

**MISSION**

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

**Board of Trustees Regular Meeting**

November 15, 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 October 18 meeting minutes [4:00-4:05]
- B. Approval of October bill payment vouchers [4:05-4:10]
- C. Unfinished Business
  - 1. 2012 Budget [4:10-4:40]
    - a. 2012 revenue and expenses: Director's preliminary budget message update
    - b. Adopting a 2012 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 11-04): Approval recommendation
    - c. Authorizing 2011 Property Tax Levy Increase for Collection in 2012 (Resolution No. 11-05)
    - d. Levying the Regular Property Taxes for Spokane County Library District for Collection in 2012 (Resolution No. 11-06): Approval recommendation
    - e. Board direction to staff
- D. New Business
  - 1. Children's Safety In Libraries Policy (Revision): Approval recommendation [4:40-4:45]
  - 2. Termination of Interlocal Agreement with Stevens County Rural Library District: Approval recommendation [4:45-4:55]
  - 3. 2012 Balanced Scorecard: Approval recommendation [4:55-5:10]

**IV. DISCUSSION ITEMS, POSSIBLE ACTION**

- A. 2012 Board of Trustees' meetings overview topics [5:10-5:20]
- B. Future board meeting agenda items [5:20-5:25]

**V. REPORTS**

- A. Trustees [5:25-5:30]
- B. Director [5:30-5:35]
- C. Fiscal [5:35-5:40]

**VI. PUBLIC COMMENT**

**VII. EXECUTIVE SESSION [5:40-6:40]**

- A. To consider acquisition or lease of real estate (RCW 42.30.110(1)(b))
- B. To evaluate the qualifications of an applicant for public employment (RCW 42.30.110 (G))

**VIII. ADJOURNMENT**

[Estimated meeting length: Two hours, 40 minutes plus public comment]

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

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 18, 2011**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held October 18, 2011, in the public meeting room at Argonne Library, 4322 North Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
Mary E. Lloyd - Vice Chair  
Ann Apperson - Trustee  
Jacob Laete - Trustee  
Michael J. Wirt - Director and Secretary

**EXCUSED:**

Dan Davis - Trustee

Also Present: Laura Baird, Branch Supervisor; Cindy Benson, Librarian; Paul Eichenberg, Human Resources Manager; Bethany Luck-Hutson, Communications Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Michael Sierra, Librarian, and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF SEPTEMBER 20, REGULAR MEETING, and SEPTEMBER 29, 2011, SPECIAL MEETING MINUTES**

Mr. Hattenburg called for corrections to the September 20, regular meeting, and September 29, 2011, special meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF SEPTEMBER 2011 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Laete seconded approval of the September 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 40453 through 40650 and W00047-W00049 totaling	\$ 493,113.22
	Payroll numbers: 09092011PR and 09232011PR totaling	\$ 338,678.42

Total \$ 831,791.64

There were no questions or comments.

The motion was unanimously approved.

## UNFINISHED BUSINESS

### 2012 BUDGET.

**PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES.** Mr. Hattenburg called the Public Hearing on Authorized 2012 Property Tax Revenue and Other Revenues to order at 4:01 p.m. and called for public testimony. There was none; the hearing closed at 4:02 p.m.

**ORGANIZATIONAL MEMBERSHIPS REVIEW.** Ms. Lloyd moved and Ms. Apperson seconded that organizational memberships listed in the background material be approved and included in the 2012 General Operating Fund budget.

Mr. Wirt noted 2012 membership fees for Public Library Association and Washington Library Association are slated for the new executive director. In response to a trustee's question about Rotary membership for the same, Branch Services Manager Patrick Roewe explained members join a home club where they can vote or become an officer, yet receive attendance credit for whatever Rotary meeting is attended regardless of location. There were no other questions or comments.

The motion was unanimously approved.

**2012 REVENUE & EXPENSES: DIRECTOR'S PRELIMINARY BUDGET MESSAGE.** Mr. Wirt presented an overview of the 2012 General Operating Fund budget to include the comparison 2011 to 2012 breakdown of property taxes, city contract fees, customer fees, miscellaneous and interest, and presented the same for expenses and percentages of total budgets. He reminded the Board that the 2010 levy lid lift plan goals continue to form the basis for 2012 budget development: maintain current level of services; respond to increased customer use; and stabilize library funding through 2013.

On the revenue side, Mr. Wirt pointed out the 2.5% decrease in assessed valuations is partially offset by higher than anticipated new construction; described the resulting impact on property tax revenue; and reviewed the complicated fiscal impact of the two West Plains annexations.

In expenses, he noted the 4.3% salary scale increase is a placeholder pending further Board discussion; the only staffing increase is 0.45 FTE in Collection Services; the 3% library materials increase is targeted to downloadable audiobooks and e-books; and the substantial Operational Contingencies increase offsets for budget purposes the required use of the full property tax levy amount rather than the lower anticipated property tax revenue resulting from the West Plains annexations.

Continuing, Mr. Wirt reviewed the nine components of the unassigned fund balance and their relationship to the Fund Balance Management Policy. He noted the 2012 preliminary budget will be presented for adoption at the November meeting.

Following his presentation on the 2012 preliminary budget, Mr. Wirt explained the impact of increases and decreases in assessed valuation on actual property tax revenue and the highest lawful levy calculation over the past ten years, and provided projections for the next three. Using a spreadsheet he showed how the levy rate will remain at its maximum of \$0.50 for several years before the levy lid is reached, indicating there will be no option to increase property tax revenue though a levy lid lift during that time. Property tax revenue will depend entirely on valuations.

He then presented revenue and expense projections for 2012-2015, showing the District budget with revenues exceeding total expenses through 2013 and expenses slightly exceeding revenue beginning in 2014.

In 2012 about 91% of SCLD's revenue will be from property taxes, a lower amount than 2011 due to the assessed valuation loss to the cities of Airway Heights and Spokane in the West Plains' annexation, and the shift of that revenue stream to the contract fees line item. Because of continuing declines in the total assessed valuation apart from the annexation, 2012 is the second consecutive year of property tax revenue drops. The West Plains annexation will affect overall revenue for the first time in 2013.

#### BOARD DIRECTION TO STAFF.

There was consensus by the Board to confirm 2012 budget amounts for Board of Trustees' training and travel. Details and figures were provided in background material distributed prior to the meeting.

Following a review of supportive factors there was board consensus to accept the Executive Director and management team's recommendation to include a 2.5% salary increase for SCLD staff in the next budget update.

There was no additional direction to staff regarding the 2012 budget process.

#### NEW BUSINESS

ELIGIBILITY FOR LIBRARY USE POLICY. Ms. Apperson moved and Mr. Hattenburg seconded that the Eligibility for Library Use Policy be revised as presented.

The policy, which provides the basis for determining Library District residency, defines resident and non-resident use and states reasons for limitations and denial of service. The policy was initially adopted in 1986 and subsequently revised several times, most recently in 2009. The only recommended revision is to update a policy name in the Denial of Service section. There were no questions or public comments.

The motion was unanimously approved.

RECOGNITION OF FRIENDS OF THE LIBRARY SUPPORT (RESOLUTION No. 11-03). Ms. Lloyd moved and Mr. Laete seconded that Resolution No. 11-03, Recognizing District Friends of the Library Support, be adopted.

RESOLUTION No. 11-03

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

The resolution officially recognizes contributions throughout the year of the District's Friends of the Library groups. Branch Services Manager Patrick Roewe expressed appreciation for the groups, and said the District is fortunate to have engaged and active Friends at all ten branches to help carry the vision. Ms. Lloyd said she is impressed with the groups' many accomplishments throughout the past year.

The board chair will send or carry a letter to each group along with a copy of the resolution and a list of the District Friends' accomplishments from October 2010 through September 2011. There were no public comments.

The motion was unanimously approved.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **FUTURE BOARD MEETING AGENDA ITEMS**

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg commented there are two regular meetings remaining for the year, yet six additional meetings related to executive director recruitment/hiring to be held before December 20. The 2012 final budget will be presented for approval at the December meeting, along with several other agenda items. Because of the full agenda, the board decided by consensus to postpone trustee applicant interviews to January 2012.

## **REPORTS**

### **TRUSTEES**

Ms. Lloyd commented she is amused by the expressive teenager portrayed by the recent Tutor.com poster.

Next week, Mr. Hattenburg will include information about SCLD and its services in a presentation to students in government class at Central Valley High School.

### **DIRECTOR**

The Director's written report provided prior to the meeting included information on the following topics: Library Services – September customer use analysis, customer payments, security incidents and Branch Services reports; Collection Services – collections; Interlibrary Loan and other; Board of Trustees, trustee position announcement;

Administration – 2012 budget planning, City of Spokane annexation mitigation agreement, Conklin Road property litigation, Report and Recommendations on public computers, Broadband in Fairfield, Updated population estimates, 2012 non-resident library card fee, Washington Library Association institutional fees; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance & Purchasing.

At the meeting, Mr. Wirt distributed a report to show Canada, Russia, China, Japan, Italy, and Germany are among the top ten locations where the second SCLD e-newsletter was opened by recipients.

In response to Ms. Apperson's question about the decline in software-station bookings, Mr. Roewe said demand is likely down because compared to several years ago there has been an uptick in the economy and residents have more access to Internet through mobile devices.

## FISCAL

### Revenue and Expenditure Statement through September 30, 2011

<u>Fund 001</u>	
Revenues	\$ 6,701,199
Expenditures	\$ 8,179,918
Ending Fund Balance	\$ 1,808,530
Fund Budget Expended	72.54%

Business Manager Bill Sargent distributed to trustees notification from the Washington State Auditor's Office for commencement of the SCLD audit for fiscal years 2009 and 2010. Trustees are invited to attend the entrance conference scheduled for Thursday, October 27, at 9 a.m. The meeting will be held at the Administrative Offices Conference Room;

Mr. Hattenburg will attend to represent the board.

## OVERVIEW: DOWNLOADABLE LIBRARY MATERIALS

To provide an informational overview on the District's downloadable library materials—audiobooks, eBooks and digital music—Collection Services Manager Andrea Sharps reviewed and distributed a handout of historical statistics and circulation highlights that ranged from inception of digital downloads (2/28/07) to the recent release (9/21/11) of the Kindle application to allow Kindle owners to check out eBooks from libraries for the first time. Although use of downloadable materials continues to increase year over year at approximately 97%, physical materials also continue to show an increase.

Branch Services staff—Librarian Cindy Benson, Branch Supervisor Laura Baird and Librarian Michael Sierra—demonstrated how to download library materials with use of the latest gadgets.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 6:33 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 October 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$836,576.50 and that we are authorized to authenticate and certify these claims.

DATE: November 1, 2011

SIGNED: 

SIGNED: 

TITLE: Business Manager

TITLE: Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
040651	ABM JANITORIAL SERVICES - NW	\$ 1,155.45
040652	ALIBRIS, INC.	11.94
040653	ALLIED SECURITY	1,266.60
040654	AUDIOGO	338.95
040655	AVISTA UTILITIES	4,119.01
040656	BAKER AND TAYLOR ENTERTAINMENT	2,115.15
040657	A+ PRINTING, INC	406.54
040658	BLACKSTONE AUDIO BOOKS	14.98
040659	BRILLIANCE AUDIO, INC.	23.89
040660	CONSOLIDATED ELECTRICAL DIST.	116.72
040661	CENTER POINT LARGE PRINT	50.54
040662	CENTURYLINK	77.02
040663	CENTURYLINK	15.96
040664	CENTURYLINK	333.20
040665	CENTURYLINK	83.94
040666	CENTURYLINK	592.01
040667	CENTURYLINK	333.20
040668	CENTURYLINK	142.21
040669	CITY OF SPOKANE	584.49
040670	COBRA ROOFING	771.77
040671	CITY OF CHENEY	1,120.09
040672	CITY OF DEER PARK	188.80
040673	EDC EDUCATIONAL SERVICES	749.38
040674	EMPIRE DISPOSAL INC.	17.42
040675	JOE FITHIAN	13,345.80
040676	FRONTIER	87.79
040677	GALE GROUP, INC.	947.30
040678	GARY'S KEY & LOCK	7.61
040679	GUITAR PLAYER	23.98
040680	INGRAM DISTRIBUTION GROUP, INC	21,583.90
040681	MARSHALL CAVENDISH CO	45.38
040682	MIDWEST TAPE	5,604.80
040683	OFFICE DEPOT	165.06
040684	OVERDRIVE, INC.	3,096.50
040685	QUILL CORPORATION	865.88
040686	QWEST CORPORATION	2,071.38



040687	RAGS AND TAGS	JANITORIAL SERVICES	170.00
040688	RANDOM HOUSE, INC.	LIBRARY MATERIALS	396.58
040689	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,653.15
040690	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
040691	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	889.44
040692	SUPERMEDIA, LLC	ADVERTISING	15.25
040693	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
040694	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	716.57
040695	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,106.76
040696	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,323.59
040697	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,303.99
040698	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040699	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	49.50
040700	AUDIOGO	LIBRARY MATERIALS	391.22
040701	AVISTA UTILITIES	UTILITIES	115.99
040702	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,576.99
040703	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	29.96
040704	BUILDER'S BOOK, INC.	LIBRARY MATERIALS	749.77
040705	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	24.75
040706	CENTURYLINK	TELEPHONE	117.66
040707	CENTURYLINK	TELEPHONE	83.54
040708	CHEVRON U.S.A. INC.	VEHICLE FUEL	85.65
040709	CITY OF AIRWAY HEIGHTS	UTILITIES	837.37
040710	CITY OF MEDICAL LAKE	UTILITIES	358.46
040711	CHARLES T. WILLIAMS	LIBRARY MATERIALS	96.30
040712	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	837.88
040713	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,428.00
040714	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,091.55
040715	FRONTIER	TELEPHONE	402.80
040716	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
040717	GALE GROUP, INC.	LIBRARY MATERIALS	716.83
040718	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,019.94
040719	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,231.16
040720	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	10.00
040721	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	2,391.40
040722	MIDWEST TAPE	LIBRARY MATERIALS	3,168.61
040723	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,769.21
040724	MONTGOMERY HARDWARE	OFFICE/LIBRARY SUPPLIES	45.56
040725	NEW YORK TIMES	LIBRARY MATERIALS	60.00
040726	OVERDRIVE, INC.	LIBRARY MATERIALS	5,604.93
040727	PAINE, HAMBLIN, LLP	LEGAL SERVICES	875.00
040728	RANDOM HOUSE, INC.	LIBRARY MATERIALS	207.05
040729	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,493.97
040730	ROSEN PUBLISHING GROUP	LIBRARY MATERIALS	169.31
040731	SCHOLASTIC INC.	LIBRARY MATERIALS	496.45
040732	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
040733	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	467.77
040734	TANTOR MEDIA	LIBRARY MATERIALS	23.98
040735	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	72.71
040736	VERIZON WIRELESS	TELEPHONE	153.78
040737	VERIZON WIRELESS	TELEPHONE	144.50
040738	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	398.96
040739	WHITWORTH WATER DISTRICT #2	UTILITIES	205.15
040740	ABM JANITORIAL SERVICES - NW	JANITORIAL SERVICES	16,708.04
040741	AMSAN CUSTODIAL SUPPLY	MAINTENANCE SUPPLIES	22.79

040742	APS, INC.	OFFICE/LIBRARY SUPPLIES	110.87
040743	AVISTA UTILITIES	UTILITIES	496.28
040744	BACKSTAGE LIBRARY WORKS	LIBRARY MATERIALS	1,050.03
040745	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	284.38
040746	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	70.00
040747	A+ PRINTING, INC	PRINTING	302.19
040748	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	44.94
040749	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	71.70
040750	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,775.40
040751	CALL REALTY, INC.	MANAGEMENT FEES & MAINTENANCE	130.93
040752	COUNTER COUNTRY CONSTRUCTION	FURNITURE, FIXTURES & EQUIPMENT	2,507.30
040753	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	101.54
040754	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	471.54
040755	CENTURYLINK	TELEPHONE	87.35
040756	CENTURYLINK	TELEPHONE	34.44
040757	CENTURYLINK	TELEPHONE	59.85
040758	CENTURYLINK	TELEPHONE	88.06
040759	CENTURYLINK	TELEPHONE	126.18
040760	CENTURYLINK	TELEPHONE	6,810.94
040761	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	157.62
040762	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	584.38
040763	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	3,227.30
040764	DOWN TO EARTH SPRINKLER SERV	GROUNDS MAINTENANCE	554.37
040765	FED EX OFFICE	FREIGHT	19.54
040766	FILM IDEAS, INC.	LIBRARY MATERIALS	1,731.60
040767	GALE GROUP, INC.	LIBRARY MATERIALS	81.67
040768	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	140.47
040769	H&H BUSINESS SYSTEMS, INC.	OFFICE/LIBRARY SUPPLIES	356.51
040770	HAGEL & COMPANY	SOFTWARE MAINTENANCE	5,554.69
040771	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,019.37
040772	ELECTRONIC RECYCLING LLC	UTILITIES	35.00
040773	INLAND POWER AND LIGHT	UTILITIES	1,106.55
040774	MIDWEST TAPE	LIBRARY MATERIALS	3,313.09
040775	STEVE NOKES	LIBRARY PROGRAMS	17.29
040776	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,339.08
040777	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	233.66
040778	OVERDRIVE, INC.	LIBRARY MATERIALS	5,367.20
040779	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
040780	RACO INDUSTRIES, INC.	D.P. HARDWARE & SOFTWARE	1,599.50
040781	RANDOM HOUSE, INC.	LIBRARY MATERIALS	471.32
040782	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,356.17
040783	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	38.74
040784	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	834.84
040785	STERLING CLEANING SERVICES	JANITORIAL SERVICES	305.00
040786	TANTOR MEDIA	LIBRARY MATERIALS	344.93
040787	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	84.96
040788	WSU EXTENSION-MASTER GARDNERS	LIBRARY PROGRAMS	100.00
040792	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,327.99
040793	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,407.61
040794	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040795	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	358.80
040796	ABM JANITORIAL SERVICES - NW	JANITORIAL SERVICES	1,540.00
040797	ASCOLTA	STAFF TRAINING	3,047.50
040798	AUNTIES BOOKSTORE	LIBRARY MATERIALS	58.78
040799	THE AV CAFE	LIBRARY MATERIALS	105.80

040800	AVISTA UTILITIES	UTILITIES	248.04
040801	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,205.86
040802	BEACON HILL	STAFF DAY	2,264.77
040803	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	119.50
040804	CAVALIER CORPORATION	GROUPS MAINTENANCE	298.93
040805	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	44.35
040806	CENTURYLINK	TELEPHONE	3,280.00
040807	CENTURYLINK	TELEPHONE	42.28
040808	CENTURYLINK	TELEPHONE	42.13
040809	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	17,153.93
040810	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	715.89
040811	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	571.04
040812	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,895.17
040813	STATE OF WASHINGTON	LEASEHOLD EXCISE TAX	319.18
040814	EARTHWORKS RECYCLING, INC	UTILITIES	140.00
040815	GALE GROUP, INC.	LIBRARY MATERIALS	1,335.04
040816	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	1,494.13
040817	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	2,236.72
040818	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,182.51
040819	LINCOLN CENTER SPOKANE, LLC	STAFF DAY	1,096.69
040820	LIBERTY LAKE SPLASH	LIBRARY MATERIALS	100.00
040821	MIDWEST TAPE	LIBRARY MATERIALS	1,296.26
040822	MOVIE LICENSING USA	LIBRARY MATERIALS	200.00
040823	SHIRLEY PENNA-OAKES	LIBRARY PROGRAMS	197.25
040824	OVERDRIVE, INC.	LIBRARY MATERIALS	2,893.13
040825	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
040826	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	362.71
040827	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,596.09
040828	SCHOLASTIC INC.	LIBRARY MATERIALS	1,148.49
040829	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
040830	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	467.24
040831	COSUGI	MEMBERSHIP DUES	100.00
040832	UPS	FREIGHT	58.39
040833	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	7,358.07
040834	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	519.89
W00050	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	48,273.47
W00051	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,267.83
W00052	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>47,237.15</u>

**Total Non-Payroll General Operating Fund** **\$ 510,729.83**

**PAYROLL VOUCHERS**

10072011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 165,621.71
10252011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>160,224.96</u>

**Total Payroll General Operating Fund** **\$ 325,846.67**

**TOTAL GENERAL OPERATING FUND** **\$ 836,576.50**

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	2,544.78
Maintenance	1,262.11
Travel	1,136.40
Acquisitions	888.49
Information Technology	1,449.29
Outreach	77.00
Total Purchases	<u><u>\$7,358.07</u></u>

*Note: For ease of identifying changes from the October budget message, updated information is boxed. In the budget itself, they're shown in the October Adjustments column, with notes.*

**General Operating Fund: \$11,463,909**

### 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 November line item 2012 budget presented here is virtually complete. The only outstanding question in revenue is the District's final assessed valuation. On the expense side, it's new Public Employees Retirement System rates.

On the revenue side, we're being hit once again with the effects of the recession. Property values have dropped 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 for purposes of levy-setting, even though actual revenue will be less.

In expenses, the largest increases are personnel-related. Costs for Facility Maintenance Plan and Technology Plan projects are also significant because of how they're now budgeted from a baseline of \$0 each year. In fact, all three are actually lower than budgeted in 2011.

As directed in October, this budget includes a 2.5% salary scale adjustment for non-minimum wage positions, and the mandatory 4.3% minimum wage increase.

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. \$231,219 of the \$271,219 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.

Finally, there's a sufficient balance of revenue and expenses to transfer \$200,000 from the General Operating Fund to the Capital Projects Fund for future use.

## ESTIMATED 2012 REVENUE: \$11,555,395

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

The 2012 revenue projection from all sources is currently \$113,004 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 isn't 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 actually received.

On October 24, the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2011 assessed valuation to be used to determine the 2011 property tax levy for collection in 2012. This amount, including the West Plains annexation area, is less than both 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 \$21,100,568,766 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 \$10,550,284. The 101% levy lid limit is \$10,936,067.

\$25,000 was also added to the current levy estimate to ensure the highest possible levy amount in the unlikely event there's an increase in state-assessed values.

For purposes of actual anticipated property tax revenue, this budget update uses the October 24 assessed valuation estimates provided by the Assessor's Office for City of Spokane and City of Airway Heights annexation areas to compute the property tax impact as well as the contract fees below. Neither estimate includes state-assessed values because the Department of Revenue (DOR) won't calculate them until the fall of 2012 for the 2013 tax year in which they'll be included in levies. This is a huge problem with regard to the City of Spokane annexation area because a substantial portion of the property taxes coming from Spokane International Airport are determined by the DOR and the Treasurer's Office needs to know the amount to divert from the library and fire district to Spokane in 2012.

To address that issue, the Assessor's Office reviewed state-assessed value listings for corporations whose personal property is located at the airport to come up with an estimate of about \$104,000,000. When added to the \$175,769,513 in county-assessments, the total is \$279,769,513, rather than the \$405,031,010 originally anticipated. In this budget the amount is rounded up to \$300,000,000. The 2011 valuation included in its Boundary Review Board filing apparently included the approximate \$100 million non-taxable valuation of Spokane International Airport property. Any state-assessed value in the Airway Heights annexation area is minimal. This reduces the property tax loss from the two annexations to approximately \$206,000, a \$47,000 drop.

**City contract fees:** Two 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 \$344,656,743), plus the assessed valuation of its West Plains

annexation area (currently estimated at \$112,437,675). That amount is currently estimated at \$228,547, a 55.4% increase over 2011 due to the addition of the annexed land.

- 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 \$57,374, an 11.3% decrease (\$7,325) from 2011 due primarily to a successful assessed valuation appeal. 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. Based on the methodology included above in the property tax section, it's currently estimated at \$150,000.

**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: \$11,463,909

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

The 2012 expense projection is currently \$1,311,969 higher than the 2011 baseline amount, \$945,914 of which reflects one-time expenses, including Facilities Maintenance, Technology, and FF&E 2012 projects; an offset to offset the property taxes levied but paid to Airway Heights and Spokane; and the transfer to the Capital Projects Fund.

Only individual changes of \$5,000 or more are described below; others are explained in notes following the line item budget.

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

- Annualize 2011 changes (+ \$11,205)
- Salary step increases for eligible staff (+ \$62,217)
- 2.5% salary scale increase for non-minimum wage positions; 4.285% minimum wage increase (\$139,937)
- 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	10,784	2,031	9,218	0	0	0	22,033
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>\$ 16,126</b>	<b>\$ 3,330</b>	<b>\$ 28,035</b>	<b>\$ 73,443</b>	<b>\$ (9,442)</b>	<b>\$ 462</b>	<b>\$ 112,224</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 earlier this year 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, \$206,219 was added to this line item.

Another \$25,000 was also added to offset the same increase in property tax revenue to ensure the highest possible levy amount in the unlikely event there's an increase in state-assessed values.

**Transfers out:** Because the 2012 revenue over expenditures balance is almost \$300,000, this month a \$200,000 transfer to the Capital Projects Fund is included in the budget recommendation.

## 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 15.4%, the current estimated ending unassigned fund balance meets 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 \$91,486. In addition, the budget includes \$945,914 in one-time 2012 General Operating Fund expenses, including the \$200,000 transfer to the Capital Reserve Fund.

#### **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**

The three-year revenue and expense projection indicating budget estimates for ensuing years was updated to reflect actual 2012 revenue and expenses included in this budget. Using what formerly would have been conservative assumptions but now are moderate to optimistic, the budget remains balanced in 2013 and 2014. The shortfall in 2015 is only about \$34,000, 0.28% of the \$12,176,941 in expenses, with a \$1.9 million unassigned fund balance to absorb it if that proves to be necessary. If the projections are on target, for all intents and purposes we will have exceeded our levy lid lift plan goal of maintaining revenues within expenses by two years – and in difficult economic times. However, we continue to be faced with the fact that we'll be locked into the statutory \$0.50 levy rate for several years to come, eliminating the option of a levy lid lift to address revenue shortfalls beyond 2015.

#### **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.

Interest revenue is now estimated to be \$1,500 higher than last month's budget and the \$200,000 interfund transfer is included. There are currently no planned expenses. If that changes, the budget can be revised.

#### **Revenue: \$16,500**

- Interest Earnings: \$16,500
- Transfer In from General Operating Fund: \$200,000

#### **Expenses: \$0**

#### **Fund Balance**

The estimated ending committed fund balance for 2012 is \$1,368,500.

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

- **November**

- **Completed** Staff: Present budget message and recommendation update
- Board of Trustees: Review, adopt and certify preliminary budget (Resolution)
- Board of Trustees: Certify 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 (November 15, 2011)  
General Operating Fund (001-661)  
Summary**

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**REVENUES**

Property Tax	\$ 10,575,284	
Contracted Cities, Services & Fees	776,233	
Miscellaneous Revenues	168,878	
Interest Earnings	35,000	
	<b>Total Revenues</b>	<b>\$ 11,555,395</b>
Transfer In: Capital Projects Fund	0	
	<b>Total Transfers In</b>	<b>0</b>
	<b>Total Revenues &amp; Transfer In</b>	<b>\$ 11,555,395</b>

**EXPENSES**

Salaries	\$ 5,597,451	
Fringe Benefits	1,651,965	
Supplies	226,604	
Services	1,685,734	
Capital Outlay	341,075	
Library Materials	1,489,361	
Short Term Debt	500	
Operational Contingencies	271,219	
	<b>Total Expenses</b>	<b>\$ 11,263,909</b>
Transfer Out: Capital Projects Fund	\$ 200,000	
	<b>Total Transfers Out</b>	<b>0</b>
	<b>Total Expenses &amp; Transfer Out</b>	<b>\$ 11,463,909</b>
Revenues Over/(Under) Expenses	\$ 91,486	
Estimated Beginning Fund Balance 01/01/12	3,291,147	
	<b>Estimated Ending Fund Balance 12/31/12</b>	<b>\$ 3,382,633</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	(561,635)	
	<b>Estimated Unassigned Ending Fund Balance 12/31/12</b>	<b>\$ 1,771,384</b>

**Spokane County Library District  
Preliminary 2012 Budget (November 15, 2011)  
General Operating Fund (001-661)  
Detail**

<b>REVENUE</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Property Tax	\$ 10,738,027	\$ 10,738,027	\$ (164,150)	R1	\$ 10,573,827	\$ (1,407)	R8	\$ 10,575,284
<b>TOTAL PROPERTY TAXES</b>	<b>\$ 10,738,027</b>	<b>\$ 10,738,027</b>	<b>\$ (164,150)</b>		<b>\$ 10,573,877</b>	<b>\$ (1,407)</b>		<b>\$ 10,575,284</b>
Contract City: Airway Heights	\$ 147,032	\$ 147,032	\$ 59,615	R2	\$ 206,647	\$ 21,900	R9	\$ 228,547
City of Spokane Mitigation	77,384	77,384	229,971	R2	307,355	(78,919)	R10	228,436
<b>TOTAL CONTRACTED CITIES</b>	<b>\$ 224,416</b>	<b>\$ 224,416</b>	<b>\$ 289,586</b>		<b>\$ 514,002</b>	<b>\$ (57,019)</b>		<b>\$ 456,983</b>
Interlibrary Loans	\$ 200	\$ 200	\$ 0		\$ 200	0		\$ 200
Copying & Printing	21,000	21,000	(9,000)	R3	12,000	0		12,000
Nonresident Fees	12,000	12,000	0		12,000	0		12,000
Fines & Charges	175,000	175,000	0		175,000	0		175,000
Web-based Fees & Charges	10,000	10,000	56,000	R4	66,000	0		66,000
Lost & Damaged	40,200	40,200	0		40,200	0		40,200
Rental Income	8,400	8,400	4,200	R3	12,600	0		12,600
Retail Sales	2000	2000	(750)	R3	1,250	0		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>\$ 0</b>		<b>\$ 319,250</b>
<b>TOTAL CONTRACTED CITIES, SERVICES &amp; FEES</b>	<b>\$ 493,216</b>	<b>\$ 493,216</b>	<b>\$ 340,036</b>		<b>\$ 833,252</b>	<b>\$ (57,019)</b>		<b>\$ 776,233</b>
Leasehold Excise Tax	\$ 20,000	\$ 20,000	\$ (14,000)	R5	\$ 6,000	\$ 0		\$ 6,000
Shared Revenue: Timber Tax	6,000	6,000	0		6,000	0		6,000
Sale of Surplus Property	0	0	0		0	0		0
Grants-Nongovernmental	2,700	0	0		0	0		0
Grants & Donations: Wellness	4,270	4,270	(3,270)	R6	1,000	0		1,000
Purchase Discounts	4,000	4,000	0		4,000	0		4,000
Miscellaneous	3,878	3,878	0		3,878	0		3,878

<b>REVENUE</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Public Library Directors Mtgs	1,325	0	0		0	0		0
Gifts & Donations	7,000	7,000	0		7,000	0		7,000
Sale of Library Materials	26,000	26,000	0		26,000	0		26,000
E-Rate Reimbursement	105,000	105,000	10,000	R6	115,000	0		115,000
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 180,173</b>	<b>\$ 176,148</b>	<b>\$ (7,270)</b>		<b>\$ 168,878</b>	<b>\$ 0</b>		<b>\$ 168,878</b>
Interest Earnings	\$ 35,000	\$ 35,000	\$ 0		\$ 35,000	0		\$ 35,000
<b>TOTAL REVENUES</b>	<b>\$ 11,446,416</b>	<b>\$ 11,442,391</b>	<b>\$ 168,616</b>		<b>\$ 11,611,007</b>	<b>\$ (55,612)</b>		<b>\$ 11,555,395</b>
Transfer In	\$ 0	\$ 0	\$ 0		\$ 0	\$ 0		\$ 0
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,446,416</b>	<b>\$ 11,442,391</b>	<b>\$ 168,616</b>		<b>\$ 11,611,007</b>	<b>\$ (55,612)</b>		<b>\$ 11,555,395</b>

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct 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	\$ (78,382)	E33	\$ 4,642,370
Salaries: Temporary Hours	90,000	90,000	0		90,000			90,000
Salaries: Paid Time Off	831,386	831,386	43,428	E1-3,6-7	874,814	(12,333)	E33	862,481
Salaries: Overtime Hours	2,500	2,500	0		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>	<b>\$ (90,615)</b>		<b>\$ 5,597,451</b>
FICA-Social Security	\$ 332,196	\$ 332,196	\$ 22,014	E1-3,6-7	\$ 354,210	\$ (5,618)	E33	\$ 348,592
FICA - Medicare	78,196	78,196	4,643	E1-3,6-7	82,839	(1,313)	E33	81,526
Retirement Contributions	351,654	351,654	34,495	E1-3,6-7	386,149	(6,460)	E33	379,689
Unemployment Insurance	6,700	6,700	0		6,700	0		6,700
Medical Insurance	650,898	615,898	73,443	E1,4,6-7	689,341	0		689,341
Vision Insurance	13,734	13,734	666	E4,7	14,400	0		14,400
Dental Insurance	95,548	95,548	(9,442)	E1,4,7	86,106	0		86,106
Life & Disability Insurance	4,826	4,826	(963)	E7	3,863	0		3,863
State Industrial Insurance	36,770	36,770	1,192	E1,5-7	37,962	0		37,962
Long Term Disability	2,380	2,380	(253)	E1,4,6	2,127	0		2,127
Employee Assistance (EAP)	1,839	1,839	(180)	E1,6	1,659	0		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>	<b>\$ (13,391)</b>		<b>\$ 1,651,965</b>
Cleaning & Sanitation Supplies	\$ 18,000	\$ 18,000	\$ 0		\$ 18,000	\$ 0		\$ 18,000
Vehicle Fuel	11,000	11,000	0		11,000	0		11,000
Other Supplies	1,078	1,078	0		1,078	0		1,078
Maintenance Supplies	4,300	4,300	0		4,300	0		4,300
Employee Awards & Recog.	750	750	0		750	0		750
Small Tools	750	750	0		750	0		750
Cost of Retail Inventory Sold	4,567	4,567	0		4,567	0		4,567
Office & Library Supplies	182,559	182,559	3,600	E8	186,159	0		186,159
<b>TOTAL SUPPLIES</b>	<b>\$ 223,004</b>	<b>\$ 223,004</b>	<b>\$ 3,600</b>		<b>\$ 226,604</b>	<b>\$ 0</b>		<b>\$ 226,604</b>
Accounting & Auditing Services	\$ 12,500	\$ 12,500	\$ 0		\$ 12,500	\$ (12,500)	E31	\$ 0
Legal Services	25,000	25,000	0		25,000	0		25,000
Damages, Claims, Settlements	0	0	0		0	0		0
Other Professional Services	30,010	30,010	30,218	E9	60,228	0		60,228

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Bad Debt Expense	\$ 400	\$ 400	\$ 0		\$ 400	0		\$ 400
Bank & Postal Charges	13,400	13,400	0		13,400	0		13,400
Software Support Services	142,500	142,500	0		142,500	0		142,500
Web Catalog Content Services	15,940	15,940	0		15,940	(4,733)	E32	11,207
Collection Agency Services	87,600	87,600	(20,000)	E10	67,600	0		67,600
Electronic Library Services	38,000	38,000	0		38,000	0		38,000
Data Communications: WAN	123,500	123,500	0		123,500	0		123,500
Data Communications: Internet	40,000	40,000	0		40,000	0		40,000
Telephone	25,000	25,000	0		25,000	0		25,000
Postage	36,550	36,550	0		36,550	750	E34	37,300
Freight Charges	2,000	2,000	0		2,000	0		2,000
Courier Services	60,000	60,000	0		60,000	0		60,000
Mileage	19,850	19,850	850	E11	20,700	0		20,700
Travel: Business	21,150	21,150	3,400	E12	24,550	0		24,550
Travel & Travel: Staff	73,891	58,891	21,879	E13	80,770	0		80,770
Travel – Board	5,500	5,500	6,500	E14	12,000	0		12,000
Training – Board	3,500	3,500	1,075	E15	4,575	0		4,575
Public Library Directors Mtngs	3,491	0	0		0	0		0
Advertising & Promotion	6,000	6,000	0		6,000	0		6,000
Recruitment	37,000	12,000	0		12,000	0		12,000
Rentals & Leases: Other	4,700	4,700	0		4,700	0		4,700
Rentals & Leases: Equipment	8,400	8,400	0		8,400	0		8,400
Insurance	62,283	62,283	1,800	E16	64,083	0		64,083
Printing	14,000	14,000	2,000	E17	16,000	0		16,000
Heat, Light, & Power	151,500	151,500	1,500	E18	153,000	0		153,000
Water, Refuse, & Sewer	48,000	48,000	500	E19	48,500	0		48,500
Repair & Mtnce: Miscellaneous	6,000	6,000	1,000	E20	7,000	0		7,000
Repair & Mtnce: DP Equipment	32,000	32,000	0		32,000	0		32,000
Repair & Mtnce: Vehicles	4,000	4,000	3,500	E21	7,500	0		7,500
Repair & Mtnce: Buildings	203,800	91,800	106,000	E21	197,800	0		197,800
Grounds Maintenance Services	80,555	34,255	7,200	E21	41,455	0		41,455
Security Alarm Monitoring Svcs	9,800	7,700	0		7,700	0		7,700
Snow Removal	21,341	21,341	0		21,341	0		21,341
Custodial Services	175,000	175,000	0		175,000	0		175,000
Dues & Memberships	13,530	12,930	(3,930)	E22	9,000	0		9,000
Wellness Services & Programs	1,424	1,424	(659)	E23	765	0		765

<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Library Programs	27,550	27,550	(550)	E24	27,000	0		27,000
Library Programs: Irving Fund	500	500	0		500	0		500
Cataloging & Authority Services	40,200	40,200	3,400	E25	43,600	0		43,600
Binding Services	500	500	0		500	0		500
ILL Services	12,960	12,960	200	E26	13,160	0		13,160
<b>TOTAL SERVICES</b>	<b>\$ 1,740,825</b>	<b>\$ 1,536,334</b>	<b>\$ 165,883</b>		<b>\$ 1,702,217</b>	<b>\$ (16,483)</b>		<b>\$ 1,685,734</b>
Data Proc Hardware & Software	\$ 387,200	\$ 0	\$ 280,800	E27	\$ 280,800	\$ 0		\$ 280,800
Bldg Renovations: Capitalized	0	0	0		0	0		0
Vehicles	0	0	0		0	0		0
Furniture Fixtures & Equip	76,600	0	60,275	E28	60,275	0		60,275
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 463,800</b>	<b>\$ 0</b>	<b>\$ 341,075</b>		<b>\$ 341,075</b>	<b>\$ 0</b>		<b>\$ 341,075</b>
Library Materials	\$ 1,468,595	\$ 1,445,982	\$ 43,379	E29	\$ 1,489,361	\$ 0		\$ 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>	<b>\$ 0</b>		<b>\$ 1,489,361</b>
Short Term Interest Expense	\$ 500	\$ 0	\$ 500		\$ 500	\$ 0		\$ 500
Operational Contingencies	31,701	40,000	275,274	E30	315,274	(44,055)	E35	271,219
<b>TOTAL EXPENSES</b>	<b>\$ 10,869,545</b>	<b>\$ 10,151,940</b>	<b>\$ 1,276,513</b>		<b>\$ 11,428,453</b>	<b>\$ (164,544)</b>		<b>\$ 11,263,909</b>
Transfer Out: Cap Projects Fnd	\$ 406,655	\$ 0	\$ 0		\$ 0	\$ 200,000	T1	\$ 200,000
<b>TOTAL EXPENSES &amp; TRANSFER OUT</b>	<b>\$ 11,276,200</b>	<b>\$ 10,151,940</b>	<b>\$ 1,276,513</b>		<b>\$ 11,428,453</b>	<b>\$ 35,456</b>		<b>\$ 11,463,909</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ 170,216</b>	<b>\$ 1,290,451</b>	<b>\$(1,107,897)</b>		<b>\$ 182,554</b>	<b>\$ (91,068)</b>		<b>\$ 91,486</b>
Est. Beginning Fund Balance 01/01/12	3,291,147	3,291,147	0		3,291,147	0		3,291,147



<b>EXPENSES</b>	<b>2011 Budget</b>	<b>2012 Baseline</b>	<b>Sept Adjust</b>	<b>Notes</b>	<b>Oct Budget</b>	<b>Oct Adjust</b>	<b>Notes</b>	<b>Nov Budget</b>
Est. Ending Fund Balance 12/31/12	3,461,363	4,581,598	0		3,473,701	0		3,382,633
(LESS)								
Non-Spendable: Prepaid Items	\$ (256,910)	\$ (256,910)	\$ 0		\$ (256,910)	\$ 0		\$ (256,910)
Non-Spendable: Inventory	(64,311)	(64,311)	0		(64,311)	0		(64,311)
Committed: M. Irving Fund	(6,207)	(6,207)	0		(6,207)	0		(6,207)
Committed: Wellness Program	(1,295)	(1,295)	0		(1,295)	0		(1,295)
Committed: Facility Mtnce Plan	(180,168)	(180,168)	8,064	C1	(172,104)	0		(172,104)
Committed: Technology Plan	(306,409)	(306,409)	9,176	C2	(297,233)	0		(297,233)
Committed: FF&E Plan	(91,260)	(91,260)	(11,898)	C3	(103,158)	0		(103,158)
Committed: Library Mtrls Plan	(136,140)	(136,140)	(12,256)	C4	(148,396)	0		(148,396)
Committed: Cont Reserve Plan	(135,552)	(135,552)	0		(135,552)	(426,083)	C5	(561,635)
	<b>\$ (1,178,252)</b>	<b>\$ (1,178,252)</b>	<b>\$ (6,914)</b>		<b>\$ (1,185,166)</b>	<b>\$ (426,083)</b>		<b>\$ (1,611,249)</b>
<b>EST ENDING UNASSIGNED FUND BALANCE 12/31/12</b>	<b>\$ 2,283,111</b>	<b>\$ 3,403,346</b>	<b>\$ (1,14,811)</b>		<b>\$ 2,288,535</b>	<b>\$ (426,083)</b>		<b>\$ 1,771,384</b>

**Spokane County Library District  
Preliminary 2012 Budget (November 15, 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	AV increase and annexation area value	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 & 10/24 Assessor estimate	1,407		
R9	CONTRACT - AIRWAY HTS	Adjust for 10/06 & 10/24 Assessor estimate	21,900		
R10	CONTRACT - SPOKANE	Adjust for 10/06 & 10/26 Assessor MPLCFA estimate and 2012 mitigation agreement payments	(78,919)		
<b>TOTAL REVENUES</b>			<b>\$ 113,004</b>		
<b>TOTAL TRANSFERS IN</b>			<b>\$ 0</b>		
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>			<b>\$ 113,004</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	GROUND 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	275,274
E31	ACCOUNTING & AUDIT SVCS	No audit in 2012	(12,500)	
E32	WEB CATALOG CONTENT	Change in rate calculation methodology	(4,733)	
E33	SALARIES: REGULAR HOURS	Salary scale increase reduction to 2.5%	(78,382)	
E33	SALARIES: PAID TIME OFF	Salary scale increase reduction to 2.5%	(12,333)	
E33	SOCIAL SECURITY	Salary scale increase reduction to 2.5%	(5,618)	
E33	MEDICARE	Salary scale increase reduction to 2.5%	(1,313)	
E33	RETIREMENT CONTRIB	Salary scale increase reduction to 2.5%	(6,460)	

E34	POSTAGE	2.1% rate increase	750		
E35	OPER CONTINGENCIES	Adjusts offset for higher property tax revenue	(44,044)	(44,044)	
	<b>TOTAL EXPENSES</b>		<b>\$ 1,111,969</b>	<b>\$ 745,903</b>	<b>\$ 0</b>
T1	TRANS OUT: CAP PROJECTS	Transfer to increase Capital Projects Fund balance	\$ 200,000		\$ 200,000
	<b>TOTAL TRANSFERS OUT</b>		<b>\$ 200,000</b>		<b>\$ 200,000</b>
		<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,311,969</b>	<b>\$ 745,914</b>	<b>\$ 200,000</b>
	<b>TOTAL ADJUSTMENTS: REVENUES OVER/(UNDER) EXPENSES</b>		<b>\$ (1,198,965)</b>	<b>\$ 745,914</b>	<b>\$ 200,000</b>
C1	COMMITTED: TECH PLAN	Adjusts to Fund Balance Mgt Plan requirements	\$ 8,064		
	COMMITTED: FAC MTNCE	Adjusts to Fund Balance Mgt Plan requirements	9,176		
C2	PLN				
C3	COMMITTED: FF&E PLAN	Adjusts to Fund Balance Mgt Plan requirements	(11,898)		
C4	COMMITTED: LIB MTRLS PLN	Adjusts to Fund Balance Mgt Plan requirements	(12,256)		
C5	COMMITTED: CONT RESERVE	Adjusts to Fund Balance Mgt Plan requirements	(416,083)		
	<b>TOTAL ADJUSTMENTS: COMMITTED PLANS</b>		<b>\$ (422,997)</b>		
	<b>TOTAL ADJUSTMENTS: REVENUES OVER/(UNDER) EXPENSES &amp; COMMITMENTS</b>		<b>\$ (1,615,048)</b>	<b>\$ 745,914</b>	<b>\$ 200,000</b>

**Spokane County Library District  
Preliminary 2012 Budget (November 15, 2011)  
Capital Projects Fund (005-661)  
Detail**

---

	2011 Budget	2012 Budget
<b>REVENUES</b>		
Interest Earnings	\$ 15,005	\$ 16,500
Transfer In from General Operating Fund	406,655	200,000
<b>Total Revenues &amp; Transfers In</b>	<b>\$ 421,660</b>	<b>\$ 216,500</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	 \$ 216,500
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>\$ 1,386,500</b>

Revised 11/15/12

**ADOPTING A 2012 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF  
COUNTY COMMISSIONERS (RESOLUTION NO. 11-04):  
APPROVAL RECOMMENDATION**

---

***Recommendation:***

That Resolution No. 11-04, "Adopting a 2012 Preliminary Budget and Certifying it to the Board of County Commissioners," be adopted.

***Action Required:***

Motion. Signature of Chair and Secretary on Resolution.

***Background:***

Adoption of the 2012 preliminary budget (General Operating and Capital Projects Funds) carries out the second step of the budget adoption and levy certification process required by state law. There will probably be a few minor changes in the General Operating Fund between now and final adoption in December, including adjusting the property tax figure for actual state-assessed values if they're available at that time.

The "2012 Budget: Director's Budget Message Update" document contains detailed budget information.

**RESOLUTION NO. 11-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2012 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

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

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30<sup>th</sup>) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a preliminary budget forms the basis for Board action required prior to November 30<sup>th</sup> pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2012 maintenance and operation of the District, which is reflected in a 2012 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2012 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

**Section 1: ADOPTION OF 2012 PRELIMINARY BUDGET**

The Board adopts a 2012 Preliminary Budget as follows:

Revised 11/15/12

General Operating Fund (001-661): \$11,445,133  
Capital Projects Fund (008-661): \$ 0

**Section 2: CERTIFICATION OF 2012 PRELIMINARY BUDGET**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2012 Preliminary Budget (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), which includes estimates of the 2012 beginning and ending cash balances.

**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, notice of which was given as required by law, held on this 15<sup>th</sup> day of November, 2011.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

---

Tim Hattenburg, Chair  
Board of Trustees

ATTEST

---

Michael J. Wirt  
Secretary to the Board of Trustees



Revised 11/15/12

Exhibit A-1

Spokane County Library District  
Preliminary 2012 Budget (November 15, 2011)  
General Operating Fund (001-661)  
Summary

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**REVENUES**

Property Tax	\$ 10,588,625
Contracted Cities, Services & Fees	772,457
Miscellaneous Revenues	168,878
Interest Earnings	35,000
<b>Total Revenues</b>	<b>\$ 11,564,960</b>

**EXPENSES**

Salaries	\$ 5,597,451
Fringe Benefits	1,651,965
Supplies	226,604
Services	1,685,734
Capital Outlay	341,075
Library Materials	1,489,361
Short Term Debt	500
Operational Contingencies	252,443
<b>Total Expenses</b>	<b>\$ 11,245,133</b>
Transfer Out to Capital Projects Fund	\$ 200,000
<b>Total Expenses &amp; Transfer Out</b>	<b>\$ 11,445,133</b>

Revenues Over/(Under) Expenses	\$ 119,827
Estimated Beginning Fund Balance 01/01/12	3,291,147
<b>Estimated Ending Fund Balance 12/31/12</b>	<b>\$ 3,410,974</b>

(Less)

Non-Spendable Funds: Prepaid Items	\$ (256,910)
Non-Spendable 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	(561,635)
	<b>\$ (1,611,249)</b>

<b>Estimated Unassigned Ending Fund Balance 12/31/12</b>	<b>\$ 1,801,725</b>
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Revised 11/15/12

Exhibit A-2

Spokane County Library District  
Preliminary 2012 Budget (November 15, 2011)  
Capital Projects Fund (008-661)

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**REVENUES**

Interest Earnings	\$ 16,500	
Transfer in from General Operating Fund	200,000	
<b>Total Revenues &amp; Transfers In</b>		<b>\$ 216,500</b>

**EXPENSES**

	\$ 0	
<b>Total Expenses &amp; Transfers Out</b>		<b>\$ 0</b>

Revenues Over (Under) Expenses	\$ 216,500
Estimated Beginning Committed Fund Balance 01/01/12	1,170,000
<b>Estimated Ending Committed Fund Balance 12/31/12</b>	<b>\$ 1,386,500</b>

**AUTHORIZING 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012  
(RESOLUTION NO. 11-05): APPROVAL RECOMMENDATION**

---

**Recommendation:**

That Resolution No. 11-05, "Authorizing a 2011 Property Tax Levy Increase for Collection in 2012," be adopted.

**Action Required:**

Motion; signature of Chair and Secretary on resolutions.

**Background:**

State law includes two specific requirements for taxing districts when establishing property tax levies and establishing a levy limit factor.

First, *any* increase in a taxing district's regular property tax levy that exceeds the district's prior year levy amount (except increases resulting from new construction, annexations, and state valued property) must be authorized by ordinance or resolution of the district's legislative authority. This is required regardless of the amount, even if the levy falls within statutory limits. The resolution must include the dollar amount of the increase and the percentage increase from the previous year.

Second, there is a limit for levy increases (except increases resulting from new construction, annexations, and state valued property) of the lower of 1% or the Implicit Price Deflator (IPD) above the highest lawful levy since 1985. If the IPD is less than 1%, a resolution is required to establish substantial need to levy the full 1% increase.

Even though the District's 2011 levy to be collected in 2012 is *lower* than the levy being collected in 2011, the Spokane County Assessor's Office advises that the first resolution must be adopted to assure that the highest lawful levy calculation includes the authorized 1% increase, thus protecting what's termed "banked capacity." Banked capacity is the difference between the highest lawful levy and actual levy that I described at last month's meeting. Another way to think about it is that you're authorizing an increase should one be possible.

The current (~~October 24~~ November 8) levy estimate from the Assessor's Office is ~~\$10,459,625~~ \$10,455,590 from pre-existing valuations, plus \$31,480 from increases in state-assessed values and \$90,659 ~~\$91,659~~ from new construction for a total of ~~\$10,550,284~~, \$10,578,625 a decrease of ~~\$187,742~~ \$159,402 (-1.75% -1.48%) from the current year's \$10,738,027. The highest lawful levy estimate is ~~\$10,936,067~~ \$10,968,443, ~~\$385,782~~ \$389,818 below the actual levy.

For purposes of the resolution, the levy increase is \$0, which is 0.0%.

Revised 11/15/12

RESOLUTION NO. 11-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$10,738,027; and

WHEREAS, the population of the District is more than 10,000; and

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 18, 2011, to consider the District's current expense budget for the 2012 fiscal year, pursuant to RCW 84.55.120; and

WHEREAS, the Board, after hearing, and after duly considering all relevant evidence and testimony presented, has determined the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest;

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

**Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE**

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2011 levy to be collected in 2012 in the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new

**Revised 11/15/12**

construction and improvements to property, newly-constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and any refunds made.

**Section 2: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15<sup>th</sup> day of November 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  
Board of Trustees

**LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY  
DISTRICT FOR COLLECTION IN 2012 (RESOLUTION NO. 11-06):  
APPROVAL RECOMMENDATION**

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***Recommendation:***

That Resolution No. 11-06, "Levying the Regular Property Taxes for Spokane County Library District for Collection in 2012," be adopted.

***Action Required:***

Motion. Signature of Chair and Secretary on Resolution.

***Background:***

**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. A 1% levy lid restricts each year's maximum levy increase amount over the highest lawful levy to the lower of:

- The Implicit Price Deflator (IPD) increase plus additional amounts resulting from new construction and improvements to property, newly-constructed wind turbines and any increase in the value of state-assessed property.
- 1% plus the above additional amounts.

The levy lid can be lifted with voter approval at a special election held not more than 12 months prior to the levy date. Depending on the type of levy lid lift proposed, the district can set a levy up to the maximum \$0.50 rate.

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

On October 24, the Spokane County Assessor's Office provided an updated preliminary estimate of SCLD's 2011 assessed valuation – including the West Plains annexation areas – that will be used to determine the 2011 property tax levy for collection in 2012. As previously discussed, the annexation area assessed valuations must be included in the District's levy even though after the January 1, 2012, effective annexation date, the resulting property taxes will be paid to the two cities.

Using the ~~\$21,100,568,766~~ \$21,157,250,508 assessed valuation estimate – which ~~doesn't yet include~~ now includes changes in state-assessed values – the levy amount for collection in 2012 will be ~~\$10,550,284~~ \$10,578,625 at a levy rate of \$0.5000. Since this amount is less than last year's, the levy lid is irrelevant for 2012 levy-setting purposes. Although it's unlikely that ~~state-assessed values will increase~~ there'll be further assessed valuation increases, ~~\$25,000~~ \$10,000 is added to the levy amount so we get the benefit if there is an increase, making the total for the resolution ~~\$10,575,284~~ \$10,588,625.

The deadline for our certification to be submitted to the Board of County Commissioners is November 30. The levy estimate maximum can't be changed after that date.

Revised 11/15/11

**RESOLUTION NO. 11-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2012 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2012 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

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

WHEREAS, the District is authorized to levy \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 84.55;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30<sup>th</sup>) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2012 maintenance and operation of the District, which is reflected in the 2012 Preliminary General Operating Fund budget adopted by Resolution No. 11-04;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 18, 2011, to consider the District's current expense budget for the 2012 fiscal year, pursuant to RCW 84.55.120;

Revised 11/15/11

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2012 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2011 property tax levy for collection in 2012 in the amount of \$10,588,625 which includes \$21,807 for administrative refunds.

**Section 2: CERTIFICATION OF 2011 PROPERTY TAX LEVY**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2011 property tax levy for collection in 2012.

**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, notice of which was given as required by law, held on this 15<sup>th</sup> day of November, 2011.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Tim Hattenburg, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Michael J. Wirt  
Secretary to the Board of Trustees



## **CHILDREN'S SAFETY IN LIBRARIES POLICY (REVISION): APPROVAL RECOMMENDATION**

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### ***Recommendation:***

That the Children's Safety in Libraries Policy be revised as written.

### ***Action Required:***

Motion.

### ***Background:***

The Children's Safety in Libraries Policy outlines the District's responsibilities and duties with regard to unattended children in libraries. It's based on the underlying philosophy that the District does not act *in loco parentis*, assuming responsibility for children using its facilities. It also provides the basis for procedures to be followed by staff in handling situations where children appear to be at risk.

Youth Services supervisors Mary Ellen Braks and Gwendolyn Haley reviewed the policy and recommend three changes, one of them providing clarification and two of them editorial.

- Clarification: Expands from only use of District computers to "reading and viewing library materials" and use of network resources, which has always been the case but not specifically stated.
- Editorial: The Internet is more inclusive and more commonly used than the "World Wide Web;" if "preschoolers" need to be defined, it's simpler just to say "Children under the age of 6."

The policy follows with recommended revisions indicated.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: CHILDREN'S SAFETY IN LIBRARIES**

Spokane County Library District holds parents responsible for ensuring their children are cared for, safe and feel secure when visiting a District library. This parental responsibility extends to their children's reading and viewing of library materials and use of District computers with and network resources to access to the World Wide Web Internet. Programming offered for children at the library is not intended to take the place of care by a parent or other caregiver.

The District respects the privacy of parents and children who use its libraries; however, District personnel will take appropriate action if a child visiting a library appears to be "at risk."

At-risk children include:

- ~~Preschoolers~~ (Children under the age of 6) left alone at a library.
- Children of any age who become disruptive or appear to be frightened when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.
- Children who appear to be subjected to uninvited interactions.
- Children under the age of 12 or children who appear to be frightened when alone in a library at closing time.

If one of the above situations occurs, staff shall follow established District procedures, which may include notification of a law enforcement or child protective services agency, as appropriate.

The Executive Director is authorized to develop procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: DECEMBER 19, 1991  
LATEST REVISION: ~~MAY 17, 2005~~ NOVEMBER 15, 2011  
~~LAST REVIEWED AND REAFFIRMED: SEPTEMBER 15, 2009~~

## STEVENS COUNTY RURAL LIBRARY DISTRICT INTERLOCAL AGREEMENT TERMINATION: APPROVAL RECOMMENDATION

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### ***Recommendation:***

That the Board of Trustees concur with Stevens County Rural Library District's request to terminate the January 2011 interlocal agreement with Stevens County Rural Library District

### ***Action Required:***

Motion.

### ***Background:***

In January of this year both SCLD and SCRLD Boards of Trustees approved an interlocal agreement whereby Stevens County residents living in the 99006 ZIP code area can obtain an SCLD non-resident library card at no cost to them, with SCRLD paying SCLD's full non-resident fee for each household whose members obtain a card. SCRLD's purpose was to make it more convenient for people living closer to Deer Park than their Loon Lake branch to use our Deer Park Library. Much of this area is also in the Deer Park School District, so children attend school in Deer Park.

The service became available to the eligible Stevens County residents on February 1. As of the end of October, 279 library cards representing 117 households have been issued, most from our Deer Park Library. This degree of response far exceeded SCRLD expectations and budget for the service. At \$100 per household, payments to SCLD total \$11,700 over the nine-month period rather than the \$3,000-5,000 anticipated.

With SCRLD's second levy lid lift proposal failure in the August primary election, its budget outlook for 2012 is challenging. At its October meeting the board decided it couldn't accommodate the SCLD non-resident card expense in the 2012 budget and to request the agreement be terminated. Under the terms of the agreement, "The parties may...agree to terminate [the] Agreement at any time by mutual agreement." Otherwise, 90 days' notice is required.

While it's unfortunate that circumstances prevent SCRLD from continuing to pay for SCLD non-resident cards for a subset of its customers, it an understandable budget decision. For that reason I recommend you concur with the board's request.

Since this revenue stream wasn't included in our 2012 preliminary budget there'll be no unplanned fiscal impact. However, our staff, particularly at Deer Park, will be once again faced with the sometimes unpleasant task of telling Stevens County residents they'll need to pay for an SCLD library card if they want one.

## **2012 BALANCED SCORECARD: APPROVAL RECOMMENDATION**

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### ***Recommendation***

That the 2012 Balanced Scorecard be approved as presented.

### ***Action required***

Motion.

### ***Background***

SCLD began using a Balanced Scorecard in place of more traditional strategic planning in 2008 to bring more focus to our activities. It resulted from a major 2007 project to develop a clearer mission and vision, along with strategic themes and core values for the organization. We learned a lot during that process, as well as when working on objectives, measures and targets in the ensuing years – one of the major things was the need for simplicity.

This year's Scorecard recommendation is keyed to three primary projects taking place in 2012: advocacy plan implementation; print management system implementation, and a full evaluation of our website's effectiveness prior to a redesign. It also includes orientation activities for the new executive director.

### ***Update process***

The management team once again took the lead on developing the 2012 Scorecard recommendation, using our original mission, vision, strategic themes and core values and the same overall goals. To make the Scorecard more cohesive, tactics and targets for each goal are related to 2012 major projects. After a final review and discussion they were recommended by the management team for Board consideration.

The recommendation follows.

Spokane County Library District  
**2012 Balanced Scorecard Recommendation**  
**Board of Trustees, November 15, 2011**

---

*Mission, vision, strategic themes and core values for perspectives are identical to 2008 through 2010.*

**Mission**

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

**Vision**

Spokane County Library District will be indispensable to the community.

**Strategic Themes**

1. Provide the right stuff at the right time.
2. Develop staff for today, tomorrow and the future.
3. Serve as a community place.

**Core Values for Perspectives:**

- Customer: Customer satisfaction is our focus.
- Internal Processes: Continuously improve our processes.
- Learning and Growth: Sustain the ability to change and improve.
- Financial: Get the most value for the dollar.

**Definitions**

**Goal:** What we want to achieve

**Tactic:** How will we achieve it

**Target:** Results that we aim to achieve

**Measure:** Did we achieve our goal\*

\*we will measure our targets too, but meeting the target doesn't necessarily mean the goal was met

## Customer Perspective

*"To achieve our vision, how should we appear to our customers?"*

### **Goal 1: Increase visibility in the community**

*Tactic: Implement the District's advocacy plan*

#### Targets

- Staff are educated on advocacy philosophy and how they can be advocates
- Outreach to selected organizations/audiences is accomplished

#### Measures

- Number of presentations made to selected organizations/audiences
- Anecdotal feedback from audiences on learning something new about SCLD
- Number of unsolicited requests for SCLD speaker

### **Goal 2: Become a customer-focused library**

*Tactic 1: Implement a formal feedback and evaluation process for all Outreach service offerings*

#### Target

- The recommended customer use and satisfaction survey put forth in the Outreach Service Area Evaluation report is completed for all outreach services no later than 3/31/2012

#### Measures

- On time completion and evaluation of use and satisfaction survey for all service types (homebound, adult facility customers, adult facility staff, and childcare facility staff)

### **Goal 3: Deliver contemporary programs and services**

*Tactic 1: Implement an automated system for customer workstation printing that provides print job privacy on all public computers except wireless PACs. (Wired PACs and Software Stations)*

#### Target

- The selected print management system is fully installed and operational no later than 03/31/2012

#### Measures

- The features of the system installed meet established criteria and function as intended
- The full implementation deadline is met

*Tactic 2: Implement a formal planning, evaluation and revision process for all program offerings*

#### Target

- The recommendations put forth in the Adult Programming Service Area Evaluation Report are implemented and in use for adult, youth, and all ages programming no later than 03/31/2012

#### Measures

- All mechanisms for storing, evaluating and soliciting feedback are established and in use by the deadline
- All current programs have gone through an internal formal evaluation using the established guidelines
- All new programs have gone through the “idea incubator” process

#### ***Tactic 3: Establish and implement formal criteria and conformity review process for Outreach adult facility service***

#### Target

- Outreach visitation services to adult facilities will be based on formalized minimum service level and facility responsibility criteria

#### Measures

- Minimum service criteria established and implemented for all adult facilities served

## **Internal Process Perspective**

*“To satisfy our constituents and customers, what business practices must we excel at?”*

### **Goal 1: Improve communications**

***Tactic: Educate staff on the District's advocacy plan, its goals, and their role in it***

#### Target

- 85% of staff understand the plan, its goals and their role

#### Measure

- SharePoint survey/quiz 2-3 months after completion of the education program

### **Goal 2: Provide staffing appropriate to meet public and support service needs**

***Tactic: Staff time allocated to projects is adequate to meet project objectives and timelines without adversely impacting ongoing operations***

#### Targets

- The three major 2012 projects – advocacy program implementation, full print management system implementation, and website evaluation and redesign – have an adequate staff resource allocation

#### Measures

- Project schedules maintained
- Project objectives met
- Minimal impact on routine operations

## **Financial Perspective**

*“To succeed financially, how should we appear to our constituents?”*

### **Goal 1: Ensure budget sustainability**

**Tactic:** *Ensure ongoing future funding is in place to support current and future technology*

Target

- Incorporate sufficient funds to periodically upgrade and replace print management system hardware and software into the five-year rolling technology plan

Measures

- Funds are included in the plan
- Funds are sufficient to make necessary upgrades

**Goal 2: Pursue cost-effective operations**

**Tactic 1:** *Determine and implement the most effective method to control customer workstation printing expenses while providing required print job privacy*

Target

- The customer workstation printing method either reduces current net costs or maintains them at no more than current levels

Measures

- Reduction in number of pages printed
- Reduction in maintenance and supply costs

**Tactic 2:** *Revise and consolidate procedures covering all aspects of District customer accounts receivable into single procedural document; include development of a monthly summary report to be used to monitor, evaluate effectiveness and modify circulation-related financial operations.*

Target

- The consolidated document and accompanying management report will be completed no later than 04/30/2012

Measures

- The consolidated document and monthly report will meet defined management criteria and function as intended
- The full implementation deadline is met

## Learning & Growth Perspective

*"To achieve our vision, how will we sustain our ability to change and improve?"*

**Goal 1: Attract and retain a talented workforce**

No specific tactics/targets/measures for 2011

**Goal 2: Ensure right skills in current and future staff**

**Tactic 1:** *Train staff and trustees who will be carrying out advocacy plan activities*

Target

- Staff and trustees making advocacy presentations will have the skills and abilities necessary to be effective

Measures

- Observation and evaluation of run-through before first presentation



- Observation and evaluation of first presentation
- Presenter feedback

***Tactic 2: Train key staff members to use new content management system (CMS) for new scld.org***

Target

- All staff who will use the CMS to understand its functionality and the key concepts of content development (i.e., keyword strategies, timeliness and relevance of content)

Measure

- SharePoint survey two months after completion of training and implementation of new site
- Continual discussion between staff and Communications regarding content

***Tactic 3: Orient the new executive director to SCLD, its culture and operations***

Target

- By the end of 2012 the new executive director will be familiar with administrative functions, operations of each department, branch similarities and differences, District plans and ongoing projects

Measures

- Completion of in-depth orientation sessions and follow-up conducted by management team members

***Tactic 4: Orient the new executive director to the community***

Target

- By the end of 2012 the new executive director will be familiar with area governmental structure and community organizations with which the District has relationships.

Measures

- Completion of orientation and follow-up conducted by Branch Services managers

## **2012 BOARD OF TRUSTEES MEETING OVERVIEW PRESENTATIONS: DISCUSSION AND DIRECTION**

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### ***Discussion goal:***

Provide direction on topics for 2012 Board of Trustees meeting informational overview presentations

### ***Background:***

Staff presents an informational overview of a service, program or topic at each month's board meeting, except for November and December, when meetings are sometimes longer due to budget action.

Following in no particular order are 2012 overview topics suggested by the management team and me for your consideration. I'd like Board direction on those topics you'd like included. Because a summer meeting is usually cancelled, only nine are required. I would be the presenter for the public forum doctrine and public libraries, which is the basis for several of our policies, so it would need to be early in the year.

1. Play and Learn Storytimes
2. New print management system
3. Public forum doctrine and public libraries
4. Website (after redesign)
5. Responding to customer comments/complaints
6. Reading For Fines Forgiveness program
7. Interlibrary Loan
8. Employee benefits
9. Employee recruitment and hiring
10. Risk management
11. Communications department (role, activities)
12. Library advocacy program

There'll be an opportunity at the meeting to suggest others. I'll assign a meeting date to each when the list is finalized.

## **FUTURE BOARD MEETING TENTATIVE AGENDAS: DECEMBER 2011 – FEBRUARY 2012 FOR INFORMATION ONLY**

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### **Next regular meeting**

*December 20, 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 December regular Board of Trustees' meeting.

- Executive Director appointment
- 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

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Monday, December 5, for inclusion in the preliminary agenda to be emailed on Wednesday, December 7. The meeting packet will be mailed Wednesday, December 14.

### **Future meetings/activities**

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

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

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

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

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

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

- Executive Director transition plan review
- Volunteer Program Policy review
- Trustee applicant interviews
- Overview: Not yet determined

*February 21, 2012: Argonne Library/Administrative Offices (4:00 p.m.)*

- Facility Use for Political Purposes Policy review
- Overview: Not yet determined

*February 28 or 29, 2012: Administrative Offices (Time to be determined)*

- Special meeting/Executive session: Finalize transition plan with executive director-designate

## LIBRARY SERVICES

### Branch Services

#### Customer Use Analysis

- October 2011 showed a slight increase of +1.28% in District-wide circulation compared to the same month in 2010. The growth this month is in contrast to the slight decline in September (-1.01%), but in line with the +1.89% uptick in August.
- The increase we have seen in program attendance this year (+12%) continues to outperform the increase in the number of programs offered (+7%). Although not necessarily the sole reason for the increase, it implies the expanded offering in the adult and teen programming, and move to more Play & Learn Storytimes, has successfully drawn more users.
- Software station bookings remain down for the year (-8%), although it is a slight reversal of what was experienced in the YTD through September (-9%).
- Door count remains essentially equal to 2010, with 2,112 more visitors through the doors so far this year, a 0% change.
- Reference numbers remain virtually unchanged as well, with just 89 fewer inquiries so far this year.

#### Security Incidents

October proved to be a comparatively quiet month in terms of Security Incident reports, with only 17 filed. With over a full year of the security incidents procedure in place, we can now better gauge the distribution of incidents across the District. Between November 2010 and October 2011, 296 incidents were reported District-wide, an average of 25 incidents a month. Unsurprisingly, Spokane Valley had the highest total of incidents with approximately ⅓ of all the reports and Fairfield had the lowest. Cheney and North Spokane were tied for second.

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

**Programming:** In planning our computer class offerings for the first half of 2012, we made the decision to offer a new option for our four smallest branches (Airway Heights, Fairfield, Medical Lake and Otis Orchards). Rather than using the established class schedule, we'll let participants tell us at class registration, which of the four topics they would like to learn so we can better tailor the class to their needs. The kick-off program for our "Civil War 150<sup>th</sup> Anniversary Series" had 52 in attendance; the fall gardening series, "Putting Your Garden to Bed," had a combined attendance of 16 for the two programs; and "Getting Started with Genealogy" series had a combined attendance of 46 for the four programs offered.

**Community:** We visited 43 facilities, down from last month's 45 visits, the result of two facility cards being blocked due to lost items.

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

**Programming:** Anime clubs continue to be the big teen draw, with 30 at Spokane Valley and 18 at North Spokane. In all, there were 10 in-library Teen programs, with a total attendance of 72. After School Specials tied in to EWU's exhibit "In A Nutshell: The Worlds of Maurice Sendak" with 150 children participating in them. The 15 in-library children's programs had a total attendance of 162, and 106 Storytimes were provided for 3,330 children ages 0-5.

**Services:** Tutor.com reported 167 tutoring sessions and 27 skills center sessions for a total of 194 students served in October. The largest age group was the college intro level with 45 sessions, with 9<sup>th</sup> graders coming in second with 27 sessions.

**Community:** Spokane Valley staff visited four Central Valley Middle schools to demonstrate SCLD databases to 154 students as part of the Supporting Student Success grant. We provided 47 Outreach storytimes to 811 children at 25 childcares or preschools. Mary Ellen and Gwendolyn attended the Cleary Library meeting at the University of Washington. We presented workshops for both WALE and WLMA, as well as a STARS training for childcare providers.

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

Branches checked out 182,533 items, an increase of 1.28% compared to October 2010. A customer reported that an entire bag of library books was stolen from her car by thieves who broke her window and helped themselves to everything in the front seat. Police almost immediately caught the perpetrators with the customer's iPad and other personal items but didn't recover the books.

***Branch highlights***

**Airway Heights Library (Stacy Hartkorn, branch supervisor)** program attendance was similar to October 2010. One volunteer was lost but another returned. The ECEAP Preschool visited for two Storytimes. Because of a malfunctioning fire alarm system one day at the Community Center, next door the ECEAP group used the library as a place to wait, as did several seniors attending an event there. Adult Services Manager Stacey Goddard promoted SCLD resources and programming at Sunset Elementary's "Ready for Kindergarten" program.

**Argonne Library's (Mary Kay Anderson, branch supervisor)** "Word Basics" computer class was the best-attended of the year and Storytime attendance continued to outpace last October's. Circulation Clerk Cathy Robinson retired after over 20 years with the District. The Friends book sale netted \$1,300, over half of the amount in the first hour.

Children's program attendance at **Cheney Library (Pat Davis, branch supervisor)** was up from last year. Pat attended "Ready for Kindergarten" at Salnave Elementary Schools and spoke to groups of parents about library services and storytimes in particular. Stacy Hartkorn attended an Airway Heights Kiwanis meeting with Pat and had the opportunity to meet the principal of Sunset Elementary, the assistant superintendent of the Cheney School District and the principal of the new middle school as well as others from the community.

**Deer Park Library (Kris Barnes, branch supervisor)** staff handed out candy to trick or treaters on Saturday, October 29, during the Deer Park Chamber of Commerce annual *Pumpkin Lane* event. Kris reported, "We fielded multiple complaints with customers becoming upset regarding a variety of issues: fines, receipts for items checked in, our refusal to watch their laptops while in the restroom (two in one day) and one customer even accused us of transferring checked out items from her card to her husband's card." Patrick and Kris attended the Deer Park Chamber of Commerce meeting. The last book sale of the year netted the Friends \$555.

At **Fairfield Library (Bev Bergstrom, branch supervisor)** two people came in to get library cards because of the availability of Kindle e-books. Bev attended the Hangman Creek Chamber meeting and volunteered to help collect applications for the upcoming Christmas outdoor lighting contest.

Storytime attendance at **Medical Lake Library (Laura Baird, branch supervisor)** was up from last October but other programs dropped. A customer who's been using the Internet for over a year landed a job as a park ranger in Montana and said how grateful she was to be able to use the service. A former long-time volunteer returned to do her Student Cooperative Education

experience to fulfill her SCC requirements; she will job shadow 30 hours over the next two months. The Friend's two-day book sale netted \$820.

**Moran Prairie Library's (Jason Johnson, branch supervisor)** program attendance was mixed compared to last October. A customer attempted to falsify his age to get an adult library card but after being unable to provide identification to verify his birthdate he was told he'd need to return with a parent or guardian to get one. He did that, but it turned out he was on Spokane Public Library's blocked list.

The first of **North Spokane Library's (Patrick Roewe, branch services manager)** "Civil War Discussion Series" program brought in 52 attendees, a good indicator of the popularity of the topic that we hope continues. A student from Mead High School is currently volunteering at North Spokane Library through the school district's Work-based Learning Program which matches students with local businesses to provide on-the-job experience. The new reference desk was installed. The more efficient design has freed up floor space for potential future uses and has improved accessibility to and visibility of information services staff for customers seeking assistance. A release receipt from the Whitman County Jail was found in a returned book entitled "Think and Grow Rich." Based upon the time stamp, it appears that we were one of the customer's first stops after being released.

**Otis Orchards Library (Bev Bergstrom, branch supervisor)** Storytime attendance was up 5% from last October, and After School Special attendance was also up. The Friends are planning a book sale for November, the first in several years.

**Spokane Valley Library's (Doug Stumbough, branch services manager)** overall program attendance was up. Special programs included "Putting Your Garden to Bed" and "Getting Started with Genealogy." A customer who has appeared in several incidents reports in the past was excluded from all facilities for seven days after refusing to comply with several requests by staff to limit his interaction with staff to library-related discussions. The Friends held their fall book sale, taking in approximately \$1,300, and held their last meeting for the year. We had a request from Park Place Independent, where we provide monthly outreach library services, for library staff to talk to interested residents about how a book club is run. A librarian met with a group of 15 enthusiastic residents about book club mechanics and resources, including SCLD book discussion bags.

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

### **Collections**

- Ordered 1,752 titles and 5,602 copies, both numbers below average and similar to last month; processed, added to the system, and sent out 6,609 items to branches, the lowest month this year.
- With 83.33% of the year done, total print/nonprint stands at 83% expended which is 0.33% under target.
- Net year-to-date increase in the print/ nonprint collection of 9,323 items after a monthly net increase of 698 nonprint and decrease of 666 print items.
- There were a total of 5,136 eBook circulations (excluding Project Gutenberg) in October; of these, 1,446 were Kindle checkouts which translate to 28.2% of the total eBook circulation.

### **Other**

- Warner Home Video changed its policy in October to prohibit the distribution of "theatrical releases" to libraries and home video rental stores (Redbox, Netflix and Blockbuster) until 28 days after they release the movie for sale at retailers.

- Andrea was the driver/escort for Spokane Is Reading author Mary Roach starting with the 1:00 p.m. presentation until seeing her back to her hotel at 10:00 p.m. She commented, "In my opinion, this was one of the most enjoyable SIR events in my seven years of involvement with the program. The author was a delight, and the audiences were enthusiastic."

## **ADMINISTRATION**

### **2012 budget**

The first preliminary line item budget presented at the October Board of Trustees meeting was close to complete with the major outstanding areas being a final property tax levy amount, a more accurate estimate of the West Plains annexation impacts, and determination of a salary scale increase amount. Subsequent to the meeting, the Spokane County Assessor's Office provided another update that included both annexation area assessed valuations, SCLD total assessed valuation, and the administrative refunds amount.

As of the end of the month, the levy amount, including new construction, of \$10,550,284 was down 1.72% (\$187,742) from last year's and \$385,782 below the highest lawful levy calculation. This includes the annexation areas that must be part of the levy but from which no SCLD property tax will actually be collected. The City of Airway Heights and City of Spokane annexation areas have county-assessed valuations of \$112,437,675 and \$175,769,513, respectively. Spokane also has about \$104,000,000 in state-assessed valuation at Spokane International Airport. The loss of property tax revenue will be fully offset in 2012 by the Airway Heights contract fee and Spokane annexation mitigation agreement payment, which was approved by the city council on October 24.

The November budget will reflect the updated property tax and contract fee figures as well as the 2.5% salary scale adjustment approved for non-minimum wage staff.

### **Future budget planning**

Based on moderate to perhaps optimistic assumptions for assessed valuations and property tax revenue in 2013 to 2015, the District's levy rate will remain at the maximum 50¢ level during the entire time and for at least a few years after that. Thus, there'll be no opportunity to consider a levy lid lift should there be a revenue shortfall. On the other hand, budget projections indicate revenue and expenses will be balanced through 2014, with only a minimal shortfall in 2015.

### **Moran Prairie Library Capital Facility Area**

The MPLCFA continues to exist for the purpose of levying property taxes each year for debt service on the construction bonds sold in 2006. This means that the Board of County Commissioners (BOCC) must adopt an annual budget and a levy resolution in the same manner as any other type of property tax levy. We supply the budget numbers based on the bond repayment schedule; the BOCC's attorney prepares the resolutions. The two resolutions were approved at the October 18 Board of County Commissioners meeting.

### **Spokane is Reading**

The two October 20 Spokane Is Reading author events were quite successful judging from the attendance and audience response. There were 192 at the 1:00 p.m. Garland Theater presentation and many, many audience questions. At the evening session downtown at the Bing Crosby Theater, one of the 271 in attendance, a hearing-impaired man – and a great Mary Roach fan – for whom Spokane Is Reading provided a sign language interpreter.

## **Staff Day**

Another successful event was the annual staff development and training day held at The Lincoln Center on October 21. The library advocacy theme provided an opportunity to demonstrate some of our services and programs and talk about the whys and hows of advocating for SCLD. The day also included service pin presentations, an employee benefits update, and a session on personal finance. Board Chair Tim Hattenburg reviewed the executive director recruitment and hiring process, and trustees Jake Laete's and Dan Davis' remarks on why they're library advocates were on target and appreciated by all.

## **Stevens County Rural Library District agreement termination**

At its October meeting, the Stevens County Rural Library District Board of Trustees decided to request termination of the interlocal agreement with SCLD that pays for non-resident cards for their 99006 customers; at last count 279 of them living in 117 households. With its August levy lid lift failure, this service didn't make the cut for 2012 budget priorities. Agreement to the termination request will be on the November regular Board meeting agenda.

## **Urban Growth Areas update**

Under the Growth Management Act the Board of County Commissioners is required to periodically update the Urban Growth Area designations that determine where future residential, commercial and industrial growth can occur. Over the past year the BOCC has considered several alternatives, all of which were presented for public comment at three open houses held this month. Regardless of which alternative is eventually adopted, there would be little or no impact on the District's Library Facilities Master Plan, which is designed to respond to population growth. Most potential changes are relatively small and within current or planned library service areas. The few that are large were already taken into account when developing the plan.

## **MY PROFESSIONAL AND COMMUNITY ACTIVITIES**

University District reception/Catalyst Awards; WALE Conference welcome; dinner with Spokane Is Reading author Mary Roach; WLA Legislative Planning Committee conference call; Urban Growth Areas Update open house

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

- In media relations, issued three news releases on programming; there was a *Spokesman-Review* "In Brief" article on trustee applications and two on Examiner.com.
- In e-marketing, three new homepage features were added and other website information updated; created an SCLD YouTube page.
- In publicity materials, edited/proofed, approved and printed several items including the fall outreach newsletter.
- In departmental support, received and distributed USB drives with SCLD logo.
- In community involvement, worked on final details for the Spokane Is Reading event.

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

- Recruited for five positions with selections made by supervisors for two; there was one retirement, and no resignations, promotions, reclassifications, or transfers.
- The Board of Trustees was sent copies of all executive director application materials and a summary document for each candidate prepared by the executive search consultant in preparation for the November candidate screening and preliminary interviews.



- The Safety Committee met and addressed issues related to Moran Prairie Library meeting room doors.
- 13 staff attended the WLA WALE conference in Spokane.

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

- The staff desktop computer replacement project was completed and plans were made to complete the work on laptops.
- A major overhaul of the public website calendar input process was completed.
- New SAN equipment was installed and configured so our data storage problems appear to be solved for quite some time to come.
- Work began on a server upgrade that will allow for the latest print management software and also a crucial update to the online payment software.

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

- In finance, property taxes collected year-to-date jumped to \$9,845,914 after October second-half payments of \$3,340,267 were posted to our account; the State Auditor's Office began the 2009-2010 audit on October 24, planning for two weeks on-site; there were some ongoing issues related to the September software upgrade.
- In facilities, the North Spokane Library information desk was replaced.

**Customer Use Measures  
October 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,470	117,002	N/A	0%	N/A
Door count	116,852	114,740	1,174,213	0%	-1%
Circulation	222,108	212,997	2,239,824	4%	5%
Digital Media Catalog	10,925	5,552	96,467	92%	87%
Reference inquiries	18,920	19,009	206,744	0%	0%
Programs					
Number	206	168	1,919	7%	9%
Attendance	4,916	3,991	49,052	12%	12%
Group Visits					
Number	2	5	36	71%	86%
Attendance	26	88	774	59%	68%
Software Station bookings	19,932	20,972	199,679	-8%	-8%
Meeting room bookings	319	293	2,815	0%	0%
Holds placed					
By customers	31,778	32,222	326,813	0%	0%
By staff	6,336	7,154	71,899	-5%	-5%
Digital Media Catalog	3,802	1,832	34,448	105%	102%
Database use					
Searches	18,062	40,407	267,981	11%	33%
Retrievals	19,432	41,560	335,947	34%	65%
Website use (Remote)					
User sessions	78,455	73,462	794,876	16%	17%
Page views	229,404	201,322	2,334,503	33%	34%
Catalog	58,172	42,451	464,433	30%	30%
Database Access	7,642	2,001	76,096	286%	243%
Interlibrary loans					
Loaned	210	204	3,000	1%	-1%
Borrowed	381	344	4,061	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  
OCTOBER 2011**

	<b>ITEMS</b>				<b>TITLES</b>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	202260	172364	<b>374624</b>		83988	50286	<b>134274</b>
Nonprint	46325	21349	<b>67674</b>		18891	5819	<b>24710</b>
Subtotal	<b>248585</b>	<b>193713</b>	<b>442298</b>		<b>102879</b>	<b>56105</b>	<b>158984</b>
Periodicals	18877	3526	<b>22403</b>		370	48	<b>418</b>
Total	<b>267462</b>	<b>197239</b>	<b>464701</b>		<b>103249</b>	<b>56153</b>	<b>159402</b>

	<b>ITEMS</b>			<b>TITLES</b>		
<b>OverDrive: eBOOKS</b>			<b>5009</b>			<b>4680</b>
Licensed eBOOKS			<b>471</b>			<b>471</b>
Audiobooks			<b>9496</b>			<b>8259</b>
Digital music			<b>1103</b>			<b>1103</b>
<b>OverDrive: Total</b>			<b>16079</b>			<b>14513</b>
<b>GRAND TOTAL</b>			<b>480780</b>			<b>173915</b>

<b>Print &amp; Nonprint</b>	<b>(Totals year-to-date)</b>		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	39646	26485	66131
Nonprint	8881	5870	14751
<b>TOTAL</b>	<b>48527</b>	<b>32355</b>	<b>80882</b>
<b>DELETIONS</b>			
Print	40046	24674	64720
Nonprint	4775	2064	6839
<b>TOTAL</b>	<b>44821</b>	<b>26738</b>	<b>71559</b>

	<b>NET CHANGE YTD</b>		
	ADULT	YOUTH	TOTAL
Print	-400	1811	<b>1411</b>
Nonprint	4106	3806	<b>7912</b>
Periodicals	4393	861	<b>5254</b>

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
INCOME STATEMENT - "FINAL"  
AS OF OCTOBER 31, 2011  
[PERCENT OF YEAR = 83.4%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 9,845,914	\$ 10,738,027	91.69%
CONTRACTED CITIES, SERVICES & FEES	426,537	493,216	86.48%
MISCELLANEOUS REVENUES	173,455	180,173	96.27%
INTEREST EARNINGS	24,822	35,000	70.92%
TRANSFERS IN	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 10,470,728</b>	<b>\$ 11,446,416</b>	<b>91.48%</b>
EXPENSES:			
SALARIES	\$ 4,405,722	\$ 5,366,379	82.10%
FRINGE BENEFITS	1,239,463	1,574,741	78.71%
SUPPLIES	147,079	223,004	65.95%
SERVICES	1,211,097	1,740,825	69.57%
CAPITAL EXPENDITURES	391,517	463,800	84.42%
LIBRARY MATERIALS	1,249,819	1,468,595	85.10%
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%
<b>TOTAL EXPENSES</b>	<b>\$ 9,051,512</b>	<b>\$ 11,276,200</b>	<b>80.27%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,419,216</b>	<b>\$ 170,216</b>	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 1,419,216	\$ 170,216	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249	
<b>ENDING FUND BALANCE - 10/31/11 &amp; ESTIMATED BALANCE 12/31/11</b>	<b>\$ 4,706,465</b>	<b>\$ 3,457,465</b>	

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

ASSETS:	
CASH	\$ 4,850,083
ACCOUNTS RECEIVABLE	371
TAXES RECEIVABLE	191,976
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	99,844
<b>TOTAL ASSETS</b>	<b>\$ 5,206,430</b>
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 307,989
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	191,976
<b>TOTAL LIABILITIES</b>	<b>\$ 499,965</b>
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	3,528,212
<b>ENDING FUND BALANCE OCTOBER 31, 2011</b>	<b>\$ 4,706,465</b>
<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 5,206,430</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - OCTOBER 31, 2011</b>	<b>\$ 1,169,272</b>