ILL Services	12,960	12,960	200	E26	13,160			
<b>TOTAL SERVICES</b>	<b>\$ 1,740,825</b>	<b>\$ 1,536,334</b>	<b>\$ 148,650</b>		<b>\$ 1,684,984</b>			
Data Proc Hardware & Software	\$ 387,200	\$ 0	\$ 280,800	E27	\$ 280,800			
Bldg Renovations: Capitalized	0	0	0		0			
Vehicles	0	0	0		0			
Furniture Fixtures & Equip	76,600	0	60,275	E28	60,275			
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 463,800</b>	<b>\$ 0</b>	<b>\$ 341,075</b>		<b>\$ 341,075</b>			
Library Materials	\$ 1,468,595	\$ 1,445,982	\$ 43,379	E29	\$ 1,489,361			
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$ 1,468,595</b>	<b>\$ 1,445,982</b>	<b>\$ 43,379</b>		<b>\$ 1,489,361</b>			
Short Term Interest Expense	\$ 500	\$ 0	\$ 500		\$ 500			
Operational Contingencies	31,701	40,000	275,274	E30	315,274			
<b>TOTAL EXPENSES</b>	<b>\$ 10,869,545</b>	<b>\$ 10,151,940</b>	<b>\$ 1,259,280</b>		<b>\$ 11,411,220</b>			
Transfer Out: Cap Projects Fnd	\$ 406,655	\$ 0	\$ 0		\$ 0			
<b>TOTAL EXPENSES &amp; TRANSFER OUT</b>	<b>\$ 11,276,200</b>	<b>\$ 10,151,940</b>	<b>\$ 1,259,280</b>		<b>\$ 11,411,220</b>			
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ 170,216</b>	<b>\$ 1,290,451</b>	<b>\$(1,093,958)</b>		<b>\$ 196,493</b>			

**Spokane County Library District  
Preliminary 2012 Budget (October 18, 2011)  
General Operating Fund (001-661)  
Notes**

Note	Cost Account	Description	Increase/ (Decrease)	One-Time/ GO Fund	One-Time/ Interfund Transfer
<b>REVENUES</b>					
R1	PROPERTY.TAX - CURRENT	Preliminary levy per 09/15 Assessor estimate	\$ (164,150)		
R2	CONTRACT - AIRWAY HTS	A.V. increase and West Plains annexation	59,615		
R2	CONTRACT - SPOKANE	Net of 5 annexation mitigation agreement fees, including West Plains	229,971		
R3	COPYING & PRINTING	Print management eliminates honors system printing	(9,000)		
R3	RENTAL FEES	Full year of Upriver Drive property lease	4,200		
R3	RETAIL SALES	Only book bags now being sold	(750)		
R4	WEB-BASED FEES/CHARGES	From online credit/debit card payments	56,000		
R5	LEASEHOLD EXCISE TAX	Losing airport portion from West Plains annexation	(14,000)		
R6	WELLNESS GRANTS/DONATIONS	Grants no longer available	(3,270)		
R7	E-RATE REIMBURSEMENT	Higher reimbursement amount approved	10,000		
R8	PROPERTY.TAX - CURRENT	Adjust for 10/06 Assessor estimate	(15,579)		
R9	CONTRACT - AIRWAY HTS	Adjust for 10/06 Assessor estimate	16,689		
R10	CONTRACT - SPOKANE	Adjust for 10/06 Assessor estimate (MPLFA)	(5,505)		
	<b>TOTAL REVENUES</b>		<b>\$ 164,221</b>		
	<b>TOTAL TRANSFERS IN</b>		<b>\$ 0</b>		
		<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 164,221</b>		

**EXPENSES**

E1	SALARIES: REGULAR HOURS	Adjust to 2012 baseline	\$ 9,692		
E1	SALARIES: PAID TIME OFF	Adjust to 2012 baseline	1,513		
E1	SOCIAL SECURITY	Adjust to 2012 baseline	663		
E1	MEDICARE	Adjust to 2012 baseline	141		
E1	STATE INDUSTRIAL INS	Adjust to 2012 baseline	88		
E1	RETIREMENT CONTRIB	Adjust to 2012 baseline	13,322		
E1	MEDICAL INSURANCE	Adjust to 2012 baseline	25,070		
E1	DENTAL INSURANCE	Adjust to 2012 baseline	117		
E1	LONG TERM DISABILITY INS	Adjust to 2012 baseline	(386)		
E1	EMPLOYEE ASSIST PROG	Adjust to 2012 baseline	(163)		
E2	SALARIES: REGULAR HOURS	Salary step increases for eligible employees	53,818		
E2	SALARIES: PAID TIME OFF	Salary step increases for eligible employees	8,399		
E2	SOCIAL SECURITY	Salary step increases for eligible employees	3,857		
E2	MEDICARE	Salary step increases for eligible employees	903		
E2	RETIREMENT CONTRIB	Salary step increases for eligible employees	4,218		
E3	SALARIES: REGULAR HOURS	Placeholder 4,3% salary scale increase	199,514		
E3	SALARIES: PAID TIME OFF	Placeholder 4,3% salary scale increase	31,138		
E3	SOCIAL SECURITY	Placeholder 4,3% salary scale increase	16,402		
E3	MEDICARE	Placeholder 4,3% salary scale increase	3,344		
E3	RETIREMENT CONTRIB	Placeholder 4,3% salary scale increase	15,678		
E4	MEDICAL INSURANCE	7.1% rate increase	44,122		
E4	VISION INSURANCE	5.0% rate increase	695		
E4	DENTAL INSURANCE	WDS 9.75% rate decrease; Willamette 5.0% increase	(9,431)		
E4	LONG TERM DISABILITY INS	Rate increase	186		
E5	STATE INDUSTRIAL	Project 2.5% rate increase	921		



E6	SALARIES: REGULAR HOURS	Additional Collection Services staff hours	4,241	
E6	SALARIES: PAID TIME OFF	Additional Collection Services staff hours	662	
E6	SOCIAL SECURITY	Additional Collection Services staff hours	304	
E6	MEDICARE	Additional Collection Services staff hours	71	
E6	STATE INDUSTRIAL INS	Additional Collection Services staff hours	183	
E6	RETIREMENT CONTRIB	Additional Collection Services staff hours	356	
E6	MEDICAL INSURANCE	Additional Collection Services staff hours	5,825	
E6	LONG TERM DISABILITY INS	Additional Collection Services staff hours	(53)	
E6	EMPLOYEE ASSIST PROG	Additional Collection Services staff hours	(17)	
E7	SALARIES: REGULAR HOURS	Executive Director terminal leave overlap	10,994	10,994
E7	SALARIES: PAID TIME OFF	Executive Director terminal leave overlap	1,716	1,716
E7	SOCIAL SECURITY	Executive Director terminal leave overlap	788	788
E7	MEDICARE	Executive Director terminal leave overlap	184	184
E7	RETIREMENT CONTRIB	Executive Director terminal leave overlap	921	921
E7	MEDICAL INSURANCE	Executive Director terminal leave overlap	(1,574)	(1,574)
E7	VISION INSURANCE	Executive Director terminal leave overlap	(29)	(29)
E7	DENTAL INSURANCE	Executive Director terminal leave overlap	(128)	(128)
E7	LIFE INSURANCE	Executive Director terminal leave overlap	(963)	(963)
E8	OFFICE/LIBRARY SUPPLIES	Increased consumption for materials processing	3,600	
E9	OTHER PROFESSIONAL SVCS	Increase in 2012 ELPLP membership fee	218	
E9	OTHER PROFESSIONAL SVCS	Fairfield broadband project matching funds	30,000	30,000
E10	COLL AGCY SVCS/NOTICES	Reduced number of notices sent	(20,000)	
E11	MILEAGE	Increased IRS reimbursement rate	850	
E12	TRAVEL: BUSINESS	Executive Director: PLA, % Rotary	2,700	
E12	TRAVEL: BUSINESS	Collection Svcs: Collection Development meetings	700	
E13	TRAINING/TRAVEL: STAFF	Branch Svcs: Cascade Exec Mgmt program	15,000	15,000
E13	TRAINING/TRAVEL: STAFF	Collection Svcs: Increased costs	150	
E13	TRAINING/TRAVEL: STAFF	Communications: Additional web design training	350	
E13	TRAINING/TRAVEL: STAFF	IT: Additional training classes	1,400	
E13	TRAINING/TRAVEL: STAFF	Branch Svcs: Add'l costs for PLA, WLA & WALE	4,979	
E13	TRAVEL: BOARD	PLA Conference	6,500	
E13	TRAINING: BOARD	PLA Conference	1,075	
E16	INSURANCE	3% premium increase	1,800	
E17	PRINTING	Increased costs/more outsourcing	2,000	
E18	HEAT, LIGHT, POWER	Projected rate increases	1,500	
E19	WATER, REFUSE, SEWER	Projected rate increases	500	
E20	BUILDING MAINTENANCE	Upriver Drive property	1,000	
E21	REPAIR & MTNCE: VEHICLES	2012 Facilities Maintenance Plan	3,500	3,500
E21	REPAIR & MTNCE: BUILDINGS	2012 Facilities Maintenance Plan	106,000	106,000
E22	GROUNDS MTNCE SERVICES	2012 Facilities Maintenance Plan	7,200	7,200
E22	DUES & MEMBERSHIPS	Includes reduction of WLA dues	(3,930)	
E23	WELLNESS SVCS & PROG	Wellness grants discontinued	(659)	
E24	LIBRARY PROGRAMS	No grant funding in 2012	(550)	
E25	CATALOGING & AUTH. SCV	1.5% rate increase; add'l downloadable materials	3,400	
E26	ILL SERVICES	Projected 3% rate increase	200	
E27	DP HARDWARE & SOFTWARE	2012 Technology Plan	280,800	280,800
E28	FF&E	2012 Furniture, Fixtures, Equipment Plan	60,275	60,275
E29	LIBRARY MATERIALS	3% increase over 2011 baseline	43,379	
E30	OPER CONTINGENCIES	Offset for higher property tax revenue	275,274	
E31	ACCOUNTING & AUDIT SVCS	No audit in 2012	(12,500)	
E32	WEB CATALOG CONTENT	Change in rate calculation methodology	(4,733)	
<b>TOTAL EXPENSES</b>			<b>\$ 1,259,280</b>	<b>\$ 514,684</b>
				<b>\$ 0</b>

**Spokane County Library District  
Preliminary 2012 Budget (October 18, 2011)  
Capital Projects Fund (005-661)  
Detail**

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	2011 Budget	2012 Budget
<b>REVENUES</b>		
Interest Earnings	\$ 15,005	\$ 15,000
Transfer In from General Operating Fund	406,655	0
<b>Total Revenues &amp; Transfers In</b>	<b>\$ 421,660</b>	<b>\$ 15,000</b>
 <b>EXPENSES</b>		
Other Professional Services: Upriver Drive Property	\$ 50,000	\$ 0
Capital Outlay: Upriver Drive Property Purchase	150,000	
<b>Total Expenses &amp; Transfers Out</b>	<b>\$ 200,000</b>	<b>\$ 0</b>
Revenues Over (Under) Expenses	\$ 221,260	\$ 15,000
Actual/Estimated Beginning Committed Fund Balance 01/01/11-12	887,431	1,170,000
<b>Estimated Ending Committed Fund Balance 12/31/11-12</b>	<b>\$ 1,109,191</b>	<b>\$ 1,185,000</b>

**2012 PRELIMINARY BUDGET:  
DISCUSSION AND DIRECTION**

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***Discussion goals:***

1. To confirm 2012 budget amounts for Board of Trustees training and travel
2. To determine 2012 staff salary scale increase percentage
3. To provide direction in any other budget areas

**Board of Trustees training and travel**

***Background:***

Each year's budget includes line items for Board of Trustees travel and training. These accounts cover travel expenses and registration fees for conferences (such as the Public Library Association and Washington Library Association) and outside training activities, costs for training workshops that we arrange, and a planning retreat if one is held, travel to Library Legislative Day in Olympia and contingency amounts for unplanned activities.

In 2011, \$5,500 was budgeted for travel and \$3,500 for training. This amount is higher in even-numbered years when a Public Library Association conference is held and lower in odd-numbered years when there isn't. 2012 being an even-numbered year, the PLA conference is budgeted.

For 2012, I've included the following in the preliminary budget subject to your confirmation.

**Board of Trustees Travel: \$12,000**

<b>Activity</b>	<b>Cost</b>
WLA conference: Marysville (5 Trustees)	\$2,500
PLA conference: Philadelphia (5 Trustees)	7,500
Library Legislative Day (1 Trustee)	500
Miscellaneous community events	500
Retreat and/or training activity facility charges	500
Contingency	500
<b>Total</b>	<b>\$12,000</b>

**Board of Trustees Training: \$4,575**

<b>Activity</b>	<b>Cost</b>
WLA conference registration (5 Trustees)	\$ 500
PLA conference registration (5 Trustees)	1,075
All-day workshop presenter fee	2,000
Retreat facilitator	500
Contingency	500
<b>Total</b>	<b>\$4,575</b>

## **2012 staff salaries**

### ***Background:***

Salaries comprise almost half the budget and drive Social Security, Medicare and Public Employees Retirement System payments that make up a large part of benefit costs that comprise another 14+% of the budget. The Personnel Policy states the District's intent with regard to salaries:

The District maintains an Employee Classification and Salary (Compensation) Plan designed to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District. It is the policy of the District to strive to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

Several factors come into play in carrying out this policy, not the least of which ensures future revenue is sufficient to support salary decisions.

### **Classification and compensation study**

For about the past 15 years the District has used an outside consultant to make recommendations regarding the District's position classifications and compensation, including internal equity and labor market competitiveness. Although it required significant costs to implement recommendations of earlier studies, the 2009 analysis showed we were in line with those libraries employers used for comparison. One of the more significant recommendations in 2009 was for the District to "continue its practice of tying future COLA increases to increases in the Washington State minimum wage, subject to budgetary constraints." The reasons behind the recommendation are to maintain labor market competitiveness and to avoid "compression" between the minimum wage paid to library pages and the lowest salary range for library clerks. An important point is that the former assumes other salaries in other libraries are also increasing at that rate.

### **Minimum wage increase**

The month after the 2009 classification and compensation study recommendations were written, the CPI-W August to August comparison used to establish the state minimum wage actually dropped by 1.5%, resulting in a 0.0% minimum wage adjustment for 2010. There was a 1.4% increase the following year. Both were adopted by SCLD.

This year the August to August CPI-W change is +4.258% and at the end of September the state agency responsible for administering the minimum wage statute formally announced this increase for 2012. Pending a more in-depth discussion, you directed a 4.3% increase be applied to SCLD's salaries as a placeholder in the preliminary 2012 budget presented in October.

### **Washington library district salary increases, 2010-2012**

As noted above, if one of the major reasons for using the August to August CPI-W change to determine SCLD salary adjustments is to maintain competitiveness, the assumption that other libraries are also basing salary adjustments on the minimum wage increase needs to be determined. To do that I asked directors of 11 library districts, including those we usually compare, to provide me with information on actual 2010 and 2011, and anticipated 2012 generally-applied salary increases. I received full or partial responses from everyone.

Prior-year percentages are a matter of public record and are listed in the table below. For 2012, many districts haven't yet made a decision or are negotiating with collective bargaining units, and therefore provided only confidential estimates or targets. For that reason, I can supply percentages but not the district to which it applies.

### 2010-2011 General Salary Schedule Adjustments

Library	% 2010	% 2011	Notes
Fort Vancouver*	0.0	0.0	
King County*	1.0	0.0	2011: 1.75% to offset Sunday premium pay for represented
Kitsap*			
Mid-Columbia*			
North Central	1.0	.8	
North Olympic		1.5	
Pierce County*	0.0	0.0	2010 & 2011: One-time 1% bonus to union; management salaries frozen
Sno-Isle		2.4	
Timberland*	0.0	0.0	
Whatcom County*	0.0	.6	
Yakima Valley	0.0	0.0	
<b>Spokane County</b>	<b>0.0</b>	<b>1.4</b>	

\* Indicates collective bargaining unit/agreement

### 2012 General Salary Schedule Adjustments

% Increase	Number of Districts
0.0	2
0.5	1
1.0	2
1.0-2.0	1
2.0	2
2.4	1
2.6	1
2.88	1

The above tables indicate that SCLD's 2010 salary scale adjustment was identical to all but two others, the 2011 adjustment was at the higher end of those responding, and 2012 changes are anticipated to be substantially less than the state's minimum wage increase.

#### SCLD 2013-2015 budget projections

In 2012 about 91% of SCLD's revenue will be from property taxes, a lower amount than 2011. Because of declines in the total assessed valuation on which property tax revenue is based, in 2012 it will drop for the second year in a row. The West Plains Annexation will affect overall revenue for the first time in year 2013. And with no end in sight for the recession, property values may continue to drop or will at best stay the same.

Taking a relatively optimistic view and assuming 0% assessed valuation change in 2013, 2% in 2014, and 3% in 2015 along with a modest increase in new construction value, and using a

4.3% salary increase in 2012, expenses will be slightly higher than revenue in the 2013-2015 period. A less optimistic model would find SCLD further in the red in future years.

Another effect of the decline in assessed valuation is that in the wonderful and wacky world of property tax and levy lid calculations, our levy rate will remain at its maximum of \$0.50 in the foreseeable future. In contrast to 2006 and 2010 when budgets were getting tight and we were able to ask voters to lift the levy lid to increase property tax revenue, there'll be no levy lid to lift. Property tax revenue will depend entirely on the direction valuations go with no other options available for an increase.

### **Management team recommendation**

Upon a thorough review and discussion of the above facts, the District's management team recommends that the salary schedule be increased by 2.5% in 2012 for the following reasons.

1. It's consistent with the Personnel Policy's intent "to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District."
  - a. Acknowledging that the differential with the minimum wage increase will somewhat compress the percentage difference between page wages in Range 1 and those of positions in Range 2 of the Salary Schedule, the change from 22.74% to 21.29% (a drop of 1.45%) isn't far from the ten year history of 22.74%  $\pm$  1%.
2. It's consistent with the Personnel Policy's intent "to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget."
  - a. SCLD compares favorably with other library districts over the past two years and a 2.5% increase in 2012 would be higher than all but two of the eleven reporting.
  - b. Library staffs in local state-funded colleges and universities have had salary reductions due to the state's budget crisis. City of Spokane unions haven't yet made salary proposals so there's no information available for Spokane Public Library.
  - c. When looking three years in the future, a 2.5% increase reduces salary and benefit expenses by about \$104,000 from the 4.3% figure, thus maintaining a balanced budget in 2013 and 2014 and cutting the revenue and expenditure difference in 2015 by over half.
3. On a purely subjective basis, 2.5% appears to compare favorably with the private sector.

### **Other direction**

This is your opportunity to provide direction on any other component of the budget update to be presented at your November 15 meeting. This is the budget that will be formally adopted for purposes of supporting the property tax levy amount for collection in 2012.

**ELIGIBILITY FOR LIBRARY USE POLICY (REVISION):**  
**APPROVAL RECOMMENDATION**

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***Recommendation:***

That the Eligibility for Library Use Policy be revised as presented.

***Action Required:***

Motion.

***Background:***

The Eligibility for Library Use Policy provides the basis for determining Library District residency, defines resident and non-resident use, and states reasons for use limitations and denial of service. The policy was originally adopted in 1986 and subsequently revised several times, most recently in 2009.

Upon review, the only recommended revision is to update a policy name in the Denial of Service section.

The policy, showing the one revision, follows.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: ELIGIBILITY FOR LIBRARY USE**

#### **BASIS FOR DETERMINATION OF RESIDENCY**

Spokane County Library District is a special-purpose district funded primarily through a property tax set by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to use District facilities and services is based on this geographic area and interlocal service agreements with other cities and towns, libraries and library districts.

#### **DEFINITION OF RESIDENCY**

A District resident is a person who resides in unincorporated Spokane County or an annexed or contracting city or town.

#### **RESIDENT USE**

The District serves all residents of its service area as defined above.

In addition to those residing in its service area, the following shall be considered as residents and eligible for use of all District services without payment of a non-resident fee.

1. Persons residing outside the defined service area but owning property within it.
2. Active duty military personnel and their dependents who live on a military installation within Spokane County.
3. Residents of areas included in interlocal agreements with other libraries, library districts, and cities, except for any specific services cited in the interlocal agreement as not being available to the jurisdiction's residents and for any specific services provided through a vendor license agreement that prohibits non-resident use.

#### **NON-RESIDENT USE**

Persons residing outside the District's service area who are not included in one of the above three resident use categories may use without charge library services for which a library card is not required.

An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same street address (i.e., house, apartment, or other type of living unit) to resident library privileges at no additional charge. The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

1. An eligible non-resident is a person residing in a city or town within Spokane County that funds and operates a municipal library, or a person residing outside Spokane County.
2. Persons residing in cities and towns within Spokane County that do not fund and operate a municipal library are not eligible for non-resident use and may not obtain a non-resident library card.

#### **LIMITATIONS TO USE**

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.



## **DENIAL OF SERVICE**

The use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials or pay associated charges, and violations of the District's Rules of Customer Conduct Policy.

## **PROCEDURES**

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

## **AUTHORITY**

The authority for the adoption of this policy is RCW 27.12.180, 27.12.210(1), 27.12.270, and 27.12.280.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: JUNE 19, 1986  
LATEST REVIEW AND REVISION: ~~JULY 21, 2009~~ OCTOBER 18, 2011

**RECOGNITION OF FRIENDS OF THE LIBRARY SUPPORT (RESOLUTION NO. 11-03)**  
**APPROVAL RECOMMENDATION**

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***Recommendation:***

That Resolution No. 11-03, Recognizing District Friends of the Library Support, be adopted.

***Action Required:***

Motion. Chair and secretary signature on resolution.

***Background:***

It's tradition for the Board of Trustees to formally recognize the contributions of all District Friends of the Library organizations through adoption of a resolution to that effect. Since a National Friends of the Library Week was established in October, this is an appropriate time for recognition.

As always, I also suggest that a trustee attend an upcoming meeting of each Friends group to personally express the District's appreciation for their efforts. I'll have a list of scheduled meetings at your meeting.

Following is a report of the many contributions Friends of the Library have made to the District over the past twelve months, and the proposed resolution.

**Spokane County Library District**  
**Friends of the Library Contributions: October 2010 – September 2011**

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**Airway Heights**

- Purchased foam blocks for the children's area
- Paid for holiday treats for Storytimes and for volunteers and staff
- Purchased a digital camera for the library
- Sponsored a digital photography class
- Provided funding for "Spokane is Reading"
- Contributed funds to J. A. Jance's presentation at this year's WALE conference
- Provided a farewell lunch for departing staff
- Ran a successful ongoing book sale
- Purchased magnets with library open hours

**Argonne**

- Just a month after one group decided to disband the Argonne Friends and turn all funds over to SCLD, another group met to start it up again
- Re-established non-profit corporation status with Secretary of State; began collecting books for book sale
- Held one successful book sale
- Provided funding for "Spokane is Reading"
- Contributed funds to J. A. Jance's presentation at this year's WALE conference

**Cheney**

- Purchased snacks for Staff Day presentation, an After School Special and Halloween candy for trick or treaters
- Purchased books for the Friends of the Cheney Library Book Discussion Group
- Purchased furniture for the Teen area
- Purchased refrigerator for the meeting room
- Purchased a going away gift for departing staff
- Purchased toys for the new Baby Lapsit Storytime
- Held one successful book sale

**Deer Park**

- Purchased SCLD book bags for the community royalty to use as gifts for visiting royalty
- Purchased activity table and farm set for children's area
- Provided funding for Spokane is Reading
- Provided funds to support After School Specials for school age children
- Decorated the library for the winter holidays
- Purchased craft materials and supplies for Storytimes
- Held six successful book sales
- Sponsored the Deer Park Library at the Deer Park Chamber of Commerce meeting
- Purchased educational toys and tunnels for use during our new Baby Lapsit Storytime
- Contributed funds to J. A. Jance's presentation at this year's WALE conference
- Started a scholarship fund for college bound students
- Hosted an open house during the library's anniversary celebration

### **Fairfield**

- Purchased scratch-n-sniff bookmarks
- Assisted with Science fairs at Liberty Elementary and Freeman Middle School
- Provided funding for “Spokane is Reading”

### **Medical Lake**

- Provided funding for “Spokane is Reading”
- Purchased magnets with library open hours
- Held one successful book sale
- Supported adult and youth summer reading programs by providing funding for program materials
- Purchased furniture for the children’s area
- Purchased a digital camera for staff and Friends use

### **Moran Prairie**

- Purchased magnets with library open hours
- Filled all vacant officer positions during the annual meeting
- Contributed funds to J. A. Jance's presentation at this year's WALE conference
- Provided funding for the “Iced Tea and Mysteries” adult program
- Provided funding for “Spokane is Reading”

### **North Spokane**

- Provided funding for “Spokane is Reading”
- Purchased magnets with library open hours
- Held two successful book sales
- Supported adult and youth summer reading programs by providing funding for program materials
- Sponsored Mark Twain summer reading presentation
- Purchased interactive end panels and book drop for children’s area
- Provided coffee supplies for North Spokane staff
- Purchased a Nook e-book reader for staff training

### **Otis Orchards**

- Treated staff to Christmas breakfast at the Otis Grill
- Purchased gingerbread house for circulation counter and other Christmas decorations
- Purchased supplies for a Christmas ornament craft
- Purchased scratch-n-sniff bookmarks
- Paid for tilling the community garden
- Contributed funds to J. A. Jance's presentation at this year's WALE conference
- Provided funding for “Spokane is Reading”
- Provided cookies and punch for the blue-grass concert

### **Spokane Valley**

- Held two successful book sales
- Provided funding for summer reading programs
- Provided funding for “Spokane is Reading”
- Purchased two Nook and two Kindle e-book readers for staff training

- Provided funding for new lounge seating and tables in adult area
- Purchased decorative end panel for children's area
- Funded the purchase of a set of 12 Mother Goose Math and Science kits
- Provided funding for treats for adult book club
- Sponsored Mark Twain summer reading presentation
- Contributed funds to J. A. Jance's presentation at this year's WALE conference

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.**

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

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

WHEREAS, Friends of the Library organizations are community-based groups of citizens who promote and enhance the work of their local library branch, assisting Spokane County Library District in carrying out its mission;

WHEREAS, Spokane County Library District is fortunate to have Friends of the Library organizations supporting its Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley branches;

WHEREAS, Friends of the Library volunteer their time to raise funds, carry out special projects, and otherwise work to enhance library services;

WHEREAS, for National Friends of the Library Week, October 16-22, 2011 the Board of Trustees has determined to recognize and thank Spokane County Library District Friends of the Library organizations for their service and dedication during the past year.

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

**Section 1: RECOGNITION AND THANKS**

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Library organizations affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley branches for their service and dedication over the past twelve months.

**Section 2: NOTIFICATION OF RESOLUTION**

The Board hereby directs its chair to transmit a copy of this resolution to the president of each District Friends of the Library organization, with a letter of thanks acknowledging the past year's support.

**Section 3: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County,

Washington, at a regular meeting thereof, held this 18<sup>th</sup> day of October, 2011.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair  
Board of Trustees

ATTEST

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Michael J. Wirt, Secretary

**FUTURE BOARD MEETING TENTATIVE AGENDAS:  
NOVEMBER 2011 – JANUARY 2012  
FOR INFORMATION ONLY**

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**Next regular meeting**

*November 15, 2011: Argonne Library/Administrative Offices (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 November regular Board of Trustees' meeting.

- 2012 budget: Executive Director's updated budget message; resolutions adopting a preliminary 2012 budget and levying regular property taxes for collection in 2012; Board direction to staff
- Children's Safety In Libraries Policy review
- Personnel Policy semi-annual review
- 2012 Board of Trustees' meetings overview topics discussion

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Monday, October 31, for inclusion in the preliminary agenda to be emailed on Wednesday, November 2. The meeting packet will be mailed Wednesday, November 9.

**Future meetings**

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

*November 5, 2011: Argonne Library/Administrative Offices (9:00 a.m.)*

- Special meeting/Executive session: Executive Director applicant screening

*November 11, 2011: Administrative Offices (Noon)*

- Special meeting/Executive session: Executive Director semifinalist interviews via Skype

*December 1, 2011: CenterPlace Fireside Lounge (4:30 p.m.)*

- Executive Director candidates' reception [not considered a special meeting]

*December 2, 2011: Argonne Library/Administrative Offices (time to be determined)*

- Special meeting/Executive session: Executive Director candidate interviews

*December 3, 2011: CenterPlace Auditorium (9:00 a.m.)*

- Executive Director candidates forum [not considered a special meeting]

*December 3, 2011: Argonne Library/Administrative Offices (time to be determined)*

- Special meeting/Executive session: Determine Executive Director preferred finalist

*December 20, 2011: Argonne Library/Administrative Offices (4:00 p.m.)*

- Executive Director appointment and compensation
- 2012 budget: Executive Director's final budget message; resolution adopting a final 2012 budget
- Rules of Customer Conduct Policy review
- 2012 Board of Trustees' meeting schedule
- 2012 Board of Trustees' officer election
- Library Legislative Day trustee attendance



- Holiday reception
- Trustee applicant interviews

*January 17, 2012: Argonne Library/Administrative Offices (4:00 p.m.)*

- Volunteer Program Policy review
- Overview: Not yet determined

## **LIBRARY SERVICES**

### **Branch Services**

#### **Customer Use Analysis**

- Reference inquires January to September this year compared to the same period in 2010 ranged from -14% at Medical Lake to +18% at Moran Prairie, yet remains at 0% growth District-wide for the year.
- For the eighth consecutive month, the total number of software station bookings remain down; -9% for the year. The decline has been across all branches.
- Door count is down slightly (-1%) compared to Jan-Sep 2010, although this month we did surpass the 1,000,000<sup>th</sup> for the year.
- So far this year, we have seen an increase in total program attendance (+10%) that has outpaced the additional number of programs presented (+6%) which suggests the expanded offerings are well received.

#### **Customer Payments**

September 2011 brought in the highest amount in total customer payments since January 2010. The year-to-date amount in total customer payments is 23% higher than the same time period in 2010.

#### **Security Incidents**

In September, 30 Security Incident Reports were filed, with Deer Park and Spokane Valley most active, at seven and eleven respectively. Incidents included two medical situations at Spokane Valley requiring 911 calls; law enforcement checks at Spokane Valley and North Spokane in response to two separate missing children reports; and discovery of a mobile puppy mill in a van parked at Spokane Valley Library, where law enforcement and SCRAPS responded to a citizen's report.

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

**Programming:** We debuted a Facebook Fundamentals class this month, and had 18 in attendance. Most participants brought their own laptops, rather than using our lab laptops. We'll be offering this class again in the first quarter of 2012. Computer class attendance was up from last September but book discussion groups were down.

**Community:** We once again visited 45 facilities this month.

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

**Programming:** Storytime continued into the fall with no break in programming. With the addition of Argonne and North Spokane libraries, all ten branches now have a Play and Learn Storytime. We also have two new Baby Lapsit Storytimes at Deer Park and Cheney growing audiences and averaging about 7 each time. After School Specials commenced this month, and have drawn audiences from 2 to 26.

**Services:** Tutor.com tutoring session usage picked up from the summer lull, more than doubling from 42 (in August) to 98 this month. Spokane Valley customers were the heaviest users, followed by Cheney customers in a distant second.

**Community:** Mary Ellen attended a meeting of youth coordinators from Washington libraries and reported that almost every library uses a different method for tracking statistics, and there is no uniform measure for counting Summer Reading participation. We completed the activities for the

Thrive by Five Culture of Literacy (in cooperation with NEWESD 101) grant; they included two additional STARS trainings, one at Spokane Valley Library and the other at the Colville Library, and a series of short videos that are currently in production. Staff participated in ValleyFest, staffing a booth with “Love, Talk, Play” activities and the book-cart drill team in the parade. We provided 40 Storytimes to 365 children at 15 childcares.

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

The 176,461 items checked out or renewed in our branches in September 2011 represents a small drop of -1.01% compared to September of 2010. The changes in circulation levels at various branches varied as much as the libraries themselves vary. Self-checkout usage continued to average about 42% of total in-branch circulation, with Cheney lowest at 20.97% and North Spokane highest at 57.11%.

***Branch highlights***

The ECEAP preschool once again started a monthly visit to **Airway Heights Library (Stacy Hartkorn, branch supervisor)** with both a morning and afternoon group participating in a Storytime as well as a short tour of the library. Our First After School Special of the new school year was well attended with a total of 10 people. Someone activated the fire alarm system by pulling the alarm in the lobby, thus creating the need to evacuate the library. Sunset Elementary once again invited us to participate in their Back to School Link Night. Staff members were able to speak with 125 people about library services. An organizational meeting was held regarding the formation of a book club, with the first discussion in October.

**Argonne Library’s (Mary Kay Anderson, branch supervisor)** first full month of Play and Learn Storytimes showed numbers were well above 2010. There were also more children at the first After School Special. The Friends announced plans for a book sale Saturday, October 22, from 10 a.m. until 3 p.m.

Program attendance at **Cheney Library (Pat Davis, branch supervisor)** was up overall from last September, and included a new Baby Lapsit Storytime. A customer comment form stated, “You all rock and provide a great service to our community!!” A customer with little computer experience asked for assistance in entering her resume into an online application. She was extremely grateful for the help and kept repeating that we really saved her. The Friends had its semi-annual meeting and donated \$250 to Spokane is Reading. We participated at the EWU Neighbor Day, talked with 238 students, and delivered library flyers to EWU for the annual faculty breakfast. Patrick and Pat attended the grand opening of the Wren Piersen Community Center.

**Deer Park Library’s (Kris Barnes, branch supervisor)** new Baby Lapsit Storytime began with attendance ranging from two to 14. A Stevens County customer became quite upset and stormed out of the library one morning with complaints including outrage that there were so many children in the library as well as a misunderstanding regarding where her tax dollars actually went for library service. Kris proctored an exam for a customer who commented, “I don’t know what I would do without you. I owe a big thank you to the staff for offering this service.” The Friends netted \$659 at this month’s book sale.

**Fairfield Library’s (Bev Bergstrom, branch supervisor)** Storytime group, small though it was, seems to have graduated into preschool; we now have only one young toddler regularly attending Storytime but the preschool comes once a month, pushing the attendance to 15. For the Rockford community parade, Doug Stumbough drove the van while his daughter and Bev handed out pencils. A lot of people noticed our “Get a Library Card” promotion and have swamped us with

online applications, which are processed at Fairfield and Otis Orchards. At Fairfield alone, we totaled 87 cards mailed, with 67 rejections for various reasons.

A high school student rode his bike through the **Medical Lake Library** (*Laura Baird, branch supervisor*) front door pulling another high school student who was ambulatory in a wheelchair. They wanted to drop off a book but were told they would have to leave their wheeled vehicles outside. Staff received a letter from a former customer who relocated to Florida who wrote to say how much she missed our library system compared to the one she uses there. The Friends held its first book discussion of the year and elected officers, all of whom served last year. They also finalized plans for a two-day book sale in October and for November are planning a 20<sup>th</sup> anniversary celebration of the library. Laura attended the West Plains Chamber of Commerce breakfast.

**Moran Prairie Library's** (*Jason Johnson, branch supervisor*) program attendance was mixed. A disgruntled customer threw her library card at Jason and said she's never coming back after being told that she had a small fine on her card; she thought she shouldn't have to pay fines since she has donated books to the library in the past. A customer needed to take an exam to get certification in plumbing and was very grateful we had a copy of the Universal Plumbing Code on hand. He spent the better part of a week in the library studying for the exam, using our wireless connection and his laptop to complete the exam, but needed to print it. He did not have an email address, so a staff member allowed him to use his email account and used a software station to print it for him. The customer wanted to give him a cash tip, which was of course rejected and the customer put the money in the print payment box instead. The Friends donated \$200 to Spokane Is Reading.

At **North Spokane Library** (*Patrick Roewe, branch services manager*) the first offering of our new Facebook Fundamentals class was held, with 18 participants attending. Average attendance for all of our Storytime offerings was up this month compared to September 2010

While a customer was in **Otis Orchards Library** (*Bev Bergstrom, branch supervisor*) with her mother, someone smashed a window in their van and stole a purse from the backseat. No one saw or heard anything and a report was filed with Crime Check. Average Storytime attendance was down; attendance increased slightly at the After School Special.

**Spokane Valley Library** (*Doug Stumbough, branch services manager*) programs included Teen Writers of the Inland Empire (T.W.I.N.E.), the Anime Club, Email Basics, as well as every type of Storytime. Forty-five child-care providers participated in a STARS training offering. A teacher for Central Valley High School's In-school Suspension program contacted us to ask for donations of materials to create a class room library for her students. We connected her with The Friends of the Spokane Valley Library who offered to let her have her choice of material at their October book sale. Several staff members, including the book cart drill team, participated in the annual Hearts of Gold parade to kick off ValleyFest.

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

### **Collections**

- Ordered 1,799 titles and 5,971 copies, both numbers below average; processed, added to the system, and sent out 7,734 items to branches.
- Net year-to-date increase in the print/ nonprint collection of 9,291 items after a monthly net increase of 507 nonprint and decrease of 13 print items.

- The Kindle app for Overdrive was released on September 21 making e-book content available to Kindle users for the first time. Circulation increases an average of 19 per day and the number of unique and new users also sharply increased.

### **Interlibrary Loan**

- The Interlibrary loan clerk attended the Northwest Interlibrary Loan and Resource Sharing Conference in Portland.
- Loaned 149 items to other libraries and borrowed 408 items from other libraries for 557 total – a lower than usual number.

### **Other**

- Spokane Is Reading is the featured business of the month at Sterling Savings Bank Argonne branch in October.
- Andrea and our two collection development librarians attended the Inland Northwest Collection Development meeting in Kennewick. Much of the discussion revolved around digital delivery plans.

## **BOARD OF TRUSTEES**

### **Trustee position announcement**

The Board of County Commissioners Office announcement for applications to fill the Board of Trustees position being created by Jake Laete's upcoming retirement was published in the *Spokesman-Review* on September 22. With the December 2 closing date, applicant interviews can't be completed until the December 20 Board of Trustees meeting. Since the Commission usually doesn't meet the final two Tuesdays of the year, the appointment wouldn't be made until sometime in January 2012.

## **ADMINISTRATION**

### **2012 budget planning**

#### *Property taxes*

The District's property tax levy for collection in 2012 will need to be made as if there was no West Plains annexation since the annexation missed the August 1 statutory deadline for taxing district boundary changes. However, state law requires the County Treasurer to disburse library, fire and road district taxes collected in the annexation area to the cities after its January 1, 2012, effective date. What this means for us is that the property tax figure in the levy resolution adopted by Board of Trustees will be based on the District's pre-annexation assessed valuation but the budgeted revenue will be reduced by the annexation area tax amount. The Assessor's Office will provide the numbers later this fall.

The Assessor's Office mid-September assessed valuation update showed that new construction was higher than anticipated but that revaluations dropped a bit more.

#### *Budget requests*

Managers' 2012 budget requests were submitted, reviewed and approved for inclusion in the preliminary line item budget, which was then compiled by Business Manager Bill Sargent. As I said at the September 20 Board of Trustees meeting, this will be a status quo budget.

#### *State minimum wage*

With the August to August CPI-W increasing by approximately 4.3%, the state Department of Labor and Industries was required by voter initiative to adjust the 2012 minimum wage accordingly. Perhaps to make a point, the official percentage increase is carried out to three

decimals rather than the usual one decimal to 4.258%. At \$9.04, Washington has the highest minimum wage in the nation.

Per Board direction, the preliminary budget includes an overall salary adjustment of the same amount pending further discussion at the October meeting.

### ***3-year budget projection***

As with the previous levy lid lift in 2006, the 2010 plan included projections to indicate revenue and expenses would be balanced for at least a three-year period, possibly four. With last year's assessed valuation drop, the updated projections showed a balanced budget through Year 3, but not for an additional year. With actual 2012 numbers plugged in and lower property tax revenue projections for 2013, 2014 and 2015, revenues are slightly less than expenses for each of the three years.

### **Annexation mitigation agreement**

The District's annexation mitigation agreement with the City of Spokane that was approved at the September 20 Board of Trustees meeting is scheduled for the October 10 City Council briefing session and approval on October 17. After it is approved we'll need to wait until final certification of assessed valuations in January before we can calculate the exact base-year mitigation fee.

### **Conklin Road property litigation**

Legal action on the suit filed by the former owner (Buster Heitman) of the District's Conklin Road property against the City of Spokane Valley over a future right-of-way dedication requirement appears to be at an end. The 9<sup>th</sup> District Court of Appeals declined to hear the case.

### **Report and recommendations on public computers**

One of the services evaluated this year was public computer availability – whether the type and number we offer sufficiently meets customer information-technology needs. This includes Internet/software stations, catalog computers, computer labs, and self-check and payment stations. In addition, each branch has at least one Early Literacy Station with a special software package. The overall conclusion is that they do. However, there were several recommendations that included a focus on increasing bandwidth, better accommodating Wi-Fi use, and adding a scanner at each branch.

### **Broadband in Fairfield**

Last year three SCLD projects were included in the statewide federal broadband grant award, one of them extending broadband access to Fairfield Library. We've learned preliminary project planning is now underway for the placement of a wireless antenna behind the library, the first step toward making it available there.

The Fairfield project is the only one for which we made a matching funds commitment for the build-out – \$30,000, which will be included as a one-time expense in the 2012 budget. There's no match for the increased Internet line bandwidth to the computer center at Spokane Valley or the still-unconfirmed fiber connection to Deer Park Library.

### **Updated population estimates**

According to the State Office of Financial Management's 2011 population estimates published late summer, our service area population increased 0.4% to 255,845 over the past year, which is about 54% of Spokane County's total. Of SCLD's total, 53% is in the unincorporated county and 47% is in cities and towns. Our ten-year overall population increase is 13%.

### **2012 non-resident library card fee**

A 1999 Board of Trustees resolution establishes the formula for our non-resident fee calculation to ensure non-resident use isn't subsidized by District residents: current year budgeted tax revenue and contract fees are divided by the number of households to get the following year's per-household fee. Household numbers are part of the Office of Financial Management yearly population estimates and this year's total is 104,695.

The fee has been \$100 for a couple of years, but the 2012 calculation comes out to \$104.96 so it will be \$105 per year for all cards purchased after January 1.

### **Washington Library Association institutional dues**

At its September meeting, WLA's board approved a major restructuring of the institutional dues structure for public libraries that reduces costs for the majority of public libraries. For many years the dues have been 0.1% of the annual operating budget to a \$9,000 maximum. Using this formula, SCLD paid \$9,000 for the past couple of years – the same amount as King County Library System. In an effort to make it more affordable for most libraries and try to maintain at least the same total revenue, the dues were dropped to 0.04% but the maximum was raised to \$15,000. This will cut SCLD's rate by more than half to \$4,308 for 2012. On the other hand, it's an increase for the four libraries in the state with budgets of more than \$22.5 million.

### **MY PROFESSIONAL AND COMMUNITY ACTIVITIES**

Starting Strong Conference reception; GSI member breakfast; GSI annual meeting luncheon; lunch meeting with area library directors; Webinar: "Libraries in a Post-Print World."

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

- In media relations, issued the following news releases: "September is National Library Card Sign-Up Month," "Library eBooks Now Available for Amazon® Kindle," "Accepting applications for Spokane County Library District's Board of Trustees;" articles were published in the *Spokesman-Review* and on *Examiner.com*, as well as a Kindle story on KHQ news.
- In e-marketing, launched the redesign of the Kids' website section; added three new homepage features; and added an e-newsletter archive.
- In publicity materials, edited, proofed, approved, and printed several items for fall programs and the Outreach fall newsletter.
- In community involvement, attended GSI's annual meeting, the September Spokane Regional MarCom Association's program, and a Success By Six board meeting; supplied promotional materials for ValleyFest.

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

- Recruited for three positions with selections made by supervisors for one; there was one resignation, and no promotions, reclassifications, or transfers.
- The Board of Trustees approved the dates for the candidate screening conference call and Skype interviews.
- Branch Services managers submitted a request for reclassification of the Senior Circulation Clerk position, which has been retitled to Circulation Services Assistant and reclassified one range upward to Range 7.
- SET training was completed; 101 employees participated at a cost of \$13,346. Some operational issues came to light which were referred to the Branch Services managers.
- A flu vaccination clinic will be held at Staff Day; 37 employees have signed up for the shots.

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

- About two-thirds of the 153 staff computers were replaced by the end of September, with Administration, Spokane Valley, North Spokane and Moran Prairie completed.
- The redesign of the Kids' page on the public website was completed.
- Region II circulation staff began using an iPad with cellular broadband to check out materials during outreach facility visits.
- We've virtualized more servers than planned using the new SAN (storage area network) and have put the backups on it, requiring more storage than anticipated. It's been ordered and will be installed in October.
- The Print Management software was purchased.

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

- In finance, property taxes collected year-to date total \$6,145,647 with \$1,914,950 cash on hand at the end of the month in the General Operating Fund; the State Auditor's Office will begin the District's 2009-2010 audit on October 17.
- In facilities, the Deer Park carpet replacement project is scheduled to begin November 15 and will take about a week to complete.



**Customer Use Measures  
September 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,467	116,730	N/A	1%	N/A
Door count	109,981	113,947	1,057,361	-1%	-1%
Circulation	213,414	209,938	2,017,716	4%	5%
Digital Media Catalog	10,125	5,284	85,542	91%	84%
Reference inquiries	18,913	19,623	187,824	0%	-1%
Programs					
Number	185	156	1,713	6%	6%
Attendance	4,790	4,555	44,136	10%	10%
Group Visits					
Number	2	2	34	113%	132%
Attendance	26	28	748	88%	101%
Software Station bookings	20,099	21,955	179,747	-9%	-8%
Meeting room bookings	231	257	2,496	-1%	2%
Holds placed					
By customers	30,260	31,440	295,035	0%	1%
By staff	6,043	6,868	65,563	-4%	-3%
Digital Media Catalog	3,523	1,852	30,646	104%	100%
Database use					
Searches	17,260	23,859	247,642	23%	53%
Retrievals	21,312	27,864	315,432	50%	89%
Website use (Remote)					
User sessions	77,631	67,347	716,421	17%	18%
Page views	228,510	187,325	2,105,099	35%	36%
Catalog	51,663	40,655	406,261	29%	29%
Database Access	7,514	1,910	68,454	287%	220%
Interlibrary loans					
Loaned	149	342	2,790	1%	-1%
Borrowed	408	365	3,680	11%	12%

**Customer Use Measure Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

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

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

**Page views:** Number of times each page is accessed.

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

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

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

**ITEM AND TITLE MONTHLY REPORT  
SEPTEMBER 2011**

	<b>ITEMS</b>				<b>TITLES</b>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	202782	172508	<b>375290</b>		83856	50220	<b>134076</b>
Nonprint	45934	21042	<b>66976</b>		18788	5782	<b>24570</b>
Subtotal	<b>248716</b>	<b>193550</b>	<b>442266</b>		<b>102644</b>	<b>56002</b>	<b>158646</b>
Periodicals	18625	3452	<b>22077</b>		371	48	<b>419</b>
Total	<b>267341</b>	<b>197002</b>	<b>464343</b>		<b>103015</b>	<b>56050</b>	<b>159065</b>

	<b>ITEMS</b>			<b>TITLES</b>		
<b>OverDrive: eBOOKS</b>			<b>4694</b>			<b>4415</b>
Licensed eBOOKS			<b>404</b>			<b>404</b>
Audiobooks			<b>9275</b>			<b>8105</b>
Digital music			<b>1076</b>			<b>1076</b>
<b>OverDrive: Total</b>			<b>15449</b>			<b>14000</b>
<b>GRAND TOTAL</b>			<b>479792</b>			<b>173065</b>

<b>Print &amp; Nonprint</b>	<b>(Totals year-to-date)</b>		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	36554	24313	60867
Nonprint	8066	5340	13406
<b>TOTAL</b>	<b>44620</b>	<b>29653</b>	<b>74273</b>
<b>DELETIONS</b>			
Print	36432	22358	58790
Nonprint	4351	1841	6192
<b>TOTAL</b>	<b>40783</b>	<b>24199</b>	<b>64982</b>

	<b>NET CHANGE YTD</b>		
	ADULT	YOUTH	TOTAL
Print	122	1955	<b>2077</b>
Nonprint	3715	3499	<b>7214</b>
Periodicals	4141	787	<b>4928</b>

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
INCOME STATEMENT - "FINAL"  
AS OF SEPTEMBER 30, 2011  
[PERCENT OF YEAR = 75.0%]

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

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 6,145,647	\$ 10,738,027	57.23%
CONTRACTED CITIES, SERVICES & FEES	398,667	493,216	80.83%
MISCELLANEOUS REVENUES	133,184	180,173	73.92%
INTEREST EARNINGS	23,701	35,000	67.72%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	<u>\$ 6,701,199</u>	<u>\$ 11,446,416</u>	<u>58.54%</u>
EXPENSES:			
SALARIES	\$ 3,962,343	\$ 5,366,379	73.84%
FRINGE BENEFITS	1,111,083	1,574,741	70.56%
SUPPLIES	131,188	223,004	58.83%
SERVICES	1,089,787	1,740,825	62.60%
CAPITAL EXPENDITURES	362,681	463,800	78.20%
LIBRARY MATERIALS	1,116,021	1,468,595	75.99%
INTEREST EXPENSE	160	500	32.00%
OPERATIONAL CONTINGENCIES	-	31,701	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	406,655	406,655	0.00%
TOTAL EXPENSES	<u>\$ 8,179,918</u>	<u>\$ 11,276,200</u>	<u>72.54%</u>
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (1,478,719)	\$ 170,216	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,478,719)	\$ 170,216	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249	
ENDING FUND BALANCE - 9/3/11 & ESTIMATED BALANCE 12/31/11	<u>\$ 1,808,530</u>	<u>\$ 3,457,465</u>	

ASSETS:	
CASH	\$ 1,914,950
ACCOUNTS RECEIVABLE	357
TAXES RECEIVABLE	201,465
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	97,428
TOTAL ASSETS	<u>\$ 2,278,356</u>
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 268,361
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	201,465
TOTAL LIABILITIES	<u>\$ 469,826</u>
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	630,277
ENDING FUND BALANCE September 30, 2011	<u>\$ 1,808,530</u>
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	<u>\$ 2,278,356</u>
FUND BALANCE CAPITAL PROJECTS FUND - September 30, 2011	<u>\$ 1,168,361</u>

**OVERVIEW:**  
**DOWNLOADABLE LIBRARY MATERIALS**

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For the final overview of the year, Collection Services Manager Andrea Sharps will present information on the District's downloadable library materials--audiobooks, e-books and e-music. Branch Services staff will demonstrate how to download audio- and e-books.

SPOKANE COUNTY LIBRARY DISTRICT  
**CUSTOMER USE MEASURES**  
 By Branch  
 September 2011

Library	Registered Borrowers					Visits/Doorcount					Circulation					Reference Inquiries				
	This year	Last year	YTD	Last YMTD		This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos
	This Month	This Month	This year	Comparison		This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD
Airway Heights	3,672	3,603	Not Applicable	2%		4,449	4,256	39,343	0%	-3%	5,701	4,916	47,329	9%	8%	493	515	5,025	-12%	-16%
Argonne	10,959	10,728		2%		8,844	8,584	80,056	-1%	-1%	14,669	14,600	138,141	4%	4%	1,480	1,151	12,880	-1%	-1%
Cheney	8,644	8,579		1%		7,856	10,287	100,988	1%	2%	14,919	13,960	139,856	3%	4%	1,526	2,082	18,766	6%	5%
Deer Park	6,478	6,288		3%		14,088	13,426	126,380	4%	3%	13,730	13,235	131,859	10%	10%	1,449	1,191	12,512	17%	8%
Fairfield	740	750		-1%		1,503	1,580	15,686	-10%	-11%	1,303	1,364	11,677	-17%	-19%	127	166	1,897	-4%	-14%
Medical Lake	2,590	2,626		-1%		4,091	4,788	44,466	0%	1%	4,241	4,915	45,650	-2%	1%	453	671	4,275	-14%	-15%
Moran Prairie	10,755	10,641		1%		12,831	11,935	110,285	-2%	-3%	16,424	16,191	151,562	-2%	-2%	1,846	1,463	17,373	18%	14%
North Spokane	30,970	30,764		1%		26,503	27,173	251,176	-1%	0%	48,491	50,345	465,156	1%	2%	4,638	5,132	47,450	-2%	-2%
Otis Orchards	4,546	4,646		-2%		4,378	4,569	40,155	-4%	-9%	6,785	7,508	65,573	-6%	-8%	682	806	7,426	7%	-2%
Spokane Valley	36,628	36,717		0%		25,438	27,349	248,826	-2%	-1%	50,222	51,237	482,333	2%	2%	6,219	6,446	60,220	-5%	-5%
Outreach/Overdrive	22	35		-37%							10,125	5,284	85,542	91%	84%	N/A	N/A	N/A	N/A	N/A
Support Services	1,463	1,353		8%							234	432	3,514	-44%	-38%					
Web											26,570	25,951	249,524	9%	10%					
<b>DISTRICT TOTAL</b>	<b>117,467</b>	<b>116,730</b>		<b>1%</b>		<b>109,981</b>	<b>113,947</b>	<b>1,057,361</b>	<b>-1%</b>	<b>-1%</b>	<b>213,414</b>	<b>209,938</b>	<b>2,017,716</b>	<b>4%</b>	<b>5%</b>	<b>18,913</b>	<b>19,623</b>	<b>187,824</b>	<b>0%</b>	<b>-1%</b>
											Web circulation = renewals via Web by customers					Web reference = questions sent over Web				
Library	Programs										Group Visits									
	Number of Programs					Attendance					Number of Visits					Attendance				
	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos
Airway Heights	6	6	79	0%	-3%	202	356	1450	-15%	-8%	2	2	10	400%	400%	26	28	338	1107%	1107%
Argonne	7	5	90	17%	12%	165	66	1648	-1%	-8%	0	0	5	25%	25%	0	0	102	34%	34%
Cheney	21	17	139	7%	15%	656	565	4796	13%	14%	0	0	6	500%	133%	0	0	97	288%	89%
Deer Park	15	10	136	1%	5%	376	253	4068	11%	10%	0	0	1	-50%	-50%	0	0	17	42%	42%
Fairfield	7	6	70	19%	15%	28	53	653	9%	1%	0	0	0			0	0	0		
Medical Lake	5	5	70	8%	11%	67	76	1056	1%	-2%	0	0	0			0	0	0		
Moran Prairie	15	16	168	6%	7%	389	307	3717	22%	22%	0	0	0			0	0	0		
North Spokane	48	46	358	3%	1%	1,162	1014	10529	17%	14%	0	0	4	-20%	0%	0	0	72	-57%	-41%
Otis Orchards	6	5	98	8%	7%	115	118	2147	6%	4%	0	0	1			0	0	7		
Spokane Valley	54	40	496	3%	3%	1,623	1747	13113	1%	3%	0	0	7	250%	333%	0	0	115	31%	93%
Support Services	1	0	9			7	0	959			0	0	0			0	0	0		
<b>DISTRICT TOTAL</b>	<b>185</b>	<b>156</b>	<b>1713</b>	<b>6%</b>	<b>6%</b>	<b>4,790</b>	<b>4555</b>	<b>44136</b>	<b>10%</b>	<b>10%</b>	<b>2</b>	<b>2</b>	<b>34</b>	<b>113%</b>	<b>132%</b>	<b>26</b>	<b>28</b>	<b>748</b>	<b>88%</b>	<b>101%</b>
Library	Software Station Bookings					Meeting Room Bookings														
	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos										
	This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD										
Airway Heights	597	641	5456	-5%	-10%	4	3	50	-45%	-42%										
Argonne	1,840	2,044	16527	-12%	-12%	51	66	521	5%	8%										
Cheney	1,713	1,792	15256	-7%	-6%	9	9	125	-27%	-30%										
Deer Park	1,795	1,846	15061	-15%	-14%	19	19	237	16%	19%										
Fairfield	201	212	2310	-11%	-18%	0	1	2	-91%	-86%										
Medical Lake	422	563	4550	-9%	-2%	1	3	44	19%	15%										
Moran Prairie	1,694	1,751	13802	-7%	-7%	55	42	498	16%	16%										
North Spokane	5,058	5,761	45596	-8%	-8%	39	52	389	-16%	-8%										
Otis Orchards	607	630	4762	-14%	-15%	6	5	63	31%	23%										
Spokane Valley	6,172	6,715	56427	-6%	-7%	47	57	567	3%	5%										
<b>DISTRICT TOTAL</b>	<b>20,099</b>	<b>21,955</b>	<b>179747</b>	<b>-9%</b>	<b>-8%</b>	<b>231</b>	<b>257</b>	<b>2496</b>	<b>-1%</b>	<b>2%</b>										