

MISSION

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

Board of Trustees Regular Meeting

October 16, 2012 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of September 18, 2012, regular meeting minutes [4:00-4:05]
 - B. Approval of September bill payment vouchers [4:05-4:10]
 - C. Unfinished Business
 1. Purchase of Sprague Avenue property from City of Spokane Valley for \$744,047.50: Approval recommendation [4:10-4:15]
 2. Liberty Lake Municipal Library Reciprocal Use Inter-local Agreement: Approval recommendation [4:15-4:20]
 - D. New Business [4:20-4:50]
 1. Collection Development Policy (Revision): Approval recommendation
 2. Personnel Policies (Revision): Approval recommendation
 3. Adopting a 2012 Final Budget (Resolution No. 12-04): Approval recommendation
 4. 2013 Preliminary Budget
 - a. Public hearing on authorized revenue sources
 - b. Organizational memberships review
 - c. Preliminary 2013 Budget presentation
 - d. Board direction to staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Strategic Planning update [4:50-5:00]
 - B. Future board meeting agenda items [5:00-5:05]
- V. REPORTS**
 - A. Trustees [5:05-5:10]
 - B. Executive Director [5:10-5:15]
 - Administrative
 - Community Activities
 - C. Public Services [5:15-5:20]
 - D. Communications [5:20-5:25]
 - E. Fiscal [5:25-5:30]
 - F. Medical Lake Library Spotlight [5:30-5:40]
 - G. SCLD Website Redesign Overview [5:40-6:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: September 18, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held September 18, 2012, at North Spokane Library Public Meeting Room, 44 E. Hawthorne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee
Nancy Ledeboer - Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Kris Barnes, Deer Park Branch Supervisor; Mary Ellen Braks, Youth Services Manager; Paul Eichenberg, Human Resources Manager; Stacey Goddard, Adult Services Manager; De Griffith, Desktop Administrator; Sonia Gustafson, Librarian; Gwendolyn Haley, Youth Services Manager; Judy Luck, Circulation Supervisor; Priscilla Ice, IT Manager; Gina Rice, Circulation Supervisor; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

GUESTS:

Approximately 50 community members

AGENDA APPROVAL

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

The motion carried unanimously.

Chair Hattenburg addressed the board for its approval to amend the agenda by adding public comment to follow Unfinished and New Business items.

With no objection from the board, Mr. Hattenburg said the agenda is approved as amended.

ACTION ITEMS

APPROVAL OF JULY 17, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the July 17, 2012, regular meeting minutes. There were no corrections; minutes stand approved as written.

APPROVAL OF JULY AND AUGUST 2012 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 42391 through 42569 and W00078, W00079, W00080 totaling	\$ 510,423.64
	Payroll numbers: 07102012PR and 07252012PR totaling	\$ 329,558.44
	Total	\$ 839,982.08
L01	Voucher numbers: 42570 through 42770 and W00081, W00082, W00083 totaling	\$ 519,601.87
	Payroll numbers: 08102012PR and 08242012PR totaling	\$ 350,229.44
	Total	\$ 869,831.31

In response to a Trustee's question, Ms. Ledebor responded the single payment to Mobius was for District Summer Reading events scheduled over the entire summer. There were no further comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE. Mr. Davis moved and Ms. Apperson seconded to authorize the Executive Director to enter into an inter-local agreement with the City of Spokane Valley for acquisition of real estate to build a new Spokane Valley Library on Sprague Avenue for a future library and park, and affirm authorization to expend capital funds for the District's portion—2.5 acres—of the property.

Ms. Ledebor clarified changes to the agreement since the board's approval of the agreement in June, noting the size of the library was reduced from 50,000 to 30,000 square feet, joint selection of design consultants and site development costs identified by the traffic study to be shared. The City at its own expense may use the site for civic events prior to commencement of construction activities, and will not pay real estate fees associated with the property purchase. Attorney Phil Brooke, legal counsel to the District, has reviewed and approved the revised agreement.

Mr. Hattenburg noted members of the community are in strong favor of this development, as are Council members. There were no further comments or questions.

The motion was unanimously approved.

NEW BUSINESS

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Computer, Wireless Network and Internet Use Policy be revised and renamed as presented.

Ms. Ledeboer said the new draft policy includes significant changes to the current policy, which addresses only Internet use. The draft policy takes into consideration computer, wireless network and Internet use, and includes a proposal to filter content in a different manner than the current policy. This proposal reflects recent legal decisions over the last six months. Ms. Ledeboer and the Management Team met with Attorney Jim Sloane prior to drafting the new policy. In addition, Ms. Ledeboer met with staff to discuss implications for library operations if a new policy is adopted. The new policy follows the current Collection Development Policy and has a process to request a site to be unblocked or blocked. Three categories of content would be filtered at all times for all users: illegal, harmful to computer or network security and sexually explicit.

IT Manager Priscilla Ice provided an overview of the Barracuda Web Filter, the District's current web filtering and safety application. She reviewed how the current policy is implemented and explained how various websites are categorized for filtering purposes. She described the proposed levels of filtering that would go into effect if the new policy is adopted.

All member accounts, all library computers and the Wi-Fi network will be filtered at the basic level, blocking sites categorized as illegal, compromising to computers or network security, and sexually explicit material.

Additionally, all accounts for members under the age of 13 and library computers located in the children's area will be set to the "enhanced" filtering level. The enhanced filtering level blocks all of the same categories of information blocked with basic filtering, as well as other categories determined by the District to be for adult or mature audiences only.

Ms. Ice said filters can make errors; thumbnails can get through, and in some instances there are limitations. However, technically we can react quickly though not necessarily immediately to block or unblock sites. Ms. Ledeboer noted 10 years ago, a filter could be turned only on or off; today it is possible to filter by degree.

If the draft policy is approved, the District will use filtering technology to provide two levels of filtering, "basic" and "enhanced." A library member may request that an Internet site be blocked or unblocked for valid research or other lawful purposes, by completing a Website Review Form. Decisions about whether to block or unblock a site will be in agreement with District guidelines, within 72 hours of request.

Legal counsel for the District, Attorney Jim Sloane, added a court of law isn't able to answer all the questions, yet it is within the power of the library to manage its collection, and the Internet isn't anything more than an extension of book shelves.

In April of this year an Eastern Washington Federal District Court ruled that filtering library computers is consistent with the purpose of public libraries. The decision followed a state Supreme Court ruling from 2010 that also supported a library's right to filter the Internet. The ACLU of Seattle had sued the North Central Regional Library (NCRL), demanding filters be removed. In May, the deadline for the ACLU to file an appeal passed. The ACLU of Washington's website states the reason for not filing an appeal is that the "current facts of the case do not support an effective appeal." The ACLU commended the NCRL for "taking steps to narrow the range of materials" it filters.

Attorney Sloane said the federal Supreme Court ruled in 2003 that libraries must have a way to unblock sites upon request for adults. Mr. Sloane reviewed the complexity of that case and pointed out justices felt strongly adults should not be limited to the same content as children. They felt that as long as adults could request that sites be unfiltered in a timely manner, the First Amendment was not being violated. Recent court cases allow more discretion about what is filtered and how a library may respond to requests to unblock filtered content. He said analysis relies on the opinions of the justices. In recent rulings the court's opinion is that a library can apply its collection development policy to resources on the Internet in support of learning, research and entertainment. While there is no absolute certainty that this may not be challenged, the proposed policy supports what is in the best interest of the library.

Mr. Hattenburg said he is willing to risk future challenges and supports the draft policy. Mr. Davis asked if there would be safety in numbers, if other libraries followed, to prevent lawsuits in the future. Ms. Ledeboer responded staff found at least three other Washington libraries following the recommended filtering practice; SCLD would not be alone. Ms. Apperson asked for clarification of the proposed changes to which Ms. Ledeboer responded and added the new policy will continue to encourage parents to accompany and guide their children's use of library resources. She emphasized that no filter is 100% accurate and parents should talk with their children about what they view on the Internet. She also defined the term "whitelist," which is a list of sites that may be allowed at the local level until the Barracuda service has time to review requests to block or unblock sites. Barracuda relies upon a consortium of users to assist in updating how sites are categorized.

PUBLIC COMMENT

Thirteen representatives of the approximately 50 members of the community in attendance—all united in support of the District revising its Internet policy—separately addressed the board with concerns about content considered harmful to minors, members' use of library computers and placement of computers in library branches. Appreciation was also expressed to Trustees and the Executive Director for addressing concerns expressed at the August meeting and in subsequent communications. Public comments were

overwhelmingly in support of the revised Computer, Wireless Network and Internet Use Policy.

Chair Hattenburg expressed his appreciation to everyone in attendance for their concern, comments, email messages, letters and phone calls, and for speaking at the meeting. He commended those who spoke for taking time to participate and make their voices heard.

The motion was unanimously approved.

Mr. Hattenburg called for a five-minute recess at 5:05 p.m. The meeting reconvened at 5:10 p.m.

FINANCIAL MANAGEMENT POLICY. Mr. Hattenburg moved and Mr. Davis seconded that the Financial Management Policy be revised and renamed as presented.

Mr. Sargent noted the new Financial Management Policy provides a broader foundation for the board's fiduciary responsibilities for District financial operations.

In response to a Trustee's question about inter-fund loans, Mr. Sargent explained fund borrowing would be allowed for any amount that does not exceed funds available in order to continue business as usual. Such a transfer would most likely be to transfer funds from the Capital Fund to the General Fund until tax revenues are collected. Another Trustee asked if the doubled amount for library programs includes strategic planning. Ms. Ledeboer responded that the increased budget for programming will allow staff to implement new programming that will be identified during the strategic planning process. Mr. Sargent indicated, in response to a Trustee's question, budget for infrastructure improvements such as technology and facilities improvements was moved to the Capital Projects Fund.

It was noted a paragraph about visibly posting this policy in library branches was inadvertently included in the draft policy; it will be removed in the final version.

There was no public comment and the motion was unanimously approved.

MEMBER PRIVILEGES AND RESPONSIBILITIES POLICY. Ms. Apperson moved and Mr. Hattenburg seconded that the Member Privileges and Responsibilities Policy be revised and renamed as presented.

Ms. Ledeboer pointed out the proposed policy combines the existing Eligibility for Library Use Policy with an internal draft of what was previously intended to become a fines and fees policy. Following review of both the existing and proposed policies and similar policies at other libraries, it was decided to combine both policies into an overall policy covering requirements and obligations of membership in the District. In response to a trustee's question about the District's general policy, Ms. Ledeboer responded anyone can browse the library and use resources such as computers or reference materials; however, only members with library cards can checkout materials.

There was no public comment and the motion was unanimously approved.

CODE OF CONDUCT POLICY. Ms. Lloyd moved and Mr. Davis seconded that the Code of Conduct Policy be revised and renamed as presented.

Ms. Ledebor said the recommendation to change the name from Rules of Customer Conduct better reflects a collaborative agreement among all library members regarding acceptable conduct in District facilities. Otherwise, there were no substantive content changes to this policy. Ms. Ledebor noted the Computer, Wireless Network and Internet Use Policy will be added to this policy under the Related Policies category.

There was no public comment and the motion was unanimously approved.

LIBRARY MEETING ROOM USE POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Library Meeting Room Use Policy be revised as presented.

Ms. Ledebor reviewed potential changes to the policy, which might have a minor fiscal impact. Recommended changes include elimination of fees for use of meeting rooms beyond the potential \$25 cleaning fee. This encourages more public use of meeting rooms and minimizes administrative oversight by staff. Upon approval, all meetings would become open to the public, and retention of registration data for operational purposes would begin.

In response to a Trustee's question, a discussion ensued about the definition of "open to the public." Ms. Ledebor responded "open to the public" is akin to an open door; anyone can drop in to a meeting of interest.

In response to a trustee's question about the definition of "familial" and if it is necessary to include in the policy, Mr. Roewe responded the boilerplate term maximizes inclusiveness and prohibits denial of rights. Trustees agreed to maintain the term.

In response to a guest's question about meeting rooms and, if in the future, the District would allow extension of room reservations beyond two months, Mr. Roewe responded because of demand for space the decision ultimately comes down to fairness. The District has no plans at this time to change its policy. There was no further public comment.

The motion was unanimously approved.

RECIPROCAL USE AGREEMENT WITH LIBERTY LAKE MUNICIPAL LIBRARY. Mr. Hattenburg moved to table the Reciprocal Use Inter-local Agreement with Liberty Lake Municipal Library because of the length of this meeting. This item will be added to the agenda for the next Board of Trustees Regular Meeting, scheduled for October 16. Mr. Davis seconded the motion. There was no public comment.

The motion was unanimously approved.

EXTENSION OF SERVICE CONTRACTS. Mr. Davis moved and Mr. Hattenburg seconded that extension of service contracts be approved to authorize the Business Manager to extend the

custodial service contract until December 2013 and grounds maintenance contract until December 2014.

Mr. Sargent indicated these changes allow identification of actual service costs for the upcoming year for inclusion in the annual budget process. Prior to the meeting, Mr. Sargent consulted with Attorney Jim Sloane, who said a simple motion would suffice to authorize these extensions. There were no questions or public comment.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Prior to the meeting Doug Stumbough, Region II Branch Services Manager for the District, provided a timeline of the planning process. In August, Mr. Stumbough and Librarian Sonia Gustafson attended PLA Results Boot Camp led by Sandra Nelson and June Garcia, a four-and-a-half day intensive education program designed around PLA's Results series. Both Mr. Stumbough and Ms. Gustafson indicated this was one of the best training opportunities they have attended. Together, Stumbough and Gustafson provided an overview of the planning process that has begun to unfold, with the final facilitator training session completed yesterday. Staff facilitators will conduct a series of community meetings over the next two months to identify community needs and potential library service responses (a list of 18 created by PLA Results Series). Staff will have an opportunity to provide input into the Plan during this year's annual Staff Day, September 28. Once service roles have been identified, a Staff Planning Committee will develop goals, objectives and activities to implement the Plan. Ultimately, implementation will require an assessment of current and future allocation of resources based on desired outcomes of the Plan.

Board of Trustees will be included in the process at its annual board retreat, Saturday, October 13. The retreat will be facilitated by Consultant Jeffrey Stafford.

In response to Trustee questions, Mr. Stumbough replied community participation will be promoted by media releases, radio, social media, District website, personalized invitations and at Valleyfest. Ms. Gustafson said if we find under-represented groups, we will go out into the community to interview people from these groups. Ms. Ledebor indicated that Mr. Stafford has offered to assist the District in soliciting input from library non-users at a future date.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. Preliminary 2013 budget review and discussion of a reciprocal borrowing agreement with Liberty Lake Library will be held October 16 at Argonne. Mr. Johnson noted he will be absent at the November 20 board meeting, and Ms. Apperson requested Trustee recruitment be added to

future agenda items in consideration of her December 31 retirement. Ms. Ledeboer noted the announcement of the Trustee opening is scheduled for October 3.

REPORTS

TRUSTEES

Mr. Hattenburg noted it is not too early to begin consideration of a bond issue for 2014.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. Ms. Ledeboer noted potential purchase of new timesheet software, for which Mr. Sargent is responsible. Also, more and more, the District moves toward online materials as options for print become fewer; e.g., Morningstar data print publications recently became no longer available.

In response to a Trustee's question about Playaway, Ms. Ledeboer explained Playaway is an all-in-one device that provides simple and immediate access to audio content through easy-to-use, pre-loaded players. Library staff retrieved a sample to pass around.

Ms. Ledeboer indicated that plans for partnering with Mobius will be added to a future agenda, as its founder has interest in expanding STEM education into the community. Ms. Haley reported she is exploring offering Mobius passes for checkout at libraries in the future.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for July and August 2012 Public Services in advance of the meeting. There were no questions.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her July and August reports, submitted prior to the meeting. For Media Relations, Ms. Baker pointed out coverage by KHQ-TV mid-day news and web channel, and said she looks forward to seeing Trustees at Spokane is Reading, Friday, October 12. There were no questions.

FISCAL

Revenue and Expenditure Statement through July 31, 2012.

Fund 001

Revenues	\$ 11,055,987
Expenditures	\$ 6,269,654
Ending Fund Balance	\$ 8,710,292
Fund Budget Expended	55.47%

Revenue and Expenditure Statement through August 31, 2012.

Fund 001

Revenues	\$ 11,149,212
Expenditures	\$ 7,282,437
Ending Fund Balance	\$ 7,790,734
Fund Budget Expended	64.43%

Mr. Sargent pointed out changes in the August financial report. In preparing mid-year budget review #2 he identified cost accounts with unused balances. Mr. Sargent reallocated \$125,000 toward library materials, mostly ebooks, and placed the remaining balance of \$109,000 in contingencies. Last Friday, Labor Statistics released August CPI-W figures, showing an increase of 1.7%. This could result in a minimum wage increase of 15 cents per hour, from \$9.04 to \$9.19. Next Tuesday, Management Team will discuss the 2013 preliminary budget. Mr. Sargent anticipates an overview of property taxes, new construction and valuation before month's end. There were no questions.

NORTH SPOKANE LIBRARY SPOTLIGHT

Branch Services Manager Patrick Roewe reported on North Spokane Library (NS), best defined by the community it serves. A microcosm of the District and Spokane County, urban, suburban and rural members who come through the doors of NS represent a broad socioeconomic spectrum and all life stages. Materials usage reflects the diverse interests and informational needs of students, retirees and members in need of English language proficiency. NS can also be defined by its geography and relationship connections. The library is located outside of any incorporated city or town and is within the designated Urban Growth Area (UGA). Twenty-five percent of materials usage is by residents of the City of Spokane. The building is surrounded by high-density housing and commercial establishments. The opening of the North Spokane Corridor is expected to bring additional economic growth, jobs, and thereby, more demand for library materials. Whitworth University students and Mead High School classroom visits are frequent and expected to increase. An example of this partnership is the project with Whitworth education students who assisted in categorizing early readers by reading level. This project was expanded to readers throughout the District, and parents can more easily select readers appropriate for their children. NS Friends of the Library are highly engaged and they enjoy raising funds for pilot projects such as the electronic display system.

Trustees expressed appreciation to Mr. Roewe for his informative report.

OVERVIEW: EMPLOYEE BENEFITS

Human Resources Manager Paul Eichenberg provided an informational handout and reviewed the District employee benefits plans and options. Total compensation includes salary and benefits. The District provides medical, dental, vision, life and long-term disability insurance. The District covers 100% for full-time employees and pro-rates costs for part-time employees who work over 20 hours. In addition, the District offers tuition assistance based on two credit hours of in-state tuition for staff enrolled in the UW I-School DMLIS program, wellness program, paid leave, non-contributory 457 plans, and waiver on overdue fines for library materials. The District contributes to both Social Security and Medicare for all employees and a mandated portion of Washington State Retirement Systems (PERS) for enrolled employees. In 2013, the District will also offer two High Deductible Health Plan options to employees.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 6:22 p.m.

Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2012 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$815,725.77 and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2012

SIGNED: *[Signature]*

SIGNED: *Nancy Ledebor*

TITLE: *Business Manager*

TITLE: *Executive Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
042771	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 65.00
042772	ANTHRO CORPORATION	FURNITURE, FIXTURES & EQUIP. 231.34
042773	AUDIOGO	LIBRARY MATERIALS 240.96
042774	AVISTA UTILITIES	UTILITIES 2,670.41
042775	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS 23.89
042776	BRODART CO.	OFFICE/LIBRARY SUPPLIES 104.34
042777	CENTURYLINK	TELEPHONE 16.66
042778	CENTURYLINK	TELEPHONE 92.67
042779	CENTURYLINK	TELEPHONE 592.01
042780	CITY OF SPOKANE	UTILITIES 1,111.39
042781	CITY OF AIRWAY HEIGHTS	UTILITIES 656.94
042782	CITY OF CHENEY	UTILITIES 1,113.18
042783	CITY OF DEER PARK	UTILITIES 178.03
042784	COMSTOR, INC.	EQUIPMENT REPAIR & MAINT. 1,043.49
042785	COSTCO - HSBC BUS SOLUTIONS	OFFICE/LIBRARY SUPPLIES 27.96
042786	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 164.80
042787	EMPIRE DISPOSAL INC.	UTILITIES 17.78
042788	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 108.73
042789	CHRISTOPHER FOX	RECRUITING 562.20
042790	FRONTIER	TELEPHONE 405.00
042791	GREATAMERICA LEASING CORP.	EQUIPMENT LEASE 159.95
042792	GALE GROUP, INC.	LIBRARY MATERIALS 7,162.44
042793	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 6,003.56
042794	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES 344.32
042795	MIDWEST TAPE	LIBRARY MATERIALS 3,796.73
042796	MODERN ELECTRIC WATER COMPANY	UTILITIES 1,926.64
042797	MOVIE LICENSING USA	LIBRARY PROGRAMS 200.00
042798	SANDY GAYLENE ORR	RECRUITING 635.70
042799	OVERDRIVE, INC.	LIBRARY MATERIALS 5,174.75
042800	RAGS AND TAGS	CUSTODIAL SERVICES 170.00
042801	RECORDED BOOKS, LLC	LIBRARY MATERIALS 1,184.79
042802	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINT. 2,174.00
2803	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND 945.48
042804	SIERRA CLUB MEMBER SERVICES	OFFICE/LIBRARY SUPPLIES 12.00

042805	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
042806	TEACHING COMPANY	LIBRARY MATERIALS	139.95
042807	TOWN OF FAIRFIELD	UTILITIES	151.24
042808	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,004.16
042809	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	27,566.35
042810	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042811	ALLIED SECURITY	SECURITY & SAFETY SERVICES	294.53
042812	AVISTA UTILITIES	UTILITIES	494.32
042813	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	288.20
042814	CHEVRON U.S.A. INC.	VEHICLE FUEL	57.57
042815	CITY OF MEDICAL LAKE	UTILITIES	251.23
042816	DEBBIE COTTEN	LIBRARY PROGRAMS	29.97
042817	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,277.94
042818	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,770.00
042819	GALE GROUP, INC.	LIBRARY MATERIALS	92.07
042820	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	86.14
042821	HIGHSMITH, INC.	OFFICE/LIBRARY SUPPLIES	121.01
042822	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	20,910.47
042823	ELECTRONIC RECYCLING LLC	UTILITIES	35.00
042824	INLAND POWER AND LIGHT	UTILITIES	904.15
042825	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	16.27
042826	OVERDRIVE, INC.	LIBRARY MATERIALS	10,628.44
042827	RANDOM HOUSE, INC.	LIBRARY MATERIALS	132.07
042828	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	183.71
042829	SPOKANE COUNTY UTILITIES	UTILITIES	456.75
042830	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	40.50
042831	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	534.52
042832	WHITWORTH WATER DISTRICT #2	UTILITIES	189.08
042833	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	25.20
042834	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
042835	ACCURATE STRIPING	GROUPS MAINTENANCE	472.85
042836	AUDIOGO	LIBRARY MATERIALS	89.59
042837	AVISTA UTILITIES	UTILITIES	37.27
042838	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	511.55
042839	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	19.47
042840	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	551.50
042841	CAPSTONE	LIBRARY MATERIALS	98.86
042842	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	65.22
042843	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
042844	CENTURYLINK	TELEPHONE	88.27
042845	CENTURYLINK	TELEPHONE	123.63
042846	CENTURYLINK	TELEPHONE	84.85
042847	CENTURYLINK	TELEPHONE	34.24
042848	THE FIG TREE	LIBRARY MATERIALS	42.00
042849	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	12,393.09
042850	GALE GROUP, INC.	LIBRARY MATERIALS	547.48
042851	GARY'S KEY & LOCK	BUILDING REPAIR & MAINT.	88.05
042852	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	14.71
042853	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	3,027.14
042854	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINT.	406.99
042855	THE HARWOOD INSTITUTE	LIBRARY MATERIALS	30.00
042856	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,302.48

042857	INLAND POWER AND LIGHT	UTILITIES	351.81
042858	JAN WAY COMPANY	OFFICE/LIBRARY SUPPLIES	2,155.50
042859	MIDWEST TAPE	LIBRARY MATERIALS	7,103.84
042860	NEW YORK TIMES	LIBRARY MATERIALS	62.40
042861	OCLC, INC.	CATALOGING & AUTHORITY SVCS	9,255.63
042862	PAINE, HAMBLIN, LLP	LEGAL SERVICES	857.50
042863	QWEST CORPORATION	TELEPHONE	2,071.38
042864	RECORDED BOOKS, LLC	LIBRARY MATERIALS	444.45
042865	ROWMAN & LITTLEFIELD PUB	LIBRARY MATERIALS	554.19
042866	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINT.	2,882.83
042867	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,072.99
042868	UPS	FREIGHT	52.73
042869	VERIZON WIRELESS	TELEPHONE	154.25
042870	VERIZON WIRELESS	TELEPHONE	138.46
042871	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	85.20
042872	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,824.16
042873	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,835.66
042874	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042875	6 FOOT SWING	LIBRARY PROGRAMS	450.00
042876	6 FOOT SWING	LIBRARY PROGRAMS	450.00
042877	6 FOOT SWING	LIBRARY PROGRAMS	450.00
042878	6 FOOT SWING	LIBRARY PROGRAMS	450.00
042879	6 FOOT SWING	LIBRARY PROGRAMS	450.00
042880	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	1,468.00
042881	AVISTA UTILITIES	UTILITIES	238.48
042882	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	161.30
042883	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	79,431.28
042884	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
042885	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
042886	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
042887	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
042888	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
042889	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	233.50
042890	CENTURYLINK	TELEPHONE	3,280.00
042891	CENTURYLINK	TELEPHONE	59.85
042892	CENTURYLINK	TELEPHONE	88.84
042893	CENTURYLINK	TELEPHONE	127.42
042894	CENTURYLINK	TELEPHONE	10,414.74
042895	CHENEY FREE PRESS	LIBRARY MATERIALS	24.00
042896	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	168.95
042897	EARTHWORKS RECYCLING, INC	UTILITIES	127.50
042898	GALE GROUP, INC.	LIBRARY MATERIALS	761.44
042899	GRAY DOG PRESS	LIBRARY MATERIALS	68.81
042900	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	175.00
042901	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	759.27
042902	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	21,997.75
042903	INSTANT SIGN FACTORY	PRINTING	528.28
042904	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	395.91
042905	MIDWEST TAPE	LIBRARY MATERIALS	3,263.85
042906	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	349.87
042907	OVERDRIVE, INC.	LIBRARY MATERIALS	6,324.69
042908	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00

042909	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	920.72
042910	RANCHO DELUXE DESIGN	LIBRARY MATERIALS	60.00
042911	RANDOM HOUSE, INC.	LIBRARY MATERIALS	604.10
042912	RECORDED BOOKS, LLC	LIBRARY MATERIALS	71.74
042913	SHOWCASES	OFFICE/LIBRARY SUPPLIES	588.00
042914	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	946.69
042915	TANTOR MEDIA	LIBRARY MATERIALS	187.75
042916	TEACHING COMPANY	LIBRARY MATERIALS	104.95
042917	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	71.78
042918	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	13.50
042919	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,671.72
042920	SPOKANE VALLEY NEWS HERALD	LIBRARY MATERIALS	24.00
042921	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	541.64
042922	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,127.22
042923	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	100.80
W00084	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,480.89
W00085	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,370.25
W00086	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	49,408.67

Total Non-Payroll General Operating Fund \$ **471,235.97**

PAYROLL VOUCHERS

09102012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 178,112.06
09252012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>166,377.74</u>

Total Payroll General Operating Fund \$ **344,489.80**

TOTAL GENERAL OPERATING FUND \$ 815,725.77

Spokane County Library District
Monthly Credit Card Activity
For the Month of September 2012

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 5,201.19
Maintenance	1,007.79
Travel	2,448.60
Acquisitions	899.80
Information Technology	114.34
Total Purchases	<u>\$ 9,671.72</u>

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE: APPROVAL RECOMMENDATION

Recommendation:

Approve the purchase of the Sprague Avenue property in the amount of \$744,047.50.

Recommended Action:

Move to authorize payment to the City of Spokane Valley for the purchase of 2.5 acres of property on Sprague Avenue in accordance with terms of the Inter-Local Agreement.

Background:

The Board of Trustees entered into an inter-local agreement with City of Spokane Valley outlining the terms and conditions for purchasing property on Sprague Avenue for the purpose of developing a library and park. Under terms of that agreement, the City would take the lead in negotiating the purchase of the property. In turn, the District would pay a pro-rated amount based upon the actual purchase price for the 3.5 acres that will be identified at a later date. Should it be determined that the District requires additional property, we may purchase an additional acre once the site plan is completed. Based upon a purchase price of \$2.5 million, the amount the District will pay the City of Spokane Valley is \$744,047.50.

RECIPROCAL USE AGREEMENT WITH LIBERTY LAKE MUNICIPAL LIBRARY: APPROVAL RECOMMENDATION

Recommended Action:

Motion to approve the reciprocal use agreement with Liberty Lake Municipal Library.

Background:

The District currently does not have a policy regarding reciprocal borrowing agreements with other libraries. The precedent for entering into such an agreement was established when SCLD entered into an agreement with the Spokane Public Library (SPL) allowing residents of each jurisdiction to have reciprocal borrowing privileges. If the District enters into an agreement with the Liberty Lake Municipal Library (LLML), the same conditions that apply to residents of the City of Spokane would apply to residents of Liberty Lake.

In recommending this request for reciprocal borrowing, staff took into consideration both the mutual benefit that arises from entering into an agreement with LLML and the potential impact if other jurisdictions request a similar agreement in the future.

A reciprocal borrowing agreement is based upon providing mutual advantage to both systems entering into the agreement. In the case of SCLD & SPL, both systems benefit by providing convenient access to library materials to their respective customers. District residents have access to the unique items held at the Downtown Library that may not be duplicated in SCLD's extensive collection of popular materials. Usage indicates that 10% of the materials loaned by SPL were borrowed by District residents. In 2011, 209,397 items were borrowed from SPL by District residents with 66,258 items at the South Hill (3.2%), 51,309 items at Shadle (2.5%) and 55,226 items at the Downtown library (2.7%). The remainder (1.7%) was borrowed from other SPL neighborhood libraries.

In turn, 11.2% of SCLD's circulation is for materials loaned to SPL residents. Residents of the City of Spokane borrowed 281,144 items in 2011. The highest use by SPL residents was at North Spokane which loaned 150,209 (6.7%) to SPL residents. This is followed by Moran Prairie loaning 63,705 items (23.4%), Spokane Valley loaning 16,598 (.9%), Argonne loaning 11,456 (.6%) and other SCLD libraries loaning the remainder. City residents may not download eBooks unless they purchase a full service card from the District. While City residents borrow a higher number of items from the District than SCLD residents borrow from the City, the convenience of being able to use all the libraries benefits residents of both systems.

Based on this experience with SPL, it is anticipated that Liberty Lake residents will be likely to borrow items at Otis Orchards and Spokane Valley. These two libraries are in close proximity to Liberty Lake boundaries. Currently there are very few residents of Liberty Lake, seventy-seven (77), paying to use District libraries. In 2011, Liberty Lake residents borrowed 3,897 items at SCLD libraries, primarily at Otis Orchards (2,222) and Spokane Valley (1,572). Borrowing is slightly lower for the current year.

In 2011, LLML loaned over 20,000 items to District residents. There are over 1,400 District residents with active library cards using the LLML because it is the closest library to where they

live. In recognition for providing free access to District residents, this agreement would allow Liberty Lake residents access to SCLD libraries. Liberty Lake recently joined the Cooperative Information Network, which provides a shared catalog and shared access to the collections of similar sized libraries in Idaho and Washington. The proposed reciprocal agreement would not allow LLML residents to pick up SCLD items at LLML. Nor would they have access to eBooks, other downloadable content or digital content based on license agreements with vendors.

It is unlikely this agreement would lead to other cities requesting similar reciprocal agreements. There is only one other city in Spokane County that has not annexed to SCLD. Airway Heights is currently a contracting city, receiving library services from SCLD for a fee. Airway Heights could elect to terminate its contract for service with the District. If it elects to operate its own library, it would have to pay the District fair market value for the building that currently serves as the Airway Heights Library. This building was funded through a bond and no building funds were provided by Airway Heights or its residents. The District would retain ownership of all equipment and furnishings including the collection, as was previously approved by the inter-local agreement, excerpt as follows

prior to the end of the calendar year, *provided that* in the event this Ground Lease is terminated at the request of the City at any time prior to the expiration of this Leasehold plus option periods, the City shall reimburse to the District the fair market value of the Improvements. Fair market value shall be established as the highest and best use appraisal. In

Under these circumstances, it is unlikely Airway Heights would elect to operate its own library. However, if it were to proceed in this direction, it is possible it would request the Board to consider a reciprocal borrowing agreement.

A final consideration to take into account is whether this agreement would have an impact on how the City of Liberty Lake funds or operates its Library. There is no indication that the City plans to reduce its maintenance effort in maintaining library collections and services. The City recently increased funding for the Library. If the City were to reduce library funding in the future, or if use of District collections appears to be significantly unbalanced, the agreement could be terminated.

RECIPROCAL USE AGREEMENT
BETWEEN
SPOKANE COUNTY LIBRARY DISTRICT AND
LIBERTY LAKE MUNICIPAL LIBRARY

This Agreement is entered into this ____ day of _____, 20____, by and between the Spokane County Library District, ("the SCLD"), a rural county library district established under the authorization of Chapter 27.12 RCW; and the Liberty Lake Municipal Library ("the LLML") a city library established under the authority of Chapter 27.12 RCW.

WHEREAS, the LLML and SCLD currently maintain and operate their own library systems and provide library services to the residents in their respective jurisdictions pursuant to Chapter 27.12 RCW; and

WHEREAS, the SCLD is a separate municipal corporation that provides library services to ten cities and towns, including Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, and Waverly who have voted to annex to the District; and one city, Airway Heights, that contracts with the district for library service; and

WHEREAS, in August 2012, the Directors of the LLML and SCLD met to discuss the possibility of establishing a reciprocal-use arrangement for customers of each library system; and

WHEREAS, changes and improvements to both library systems, including additional branch libraries by the library systems, has made reciprocal use between the two systems beneficial to the library systems and the citizens of the respective jurisdictions; and

WHEREAS, an increased level of cooperation between the two library systems, including establishment of a reciprocal use arrangement, has benefits for the customers of both library systems, including providing the opportunity for enhanced access to library facilities and materials, and providing opportunities to jointly promote the value of public library services.

NOW, THEREFORE, in consideration of the benefits to be received by the two library systems and their respective customers, it is hereby agreed by and between the SCLD and the LLML as follows:

1. Term.

This Reciprocal Use Agreement shall be effective on approval and execution by the Board of Trustees of the SCLD and the LLML. The Agreement shall automatically renew January 1st of each year unless either party provides written notification one hundred eighty (180) days prior to the January 1st renewal date that it elects not to renew the Agreement. The parties may further agree to terminate this Agreement at any time by mutual agreement.

2. **Reciprocal Use Agreement.**

The residents of one library's service area may obtain a library card permitting the use of the other library's facilities and services, without payment of any non-resident fee, under the following conditions:

- a. The current policies and procedures for the provision of library services of each library system shall remain in effect, with no coordination or standardization required, and specifically including the following provisions:
 1. Library materials placed on hold must be picked up by the library customer at the owning systems' branch library.
 2. Library materials must be returned to the owning system's branch library; if the library materials owned by one system are returned to a branch library of the other system, the materials will be routed back to the owning system, but any overdue charges will continue to accrue under the terms of the owning system's policies.
- b. The terms of this agreement shall apply to the residents of the entire unincorporated area of Spokane County, the City of Liberty Lake, and all cities within Spokane County served by the SCLD.
- c. The reciprocal use agreement does not extend to each system's non-resident library cardholders, only to eligible residents living within their respective library service areas.
- d. A cardholder of the LLML or the SCLD, except an out-of-county cardholder, shall be entitled to all of the privileges of a resident cardholder of the other system, except for interlibrary loan of library materials, downloading of digital books and accessing remote database access due to the costs associated with the provision of these library services.
- e. Customers blocked from use of library facilities and services by one system, as a result of a referral of overdue charges to a collection agency, will be blocked from obtaining a library card or the use of library services from the other system. Each system will provide the other system, on a weekly basis, with a listing of customers in default on library charges referred to a collection agency.
- f. Each system shall establish tracking codes to provide information, on an annual basis, on the use of their respective library services and facilities by non-resident cardholders.

3. Liability.

Each party shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as a result of any acts or omissions of the party's personnel relating to the performance of this Agreement.

4. Notice.

All notices, requests, demands and other communications required by this Agreement shall be in writing delivered to:

The LLML: Pamela A. Mogen
Director of Library Services
Liberty Lake Municipal Library
23123 East Mission Avenue
Liberty Lake, WA 99019

The SCLD: Nancy Ledeboer
Executive Director
Spokane County Library District
4322 North Argonne Road
Spokane, WA 99212

5. Severability.

If any provision of the Agreement or its application is held invalid, the remainder of the Agreement shall not be affected.

6. Modification.

This Agreement represents the entire Agreement between the LLML, and the SCLD. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the parties. The Agreement shall not be modified, supplemented, or otherwise affected by any course of dealing between the parties.

7. Benefit.

This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied, on any third person.

8. Dispute Resolution.

Any controversy which shall arise among the LLML and the SCLD regarding the rights, duties or liabilities of any party under this Agreement shall be submitted to non-binding arbitration. Either party may request arbitration at any time. The arbitration shall be before on disinterested arbitrator agreed upon by the parties. The arbitrator shall render an opinion in accordance with the laws of the state of Washington as applied to the facts found by the arbitrator. In the event the parties are unable to agree on the selection of the arbitrator, or in the event the opinion of the arbitrator is not acceptable to any one of the parties, the matter shall be submitted to the Spokane County Superior Court for final decision. The Court's review of the matter shall be de novo. The parties agree that the decision of the Superior Court shall be final and not subject to appeal.

9. Attorney Fees.

In the event of arbitration or litigation concerning the terms of or performance under this Agreement, each party shall be responsible for its costs and expenses including half of the cost of the arbitration.

SPOKANE COUNTY LIBRARY DISTRICT

LIBERTY LAKE MUNICIPAL LIBRARY

Chairman of the Board of Trustees

Chairman of the Board of Trustees

Approved as to Form:

Approved as to Form:

James C. Sloane, Attorney at Law

City Attorney

COLLECTION DEVELOPMENT POLICY (REVISION): APPROVAL RECOMMENDATION

Recommendation:

Staff recommends approval of the revised Collection Development Policy to replace the current Collection Development Policy.

Action Required:

Motion to approve the Collection Development policy.

Background:

The Collection Development Policy was last reviewed and affirmed in July 2010 and was due to be reviewed as part of the two-year renewal cycle. The revised policy as presented includes related policies and statutory reference. While the policy itself remains relatively unchanged, language was added to make it more user friendly and less legalistic. The primary change is the deletion of reference and attachment to three American Library Association documents—the Library Bill of Rights, Freedom to Read, and Freedom to View statements—and the Washington Library Association Intellectual Freedom Statement. We believe the revised Collection Development Policy stands on its own without reference to these documents, although we still fundamentally follow the American Library Association and the Washington Library Association professional canons.

The current policy and its recommended revised version follow for review/approval.

SPOKANE COUNTY LIBRARY DISTRICT
(CURRENT) POLICY: COLLECTION DEVELOPMENT

Spokane County Library District's Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, and needs, and the library was created to serve all of the people within the District's service area. The Board, therefore, declares as a matter of policy that:

1. The Collection Development Policy is based on and reflects the District's stated mission, vision, goals, and values.
2. Library materials, in a variety of formats, including licensed electronic resources and online databases, shall be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community in conformance with the District's mission.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, effective expression, and limitation of budget and facilities.

No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection. Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

The District is not a library of historical record. To ensure a vital collection of continuing value to the community, except in the area of local history, materials that are not well used may be withdrawn.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials.

3. Selection is vested in the District's Executive Director, and under his or her direction, in members of the staff who are qualified by reason of education and training. Library materials selected in accordance with this policy shall be held to be selected by the Board.
4. The Board believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. The District does not stand "in loco parentis"¹.

The Board of Trustees recognizes the right of individuals to question materials in the District collection. A library customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. To formally state his/her opinion and receive a written response, a customer may submit the form provided for that purpose. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

5. The Board of Trustees adopts and declares that it will adhere to and support:
 - a. The Library Bill of Rights, adopted by the American Library Association.
 - b. The Freedom to Read and the Freedom to View Statements, adopted by the American Library Association.
 - c. The Washington Library Association's Intellectual Freedom Statement.
6. This policy shall relate only to materials specifically selected by the District. Customer access to information available publicly on the Internet shall be governed by a separate policy.

¹In place of a parent

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JUNE 14, 1986
LATEST REVISION: JULY 15, 2008
LATEST REVIEW AND REAFFIRMATION: JULY 20, 2010

American Library Association

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

American Library Association

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless

suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art of literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Booksellers Foundation for Free Expression; Association of American University Presses, Inc.; The Children’s Book Council; Freedom to Read Foundation; National Association of College Stores; National Coalition Against Censorship; National Council of Teachers of English; Thomas Jefferson Center for the Protection of Free Expression

American Library Association

FREEDOM TO VIEW

The Freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium or expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker or on the basis of controversial content.
4. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

Washington Library Association
INTELLECTUAL FREEDOM STATEMENT

The Washington Library Association supports the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist.

A democracy can only succeed if individuals have access to the information necessary to form opinions and make decisions on issues affecting their lives. Libraries play a key role in providing access to this information.

The Association regards this access as a right of all individuals. Therefore the Association believes that libraries have a responsibility to provide access to a wide range of perspectives and viewpoints.

The Association believes that parents and legal guardians have the right and responsibility to guide their own children in the exercise of their rights of access.

The Association recognizes privacy and confidentiality as essential components of intellectual freedom.

The Association encourages and supports local community involvement in developing policies that uphold the United States and Washington State constitutional guarantees of free speech and intellectual freedom.

The Washington Library Association endorses the American Library Association's Code of Ethics, Freedom to Read Statement, Freedom to View Statement and Library Bill of Rights and its Interpretations.

Therefore, the Washington Library Association opposes censorship and restrictions on access to the full range of constitutionally protected materials.

Ratified at the WLA 2001 Conference, April 6, 2001

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

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

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: FEBRUARY 19, 1998
LAST REVIEWED AND REAFFIRMED: APRIL 17, 2012

POLICY: COLLECTION DEVELOPMENT

APPROVAL DATE: 6/14/1986

REVISION DATE: 10/16/2012

RELATED POLICIES:

Computer, Wireless Network and Internet Use Policy

Disposal of Surplus Property Policy

Gifts Policy

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, ages, and needs, and the library was created to serve all of the people within the District's service area.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve the cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and under his or her direction to qualified library staff.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values, however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District collection. A library member questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. To formally state his/her opinion and receive a written response, a member may submit the *Request for Review of Library Materials Form* provided for that purpose. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

The District's Executive Director is responsible for establishing and administering procedures to carry out this policy.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

PERSONNEL POLICY (REVISION):

APPROVAL RECOMMENDATION

Recommendation:

That revisions to Personnel Policy section 2.16: Chapter 3 (Title Change), and sections: 3.5, 3.6, 3.7, 3.9, 3.12, and 3.13: Chapter 4 (Title Change), and sections: 4.2, 4.6 (New), 4.7, and 4.8 (New) be approved.

Action Required:

Motion.

Background:

The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be specific in its application and also, therefore, quite technical. It is the practice of the District to review portions of the Personnel Policy at least twice a year.

HR Manager Paul Eichenberg recommends revisions to sections 2.16 (Transfers): Chapter 3 (Compensation: Wages and Salary), and sections 3.5 (Specialty Pay), 3.6 (Increase on Promotion), 3.7 (Demotions), 3.9 Acting Appointment), 3.12 (Overtime), and 3.13 (Salary Adjustment): Chapter 4 (Compensation: Benefits), sections: 4.2 (Medical), 4.6 (Health Care Costs), 4.7 (Other Benefits), and 4.8 (HIPAA) For the most part, all the recommended changes are intended to document, clarify or expand on current practice. Section 4.8 is a reflection of changes in state or federal law.

2.16 Transfers

If necessary for efficient operations, the District may involuntarily transfer an employee to the same position at a different location, or a different position within the same classification, at the same or different location. An employee so transferred may be required to serve a trial period as a condition of transfer. The employee's pay rate will remain the same; however, benefits may need to be adjusted. An employee may request a transfer to a vacant position that is in the same classification and salary grade as that currently held, (e.g., a lateral transfer), ~~but reports to a different supervisor.~~ The employee must obtain approval for the lateral transfer from the vacant position's supervisor. The supervisor may accept an employee's transfer request at his/her discretion.

A current employee may also voluntarily apply and compete for a vacant position that is the same as that currently held, but in a different location, or with a different work schedule, or to a different position within the same classification, and if selected, be transferred to that position.

A transfer to the same position title does not require a trial period. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

A transfer to a different position title, but within the same classification, does require the employee to serve a trial period. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

CHAPTER 3: COMPENSATION: WAGES AND SALARY Draft 9/26/2012

3.1 *Classification and ~~Compensation~~ Salary Plan*

There are two major components of an employee's total compensation; salaries and benefits (Chapter 4). For salaries or wages, the District maintains an Employee Classification and Salary (~~Compensation~~) Plan designed to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District. It is the policy of the District to strive to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

The need to change an assigned position classification, or to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new library services, the expansion or contraction of existing services, or changes in organization or operating methods.

Consequently, the District will strive to review the plan and its application periodically to verify the adequacy of position descriptions and to help assure employees are properly classified.

The plan consists of two compensation structures: NONEXEMPT and EXEMPT. Coverage under the plan includes all position classifications established by the District.

Provisions of the plan relating to exempt and non-exempt positions, minimum wages paid, hours worked, and overtime compensation shall comply with the Federal Fair Labor Standards Act, the Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

3.4 Step Increases

Step increases normally occur annually, on the employee's anniversary date, until the employee reaches the maximum step of a salary grade.

3.5 ~~Supervisor~~ Specialty Pay

~~Where~~ When an employee is required to supervise in a position that normally does not have supervisory responsibility, he/she ~~may~~ shall receive an "extra-step" or four (4) percent specialty pay.

When an exempt employee, not currently employed as a librarian, has obtained the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055, and has been assigned to a long-term special project requiring use of "librarian skill sets", he/she may be eligible to receive an "extra-step" or four (4) percent specialty pay. In this instance, specialty pay must be approved by the Executive Director.

3.6 Increase on Promotion

When an employee is promoted (e.g. selected to a position with a higher classification and salary grade), the employee shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent, or step F, whichever applies. If applicable, benefits will be adjusted.

3.7 Demotions

When an employee is demoted (e.g. selected to a position with a lower classification and salary grade) due to a reclassification or an involuntary action, the employee's salary will be frozen until the salary level of the downgraded position has increased to an amount greater than the employee's existing salary. When an employee is demoted voluntarily, the employee's salary will be changed to the rate at the same step in the lower salary grade, and the employee's leave accruals will be adjusted as appropriate.

3.8 Reclassifications

When a position is reclassified upward, the employee shall be placed at the same step of the corresponding salary grade. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the salary may be frozen at its current level until such time as the employee leaves District service, or until the salary level of the downgraded position has increased to an amount greater than the employee's existing salary.

Position reclassifications initiated by the supervisor/manager shall be effective, and the employee's salary adjusted, the first day of the month following approval. Positions recommended for reclassification as a result of a formal pay and classification study may have their salary adjusted effective the first day of the month following approval, or the first day of the new budget year (i.e., January of the following year), dependent on budget considerations.

3.9 Acting Appointment

An employee accepting an acting appointment to a position within the same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification, shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent, or step F, whichever applies. Benefits will be adjusted as appropriate.

3.12 Overtime

Overtime must be approved by the appropriate manager.

1. Working unauthorized overtime may result in disciplinary action up to and including termination.
2. Determination of overtime:
 - a. Full-time non-exempt employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular hourly rate.
 - b. Part-time employees will be compensated for time worked over their regularly scheduled hours up to 40 hours per week at straight time. Actual hours worked over 40 hours in a workweek will be compensated at the rate of time and a half the employee's regular hourly rate.
 - c. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, but shall not be counted as hours worked for overtime pay computation. Consequently, an employee could be compensated for more than forty (40) hours per workweek at the regular hourly rate.

3.13 ~~Market~~ Salary Adjustments

The District will comply with the state's minimum wage act. The annual adjustment to the state's minimum wage is currently based on the August CPI-W figure provided by the Bureau of Labor Statistics (BLS).

For non-minimum wage positions, the District will consider the salary adjustment resulting from the August CPI-W, along with other relevant economic factors and the District's financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of 1% to a maximum of 4%.

~~Employment market conditions may cause salary levels for specific positions in the local labor market to rise beyond the District's salary range for the position classification, resulting in recruitment and retention issues.~~

~~To ensure the District is able to fill necessary positions with qualified individuals, the Board of Trustees, upon the Executive Director's recommendation, may approve a market adjustment of up to 25% above the appropriate salary grade for (a) specific position(s).~~

~~A market adjustment factor is applied to the full salary.~~

~~The criteria to justify a market adjustment are:~~

~~A shortage of workers in the local labor market with the needed skills.~~

~~The average salary level in the local labor market is higher than that paid by the District.~~

~~Market adjustments are not intended to address general recruitment issues.~~

~~Approved market adjustments shall be reviewed annually and revised, as appropriate.~~

CHAPTER 4: EMPLOYEE COMPENSATION: BENEFITS Draft 9/26/2012

Benefits are the other component of an employee's total compensation. The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, ~~in its discretion~~ *as circumstances dictate.*

4.1 Eligibility

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly-scheduled work hours as follows.

Note: An employee may not use one benefit to extend another unless otherwise permitted by this policy.

Benefit	Employment Status Needed for Eligibility	Min # of Scheduled Hours per Week Needed for Eligibility
Employee Assistance Program	Any	Any
Medical, Dental, Vision Insurance; Life & Personal Accident Insurance; Short Term Disability (STD); Long Term Disability (LTD) Insurance	New or Promoted Employee during Trial Period; Regular, Temporary	20
Vacation Leave	Regular/Promoted/Temporary	20
All Other Paid Leaves	New or Promoted Employee Trial Period; Regular, Temporary	20
ICMA Retirement Corporation (Deferred Compensation Plan)	Benefit Eligible Employee	20
Retirement (P.E.R.S.)	Benefit Eligible Employee	Determined by Washington State Department of Retirement Systems Requirements
Tuition Assistance	Benefit Eligible Employee	Enrollment in UW I-School DMLIS
Staff Library Cards with daily overdue fines waived	Any	Any

4.2 Medical.

~~Full-time employees have the maximum amount of all approved employee benefits paid by the District.~~

The District does not fully fund all medical plans. Annually, the District establishes a specific dollar amount that full-time employees may use to fund their medical plan choice. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost

is the employee's responsibility. If an employee chooses to enroll in one of the High Deductible Health Plans (HDHP) offered by the District, the District will contribute a specific dollar amount to the employee's Health Savings Account (HSA). The Health Savings Account may be used to pay for qualified medical expenses for the employee and family. Regardless of the medical plan selected, the cost of medical dependent coverage shall be the employee's responsibility.

Part-time employees regularly scheduled to work 20 to 39 hours per week receive a contribution from the District toward their employee medical premium computed at the ratio of hours worked to those required for full-time employment, except those for which vendors have other requirements. ~~If the cost of the employee's medical plan choice is less than the amount set by the District, the difference may be applied toward dependent coverage.~~ If a part-time employee chooses to enroll in a High Deductible Health Plan, once the cost of the premium is met, the District will contribute the same dollar amount to the employee's Health Savings Account (HSA). All other medical dependent coverage shall be at the employee's cost.

~~Only the premium for employee coverage in the medical plan (or a portion thereof) is paid by the District, except for employees who choose a medical plan for themselves and their dependents costing less than the approved maximum amount, in which case the employee may offset a portion of the amount it receives from the District to the monthly medical premium for their dependents. All other medical dependent coverage shall be at the employee's cost.~~

4.6 (New)

Currently, there is no specific dollar amount established for health care benefits. Nevertheless, should the cost of health care benefits in a future year, exceed 10% when measured against the cost of benefits in the current year, the additional cost may be borne by the employees.

4.7 Other Benefits

1. Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement systems rules and regulations regarding retirement. Employee contributions to PERS are pretax contributions.
2. The District also offers a deferred compensation plan through ICMA Retirement Corporation. The District does not contribute to this plan. Employees may make deferred contributions to this plan up to the maximum amount set by the IRS.
3. The District offers tuition reimbursement assistance to employees enrolled full-time in an ALA accredited ~~the U-W-I-School~~ Distance Master of Library Science degree program. To be eligible, District employees must have successfully completed the first quarter of the MLS program, and maintain a GPA of 3.0 or greater throughout the program. Assuming funds are available; tuition assistance will be based on the in-state tuition cost at the University of Washington for two (2) credit hours per quarter, not to exceed six (6) credit hours per year,

with reimbursement for eighteen (18) credit hours being the maximum allowed for the program.

4. Staff library cardholders may not be assessed daily fines for overdue library materials as stated in Resolution 96-19, adopted by the District's Board of Trustees, October 17, 1996.
5. The District also provides federal and state mandated employee benefits such as social security, Medicare, and worker's compensation.

4.8 HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), is intended to help consumers maintain their health insurance coverage, while protecting the privacy, security, and electronic transmission of individually identifiable health information, referred to in the law as protected health information, or PHI.

Spokane County Library District (SCLD) is considered a covered entity under HIPAA because we provide employer sponsored health plans that are subject to the HIPAA privacy and security rules as they apply to protected health information (PHI) maintained by the District. Therefore, HIPAA regulations will be followed in all administrative activities undertaken by assigned personnel whenever they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission.

SCLD will consider any breach in the confidentiality of PHI to be a serious infraction, and may result in disciplinary action up to and including termination.

REVISING THE DISTRICT'S 2012 BUDGET (RESOLUTION NO. 12-04) APPROVAL RECOMMENDATION

Recommendation:

That Resolution No. 12-04, revising the District 2012 Final Budget, be approved.

Action Required:

Motion.

Background:

Since Mid-Year Review #1 was completed in May, Business Manager Bill Sargent has reviewed the District expenditures to identify those costs that in 2012 may be under-utilized at the current funding levels. A total of \$234,000 was targeted for internal reallocation. Additionally, it was recognized that, as currently organized, those funds assigned to support the District's infrastructure plans are only available for use if all the present year's revenues are fully expended. By transferring the assigned funds to the Capital Projects Fund, not all the current year's revenues will need to be expended to allow a portion of the assigned funds to be transferred into the General Operating Fund to support a specific plan.

This proposed budget revision resolution includes the following significant items:

General Operating Fund

- The Library Materials budget line will be increased by \$125,000.
- New privacy screens for the public PCs will be acquired at a cost of \$6,700.
- Another \$4,000 will be expended to improve the District's bandwidth.
- An additional \$4,900 in staff training initiatives will be funded.
- There will be a \$4,000 music program added to programming on World War II this fall.
- The contingency fund will be increased by \$57,000.
- The non-spendable funds, for prepaid items and inventory, will be decreased by \$133,000 to reflect the current account balances for these two assets. This will allow for a similar increase to the District's unassigned fund balance.
- \$720,891 currently "Assigned" for the five-year infrastructure maintenance plans will be transferred to the Capital Projects Fund.

Detailed changes within the General Operating Fund, along with explanatory footnotes will be provided as supplementary budget data.

Capital Projects Fund

- Transfers into the Capital Project Fund's \$720,891 that will be "Assigned" for the following five-year infrastructure maintenance plans:
 - Facility Maintenance
 - Technology
 - Furniture, Fixtures and Equipment
 - Library Materials
- The transfers of the assigned funds into the Capital Project Fund's \$883,205 will allow for an Estimated Ending Assigned Fund Balance of \$487,653.

RESOLUTION

Resolution No. 12-04 includes a summary for the District General Operating Fund and Capital Projects Fund budgets.

RESOLUTION NO. 12-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2012 BUDGET ADOPTED ON DECEMBER 20, 2011, WITH RESOLUTION NO. 11-07 AND SUBSEQUENTLY REVISED WITH RESOLUTION 12-03; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

WHEREAS, the Board adopted a Final 2012 Budget with Resolution No. 11-07 on December 20, 2011, and subsequently revised the 2012 budget with Resolution No. 12-03 on May 15, 2012;

WHEREAS, estimates of revenues and expense necessary for District maintenance and operations and fund balance maintenance have been updated since the May 15, 2012 budget revision date;

WHEREAS, the Board has determined it is necessary to revise the District's 2012 budget to make these changes;

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

Section 1: ADOPTION OF FINAL 2012 BUDGET

The Board hereby adopts a Final 2012 Budget, including the General Operating Fund and Capital Projects Fund. A copy of the final budget is attached hereto as Exhibits A-1 and A-2, and incorporated herein by reference. At the conclusion of the budget process, the total District expenditure authority for each fund is established as follows:

General Operating Fund (001-661):	\$ 12,026,480
Capital Projects Fund (008-661):	\$ 900,000

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 16th day of October 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

Exhibit A-1

Spokane County Library District
 2012 Budget: Mid-Year Review #2
 General Operating Fund (001-861)
 Summary

REVENUES & TRANSFERS IN:		
TOTAL PROPERTY TAX	\$ 10,338,507	
TOTAL CONTRACT CITIES, SERVICES & FEES	758,737	
TOTAL MISCELLANEOUS REVENUES	172,643	
TOTAL INTEREST REVENUES	35,000	
TOTAL REVENUES		\$ 11,304,887
TRANSFER IN - CAPITAL PROJECTS		
TOTAL TRANSFERS IN		\$ -
TOTAL REVENUES & TRANSFERS IN		\$ 11,304,887
EXPENSES & TRANSFERS OUT:		
TOTAL SALARIES	\$ 5,567,451	
TOTAL FRINGE BENEFITS	1,592,237	
TOTAL SUPPLIES	554,845	
TOTAL SERVICES	1,611,841	
TOTAL CAPITAL EXPENDITURES	62,000	
TOTAL LIBRARY MATERIALS	1,619,715	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	97,000	
TOTAL EXPENSES		\$ 11,105,589
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		920,891
TOTAL EXPENSES & TRANSFERS OUT		\$ 12,026,480
REVENUES OVER/(UNDER) TOTAL EXPENSES		\$ (721,593)
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2012		\$ 3,923,961
REVENUES OVER/(UNDER) TOTAL EXPENSES		(721,593)
SUBTOTAL		\$ 3,202,368
LESS:		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(145,529)
NONSPENDABLE FUNDS -- INVENTORY		(53,763)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,207)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,295)
ASSIGNED FOR CONTINGENCY RESERVE PLAN		(555,209)
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2012		\$ 2,440,365

Exhibit A-2		
Spokane County Library District		
2012 Budget: Mid-Year Review # Two		
Capital Projects Fund (008-661)		
Summary		
Revenues		
Interest Earnings		\$ 16,500
Transfer in from General Fund		920,891
Total Revenues & Transfers In		\$ 937,391
Expenses		
Land & Site Survey -- Proposed Spokane Valley Library		900,000
Total Expenses & Transfers Out		\$ 900,000
Excess of Revenues Over (Under) Expenses		\$ 37,391
Actual Beginning Assigned Capital Projects Fund Balance 1/1/12		\$ 1,171,153
Assigned for Facility Maintenance Plan		(172,104)
Assigned for Technology Plan		(297,233)
Assigned for Furniture, Fixtures & Equipment Plan		(103,158)
Assigned for Library Materials Plan		(148,396)
Estimated Ending Assigned Capital Projects Fund Balance 12/31/12		\$ 487,653

**PUBLIC HEARING:
AUTHORIZED 2013 REVENUE SOURCES**

Background:

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to setting property tax levies. The deadline for property tax levy certification is November 30, thus the levy will be certified at the Board of Trustee's regular meeting, November 20, with a public hearing held prior, Tuesday, October 16.

Background information on the proposed 2013 General Operating Fund revenue follows and will be available to the public as a handout prior to the meeting.

MEMBERSHIPS IN ORGANIZATIONS: APPROVAL RECOMMENDATION

Recommendation:

Approve the organizational memberships to be included in the 2013 General Operating Fund.

Action Required:

Motion to approve funds in the 2013 General Operating Fund for organizational memberships as proposed.

Background:

The Memberships in Organizations Policy states the District will support staff and trustee participation in professional organizations as well as selected civic, business and community organizations whose purposes are consistent with the District's mission, values and goals. The Policy requires an annual review and approval of these memberships. The proposed memberships for 2013 total \$10,141.

Below is a listing of the memberships that have been included in the proposed 2013 budget.

Professional Organizations:

- Washington Library Association – Includes the institutional membership and personal memberships for each Trustee \$4,466
- American Library Association \$795 - Includes personal memberships for 5 Trustees in ALA and two Divisions: United for Libraries & Public Library Association Divisions
- Inland Northwest Council of Libraries \$50
- OCLC – fees for services include membership in this non-profit membership run organization
- Sirsi-Dynix Users Group \$100
- Local Government Personnel Institute (a Division of Association of Washington Cities) \$350
- International Public Management Association for Human Resources \$150
- Washington Society of Public Accountants \$230

Community & Business Organizations:

- MarCom - \$85
- Hangman Creek Chamber of Commerce \$30
- Deer Park Chamber of Commerce \$50
- Greater Spokane Valley Chamber of Commerce \$350
- West Plains Chamber of Commerce \$240
- Greater Spokane Inc. (GSI) \$425
- Launchpad \$1,000
- Community Minded Enterprises \$350
- Sunrise and Downtown Rotary \$470
- Department of Enterprise Services (State Purchasing Co-operative) \$1,000

2013 GENERAL OPERATING FUND BUDGET
OVERVIEW OF ANTICIPATED REVENUE AND EXPENSE CHANGES

INTRODUCTION

The District's message to voters regarding the purpose of the 2010 levy lid lift continues to form the basis for 2013 budget development.

Maintain current level of services

- Respond to increased customer use, including Internet access, checking out and purchasing popular materials in a variety of formats, including e-books and downloadable audio books, and offering job searching resources and assistance
- Attempt to stabilize library funding through 2013

Personnel

- Staffing levels: Additions only where necessary to accommodate increased customer use and Internal support needs
- Salaries: Apply step increases; salary scale increases equal to the state minimum wage increase
- Benefits: Accommodate rate increases; no change in benefits available

Supplies

- Accommodate cost increases, additional consumption due to higher customer use

Services

- Accommodate cost increases, for additional consumption due to higher customer use; consider new services only if they do not require additional staffing

Capital

- Carry out FF&E, technology, and building maintenance plan for 2013 projects

Library materials

- Maintain 2012 funding levels; reallocating from formats underspent this year.
- Increase supports additional digital materials and consolidates funds previously in Public Services for interactive online resources

One-time non-recurring expenses

- Provides limited flexibility for one-time projects, purchases and activities that are outside the FF&E, technology, building maintenance and library materials plans

Beyond Operational Sustainability

- Based on the continuing downward trend in property valuations and low level of new construction, our primary goal is to sustain services in 2013, while positioning the District to implement the 2013-2015 Strategic Plan

A summary of the significant budget additions or deletions are provided below. Detailed changes within the General Operating Fund, along with explanatory footnotes will be provided as supplementary budget data.

REVENUE

Property tax levy -- Total Net Decrease -\$ 180,907

- With assessed valuation decrease, levy rate will remain at \$0.50 per \$1,000 of A.V.
- Latest assessed valuation “best estimate” from Assessor’s Office (09/20/2012) of \$20,215,265,900, which includes \$206,461,600 in new construction
- Personal property valuation anticipated by the end of mid-October and state-assessed values in December; major changes from current values are not anticipated; however, the 2013 Budget includes a \$50,000 “placeholder” to accommodate future additions
- Currently, net decrease of 1.7% from last year

Contract fees – Total Net Decrease -\$ 22,562

- Two prior City of Spokane annexation mitigation agreements have concluded, resulting in a \$24,500 decrease in contract fees. Part of this loss was compensated by a modest increase in the assessed valuation with the Moran Prairie taxing area.
- There was a \$1,000 decline in the Airway Heights’ service agreement due to a decrease in assessed valuation

Other revenue – Total Net Decrease - \$1,650

- Due to 2012 changes in District policies regarding copying and printing, room rental charges, and no longer assessing processing fees, there is a projected decline of \$24,800 in the associated revenues. There is also a drop in revenues due to the diminishing number of members coming to the libraries to pay their fines and fees in cash. However, there is a corresponding growth in fines and fees being paid online. The net effect of these changes is a reduction of \$12,800.
- Other significant changes in revenue projections include an increase in leasehold excise tax \$14,000, E-Rate reimbursements \$23,000 and a modest increase in interest revenues of \$1,000

Transfers In – Total Net Increase + \$164,100

- With the 2012 transfer to the Capital Projects Fund of the “assignments” to support the District’s infrastructure plan, it is now necessary to transfer in those amounts needed to support the plan requirements that are above the General Operating Fund baselines. For 2013, these amounts are, Technology Plan \$28,500, Furniture, Fixtures & Equipment \$99,600 and Facility Maintenance \$36,000.

EXPENSES

Salaries – Total Net Increase +\$ 113,198

- August to August CPI-W change is 1.67%. This figure normally forms the basis for minimum wage and cost-of-living salary increase. Projected cost for 2013 is \$98,600.
- Salary step increases for eligible employees have a projected increase of \$74,300.
- There is an increase of \$5,000 in temporary Hours.
- In recognition that there may be employment gaps, there is a 1% general reduction of the projected salary expenses (\$64,700).

Benefits – Total Net Increase +\$ 72,802

Medical, dental, vision and other insurance programs

- The District is offering two new health care programs, both of which are High Deductible Healthcare Plans (HDHP). For both plans, the District will be contributing \$750 per annum into a Health Savings Account (HSA). With the addition of the new plans, and after reviewing, the 2013 Medical Insurance expenses could potentially increase by \$16,300. This number is expected to drop after the open-enrollment period closes and the actual employee enrollment in each plan is known. There is also a potential for a 4% premium reduction if 40% of the District’s staff enrolls in the WCIF Wellness Program.
- There were no rate increases identified for vision, life insurance, long-term disability, or employee assistance program. Willamette Dental offered a substantial rate decrease totaling over (\$2,300).
- In recognition that there may be employment gaps, there is a 1% general reduction in the projected benefit expenses, a (\$17,000) reduction.

Public Employees Retirement System

- Legislature’s action through the 2012 session did not reduce long-term liabilities, nor totally address pension system under-funding issues.

- The State Actuary established new employer contribution rates for PERS 1, 2, & 3. The new contribution rate is 9.19% and will be effective July 1, 2013. This is a change from the current rate of 7.21% that went into effect July 1, 2012. The impact to the District budget is a 14.2% increase, which equates to an additional \$ 53,500 in District contributions.
- As a point of information, there will be a 6.0% rate increase for those employees enrolled in the PERS 2 program. The new employee contribution rate will be 4.92%.
- In recognition that there may be employment gaps, there was a 1% general reduction of the projected PERS contributions of \$4,400.

Payroll Taxes

- The step increase will increase Social Security and Medicare Costs by \$3,800 & \$900
- There will also be an increase in Retirement Contributions of \$4,500.
- The impact of the 1.67% salary adjustment will increase Social Security costs by \$5,300, Medicare by \$1,200 and Retirement Contributions by an additional \$7,000.
- Based on the last five years of payments, the budget line for State Unemployment insurance is being reduced by \$2,000
- The Department of Labor & Industries has announced there will be no general rate increases for workers compensation insurance. However, there is still the possibility of the District's premium be adjusted due to the recent claim activity. The increase (or decrease) would not be known until mid-December.
- In recognition that there may be employment gaps, there is a 1% general reduction of the projected payroll tax expenses of \$4,300

Supplies – Total Net Increase +\$ 105,750

- Increases for the Non-Capitalized FF&E \$99,600 and Non-Capitalized Data Processing Hardware \$8,500 comprised the majority of the substantial increases within this category

Services – Total Net Increase +\$ 29,602

- The bi-annual SAO audit will be conducted in 2013 at a cost of \$14,000
- Reduced historically under-utilized budgets lines by \$51,600
- Increased software support costs SIRSIDYNIX \$26,000 and EMPOWER TIME \$3,500
- Annualized costs for upgraded circuits for the WAN at \$14,000
- Insurance brokers estimate a 5% general increase in premiums at \$3,400
- Under the new financial management policy, Library Programs are to be funded at 0.005% of the District's total expenses adding \$9,746 to this area.

Capital – Total Net Increase +\$ 47,000

- Capitalized Data Processing Hardware will be increased by \$20,000, to support the Five Year Technology Plan
- Capital purchase to replace one of the maintenance vehicles \$27,000

Library Materials – Total Net Increase +\$422,269

- The new stated goal is to have the library materials equate to at least 14% of the total expenses. The additional \$422,269 will not only fulfill this goal, but will maintain the 2012 level.

Contingency Funds – Total Net Increase + \$ 250,000

- As a supplemental \$50,000 was included in property taxes to serve as a “placeholder” to accommodate any additional property taxes, the contingency line is similarly increased to provide a compensating balance.
- Additionally, included in the contingency line is \$200,000 to support implementation of the 2013-2015 Strategic Plan initiatives. While the nature and scope of the plan requirements are not known during this time, the \$200,000 will provide a degree of flexibility for preparing for or implementing new initiatives.

Exhibit A-1

Spokane County Library District
 2013 Budget -- October 9, 2012 Revision
 General Operating Fund (001-861)
 Summary

REVENUES & TRANSFERS IN:		
TOTAL PROPERTY TAX	\$ 10,157,600	
TOTAL CONTRACT CITIES, SERVICES & FEES	710,800	
TOTAL MISCELLANEOUS REVENUES	207,800	
TOTAL INTEREST REVENUES	36,000	
TOTAL REVENUES		\$ 11,112,200
TRANSFER IN - CAPITAL PROJECTS		
TOTAL TRANSFERS IN		\$ 164,100
TOTAL REVENUES & TRANSFERS IN		<u>\$ 11,276,300</u>
EXPENSES & TRANSFERS OUT:		
TOTAL SALARIES	\$ 5,661,100	
TOTAL FRINGE BENEFITS	1,690,200	
TOTAL SUPPLIES	580,900	
TOTAL SERVICES	1,629,200	
TOTAL CAPITAL EXPENDITURES	77,000	
TOTAL LIBRARY MATERIALS	1,621,300	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	290,000	
TOTAL EXPENSES		\$ 11,550,200
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		-
TOTAL EXPENSES & TRANSFERS OUT		<u>\$ 11,550,200</u>
REVENUES OVER/(UNDER) TOTAL EXPENSES		<u>\$ (273,900)</u>
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2013		\$ 3,202,368
REVENUES OVER/(UNDER) TOTAL EXPENSES		<u>(273,900)</u>
SUBTOTAL		\$ 2,928,468
LESS:		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(257,613)
NONSPENDABLE FUNDS -- INVENTORY		(53,763)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,282)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,316)
ASSIGNED FOR CONTINGENCY RESERVE PLAN		(577,510)
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2013		<u>\$ 2,031,984</u>

Exhibit A-4

Spokane County Library District
 2013 Budget: September 28, 2012
 Capital Projects Fund (008-661)
 Summary

Revenues		
	Interest Earnings	\$ 20,000
	Transfer in from General Fund	-
	Total Revenues & Transfers In	\$ 20,000
Expenses		
	Consultant Services - Proposed Spokane Valley Library	\$ 100,000
	Total Expenses	\$ 100,000
	Transfer Out to General Operating Fund	\$ 164,100
	Total Transfers Out	\$ 164,100
	Total Expenses & Transfers Out	\$ 264,100
	Excess of Revenues Over (Under) Expenses	\$ (244,100)
	Estimated Beginning Assigned Fund Balance 1/1/13	\$ 1,208,544
	Assigned for Facility Maintenance Plan	(195,240)
	Assigned for Technology Plan	(245,160)
	Assigned for Furniture, Fixtures & Equipment Plan	(132,906)
	Assigned for Library Materials Plan	(162,000)
	Estimated Ending Assigned Fund Balance 12/31/13	\$ 229,138

Spokane County Library District

2013 General Operating Fund Budget

Beginning Budget - October 2012

Supplementary Budget Data

Spokane County Library District
 2013 Master Budget Detailed: October 8, 2012 Revision
 General Operating Fund (001-861)

	2012 Budget Less One-Time Adjustments	2013 Budget September Adjustments	Notes	2013 Budget 10/12 Version
PROPERTY TAX -- CURRENT YEAR	\$10,338,507	(\$180,907)	R1	\$10,157,600
TOTAL PROPERTY TAX	<u>\$10,338,507</u>	<u>(\$180,907)</u>		<u>\$10,157,600</u>
CONTRACT CITY - AIRWAY H.	\$228,108	(\$908)	R2	\$227,200
CONTRACT CITY - SPOKANE	223,654	(21,654)	R3	202,000
TOTAL CONTRACTED CITIES	<u>\$451,762</u>	<u>(\$22,562)</u>		<u>\$429,200</u>
INTERLIBRARY LOANS	\$200	\$0		\$200
COPYING & PRINTING	12,000	(6,000)	R4	6,000
NONRESIDENT FEES	12,000	(2,100)	R4	9,900
FINES & CHARGES	175,000	(25,000)	R4	150,000
WEB BASED LIBRARY FEES & CHARGES	66,000	12,200	R4	78,200
LOST & DAMAGED	40,200	(4,100)	R4	36,100
RENTALS	12,600	(12,600)	R5	0
RETAIL SALES	1,250	(50)	R6	1,200
TOTAL SERVICES & FEES	<u>\$319,250</u>	<u>(\$37,650)</u>		<u>\$281,600</u>
TOTAL CONTRACT CITIES, SERVICES & FEES	<u>\$771,012</u>	<u>(\$60,212)</u>		<u>\$710,800</u>
LEASEHOLD EXCISE TAX	\$6,000	\$14,000	R7	\$20,000
TIMBER TAX	6,000	(2,000)	R7	4,000
SALE OF SURPLUS DISTRICT PROPERTY	0	0		0
GRANTS -- NONGOVERNMENTAL	0	0		0
EMPLOYEE PROGRAMS - WELLNESS GRANTS & SUMMER APPAREL	1,765	35	R6	1,800
PURCHASE DISCOUNTS	4,000	0		4,000
MISCELLANEOUS	4,000	0		4,000
GIFTS & DONATIONS	10,000	0		10,000
CASHIERS OVER/(SHORT)	0	0		0
SALE OF LIBRARY MATERIALS	26,000	0		26,000
E-RATE REIMBURSEMENT	115,000	23,000	R8	138,000
TOTAL MISCELLANEOUS REVENUES	<u>\$172,765</u>	<u>\$35,035</u>		<u>\$207,800</u>
TOTAL INTEREST REVENUES	\$35,000	\$1,000	R9	\$36,000
TOTAL REVENUES	<u>\$11,317,284</u>	<u>(\$205,084)</u>		<u>\$11,112,200</u>
TRANSFER IN - CAPITAL PROJECTS	\$0	\$164,100	T1	\$164,100
TOTAL REVENUES & TRANSFERS IN	<u>\$11,317,284</u>	<u>(\$40,984)</u>		<u>\$11,276,300</u>
SALARIES: REGULAR HOURS WORKED	\$4,628,592	\$95,308	E1	\$4,723,900
SALARIES: TEMPORARY HOURS WORKED	100,000	5,000	E1	105,000
SALARIES: PAID TIME OFF	816,810	12,890	E1	829,700
SALARIES: OVERTIME HOURS WORKED	2,500	0		2,500
TOTAL SALARIES	<u>\$5,547,902</u>	<u>\$113,198</u>		<u>\$5,661,100</u>
FICA-SOCIAL SECURITY	\$343,438	\$5,862	E2	\$349,300
FICA - MEDICARE	80,445	1,455	E2	81,900
RETIREMENT CONTRIBUTIONS	372,283	60,817	E2,E3	433,100
UNEMPLOYMENT INSURANCE	6,700	(2,000)	E2	4,700
MEDICAL INSURANCE	667,458	10,542	E2	678,000
VISION INSURANCE	14,574	(174)	E2	14,400
DENTAL INSURANCE	88,140	(3,140)	E2	85,000
LIFE & DISABILITY INSURANCE	2,938	(38)	E2	2,900
STATE INDUSTRIAL INSURANCE	37,618	(418)	E2	37,200
LONG TERM DISABILITY INSURANCE	2,058	(58)	E2	2,000

Spokane County Library District
 2013 Master Budget Detailed: October 8, 2012 Revision
 General Operating Fund (001-861)

	2012 Budget Less One-Time Adjustments	2013 Budget September Adjustments	Notes	2013 Budget 10/12 Version
EMPLOYEE ASSISTANCE PROGRAM	1,746	(46)	E6	1,700
TOTAL FRINGE BENEFITS	<u>\$1,617,398</u>	<u>\$72,802</u>		<u>\$1,690,200</u>
CLEANING & SANITATION SUPPLIES	\$17,500	(\$1,500)	E4	\$16,000
VEHICLE FUEL	11,000	0		11,000
OTHER SUPPLIES	100	0		100
MAINTENANCE SUPPLIES	4,200	(1,200)	E4	3,000
MISCELLANEOUS EXPENSES	0	0		0
EMPLOYEE AWARDS & RECOGNITION	700	0		700
SMALL TOOLS	750	50	E6	800
COST OF RETAIL INVENTORY SOLD	4,500	0		4,500
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	65,000	99,600	E5	164,600
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	170,000	8,500	E5	178,500
OFFICE & LIBRARY SUPPLIES	201,400	300	E6	201,700
TOTAL SUPPLIES	<u>\$475,150</u>	<u>\$105,750</u>		<u>\$580,900</u>
ACCOUNTING & AUDITING SERVICES	\$0	\$14,000	E7	\$14,000
LEGAL SERVICES	24,000	(9,000)	E8	15,000
DAMAGES, CLAIMS & SETTLEMENTS	0	0		0
OTHER PROFESSIONAL SERVICES	30,000	0		30,000
BAD DEBT EXPENSE	400	0		400
BANK & POSTAL CHARGES	13,400	(1,400)	E9	12,000
SOFTWARE SUPPORT & CONSULTING	146,500	29,500	E10	176,000
WEB CATALOG CONTENT SERVICES	11,200	0		11,200
COLLECTION AGENCY & NOTICE FEES	67,000	0		67,000
ELECTRONIC LIBRARY SERVICES	0	0		0
DATA COMMUNICATIONS: WAN	141,000	14,000	E11	155,000
DATA COMMUNICATIONS: INTERNET	32,000	(8,000)	E11	24,000
TELEPHONE	24,500	0		24,500
POSTAGE	37,000	0		37,000
FREIGHT CHARGES	2,000	(1,000)	E8	1,000
COURIER SERVICES	60,000	1,000	E12	61,000
MILEAGE	20,700	(700)	E8	20,000
BUSINESS TRAINING & TRAVEL	95,000	3,700	E13	98,700
BOARD TRAINING & TRAVEL	16,500	0		16,500
ADVERTISING & PROMOTION	6,000	0		6,000
RECRUITMENT	12,000	0		12,000
RENTALS & LEASES: OTHER	4,700	(1,700)	E8	3,000
RENTAL & LEASES: EQUIPMENT	8,400	(1,900)	E8	6,500
INSURANCE	68,000	3,400	E14	71,400
PRINTING	16,000	0		16,000
HEAT, LIGHT & POWER	150,000	(18,000)	E8	132,000
WATER, REFUSE & SEWER	46,000	0		46,000
REPAIR & MAINTENANCE: MISCELLANEOUS	6,000	(2,000)	E8	4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	32,000	(2,000)	E8	30,000
REPAIR & MAINTENANCE: VEHICLES	4,000	0		4,000
REPAIR & MAINTENANCE: BUILDINGS	167,000	(7,700)	E15	159,300
GROUNDS MAINTENANCE SERVICES	42,000	16,700	E15	58,700
SECURITY ALARM MONITORING	11,700	0		11,700
SNOW REMOVAL	21,000	(5,000)	E8	16,000
CUSTODIAL SERVICES	170,000	(10,300)	E8	159,700
DUES & MEMBERSHIPS	9,000	1,200	E16	10,200
WELLNESS SERVICES & PROGRAMS	765	2,435	E17	3,200
LIBRARY PROGRAMS	46,254	9,746	E18	56,000
LIBRARY PROGRAM: IRVING FUND	500	0		500
CATALOGING & AUTHORITY SERVICES	43,600	2,200	E8	45,800
BINDING SERVICES	500	0		500
INTERLIBRARY LOAN SERVICES	13,000	400	E19	13,400

Spokane County Library District
 2013 Master Budget Detailed: October 8, 2012 Revision
 General Operating Fund (001-861)

	2012 Budget Less One-Time Adjustments	2013 Budget September Adjustments	Notes	2013 Budget 10/12 Version
TOTAL SERVICES	\$1,599,619	\$29,581		\$1,629,200
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	\$30,000	\$20,000	E20	\$50,000
VEHICLES	0	27,000	E21	27,000
TOTAL CAPITAL EXPENDITURES	<u>\$30,000</u>	<u>\$47,000</u>		<u>\$77,000</u>
LIBRARY MATERIALS	\$1,199,031	\$422,269	E22	\$1,621,300
TOTAL LIBRARY MATERIALS	<u>\$1,199,031</u>	<u>\$422,269</u>		<u>\$1,621,300</u>
SHORT TERM INTEREST EXPENSE	\$500	\$0		\$500
OPERATIONAL CONTINGENCIES	\$40,000	\$50,000	E23	\$90,000
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	0	200,000	E24	200,000
TOTAL EXPENSES	<u>\$10,509,600</u>	<u>\$1,040,600</u>		<u>\$11,550,200</u>
TRANSFER OUT - CAPITAL PROJECTS FUND	<u>\$0</u>	<u>\$0</u>		<u>\$0</u>
TOTAL EXPENSES & TRANSFERS OUT	\$10,509,600	\$1,040,600		\$11,550,200
REVENUES OVER/(UNDER) TOTAL EXPENSES	<u>\$807,684</u>	<u>(\$1,081,584)</u>		<u>(\$273,900)</u>
ACTUAL BEGINNING FUND BALANCE 1/1/13	<u>\$3,202,368</u>			<u>\$3,202,368</u>
ESTIMATED ENDING FUND BALANCE 12/31/13	\$4,010,052			\$2,928,468
(LESS)				
NONSPENDABLE FUNDS -- PREPAID ITEMS	(257,613)			(257,613)
NONSPENDABLE FUNDS -- INVENTORY	(53,763)			(53,763)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,282)			(6,282)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	(1,316)			(1,316)
ASSIGNED FOR FACILITY MAINTENANCE PLAN	0			0
ASSIGNED FOR TECHNOLOGY PLAN	0			0
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	0			0
ASSIGNED FOR LIBRARY MATERIALS PLAN	0			0
ASSIGNED FOR CONTINGENCY RESERVE PLAN	(525,480)	(52,030)		(577,510)
ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/13	<u>\$3,165,598</u>			<u>\$2,031,984</u>

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2013 GENERAL OPERATING FUND (401) BUDGET
GENERAL OPERATING FUND (001-861)**

NOTE	COBT ACCOUNT	Increase/ (Decrease)	One-Time/ SO Fund
R1	PROPERTY TAX -- CURRENT YEAR	(\$180,907)	
R2	CONTRACT CITY - AIRWAY HEIGHTS	(908)	
R3	CONTRACT CITY - CITY OF SPOKANE	(21,654)	
R4	COPYING & PRINTING	(6,000)	
R4	NONRESIDENT FEES	(2,100)	
R4	FINES & CHARGES	(25,000)	
R4	WEB BASED LIBRARY FEES & CHARGES	12,200	
R4	LOST & DAMAGED	(4,100)	
R5	RENTALS	(12,600)	
R6	RENTAL SALES	(50)	
R7	LEASEHOLD EXCISE TAX	14,000	
R7	TIMBER TAX	(2,000)	
R6	EMPLOYEE PROGRAMS - SUMMERE APPAREL	35	
R8	E-RATE REIMBURSEMENT	23,000	
R9	INTEREST REVENUES	1,000	
	TOTAL REVENUES	<u>(\$205,084)</u>	
T1	TRANSFERS IN	\$164,100	
	TOTAL REVENUES AND TRANSFER IN	<u>(\$40,984)</u>	

EXPLANATION

DECLINE IN AV (\$230,874), POTENTIAL INCREASES \$50,000, ROUNDING (\$33)			
DECLINE IN AV (\$986), ROUNDING \$78			
REDUCTION IN ANNEXATION MITIGATION PAYMENTS (\$21,627), ROUNDING (\$27)			
ELIMINATION OF COPYING FEES (\$6,000)			
PROJECTED REDUCTION IN APPLICATION OF NON-RESIDENT CARDS (\$2,100)			
PROJECTED REDUCTION OF FINES BEING PAID IN PERSON (\$25,000)			
PROJECTED INCREASED USAGE OF PAYING FEES ONLINE \$12,200			
PROJECTED REDUCTION OF LOST MATERIALS CHARGES BEING PAID IN PERSON (\$12,600)			
ELIMINATION OF RENTAL FEES (\$12,600)			
ROUNDING ADJUSTMENT (\$50)			
REVISED PROJECT OF TAXES TO BE COLLECTED \$14,000			
REVISED PROJECTION OF TAXES TO BE COLLECTED (\$2,000)			
ROUNDING ADJUSTMENT \$35			
PER APPROVED 2013 E-RATE APPLICATION AS PROVIDED BY IT \$23,000			
PROJECTED INCREASE IN 213 INTEREST REVENUES \$1,000			
TO SUPPORT FIVE-YEAR PLANS - FF&E \$99,600, TECHNOLOGY \$28,500, FACILITIES MAINTENANCE \$36,000			
STEP INCREASES, \$65,489, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$86,851, 1% REDUCTION (\$57,052), ROUNDING \$20			
INCREASE TO SUPPORT ADDITIONAL OPEN HOURS & INCREASED SALARY COSTS \$5,000			
STEP INCREASES, \$6,841, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$11,725, 1% REDUCTION (\$7,702), ROUNDING \$26			
STEP INCREASES, \$3,801, ADDITIONAL TEMPORARY HOURS \$310 MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$5,261, 1% REDUCTION (\$3			
STEP INCREASES, \$949, ADDITIONAL TEMPORARY HOURS \$73 MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$1,259, 1% REDUCTION (\$827)			
STEP INCREASES, \$4,506, ADDITIONAL TEMPORARY HOURS \$205, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$6,993, 1% REDUCTION (\$			
GENERAL REDUCTION \$2,000			
PREMIUM INCREASES \$16,348, 1% REDUCTION (\$6,838), HAS ADMIN FEES \$1,100, ROUNDING (\$68)			
1% REDUCTION (\$145), ROUNDING (\$29)			
WILLAMETTE RATE DECREASE (\$2,293), 1% REDUCTION (\$858), ROUNDING (\$11)			
1% REDUCTION (\$29), ROUNDING (\$9)			
1% REDUCTION (\$376), ROUNDING (\$42)			
1% REDUCTION (\$20), ROUNDING (\$38)			
FEES EMPLOYER CONTRIBUTION INCREASES EFFECTIVE 7/1/12 (\$53,528)			
GENERAL REDUCTION (\$1,500)			
GENERAL REDUCTION (1,200)			
TRANSFER IN TO SUPPORT 2013 FF&E PLAN REQUIREMENTS			
TRANSFER IN TO SUPPORT 2013 TECHNOLOGY PLAN REQUIREMENTS			
ROUNDING \$300			
ROUNDING (\$46)			
ROUNDING \$50			
SAO PROJECTED FEES FOR 2011 - 2012 AUDIT (\$14,000)			
GENERAL REDUCTION (\$9,000)			
GENERAL REDUCTION (\$1,000)			
GENERAL REDUCTION (\$700)			
GENERAL REDUCTION (\$1,700)			
GENERAL REDUCTION (\$1,900)			
GENERAL REDUCTION (\$18,000)			
GENERAL REDUCTION (\$2,000)			
GENERAL REDUCTION (\$2,000)			
GENERAL REDUCTION (\$5,000)			
E1	SALARIES: REGULAR HOURS WORKED	\$95,308	
E1	SALARIES: TEMPORARY HOURS WORKED	5,000	
E1	SALARIES: PAID TIME OFF	12,890	
E2	FICA-SOCIAL SECURITY	5,862	
E2	FICA - MEDICARE	1,455	
E2	RETIREMENT CONTRIBUTIONS	7,289	
E2	UNEMPLOYMENT INSURANCE	(2,000)	
E2	MEDICAL INSURANCE	10,542	
E2	VISION INSURANCE	(174)	
E2	DENTAL INSURANCE	(3,140)	
E2	LIFE & DISABILITY INSURANCE	(38)	
E2	STATE INDUSTRIAL INSURANCE	(418)	
E2	LONG TERM DISABILITY INSURANCE	(58)	
E3	RETIREMENT CONTRIBUTIONS	53,528	
E4	CLEANING & SANITATION SUPPLIES	(1,500)	
E4	MAINTENANCE SUPPLIES	(1,200)	
E5	NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	99,600	
E5	NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	8,500	
E6	OFFICE & LIBRARY SUPPLIES	300	
E6	EMPLOYEE ASSISTANCE PROGRAM	(46)	
E6	SMALL TOOLS	50	
E7	ACCOUNTING & AUDITING SERVICES	14,000	
E8	LEGAL SERVICES	(9,000)	
E8	FREIGHT CHARGES	(1,000)	
E8	MILEAGE	(700)	
E8	RENTALS & LEASES: OTHER	(1,700)	
E8	RENTAL & LEASES: EQUIPMENT	(1,900)	
E8	HEAT, LIGHT & POWER	(18,000)	
E8	REPAIR & MAINTENANCE: MISCELLANEOUS	(2,000)	
E8	REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	(2,000)	
E8	SNOW REMOVAL	(5,000)	

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2013 GENERAL OPERATING FUND (LO1) BUDGET
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ Decrease</u>	<u>One-Time/ OO Fund</u>
E8	CUSTODIAL SERVICES	GENERAL REDUCTION (10,300)	(10,300)	0
E8	CATALOGING & AUTHORITY SERVICES	OCCLC: REDUCTION IN CREDITS \$1,000, RATE INCREASE \$1,200	2,200	0
E9	BANK & POSTAL CHARGES	GENERAL REDUCTION (\$1,400)	(1,400)	0
E10	SOFTWARE SUPPORT & CONSULTING	INCREASED SIRSIDYNX COST \$26,000, SUPPORT FOR EMPOWERTIME \$3,500	29,500	0
E11	DATA COMMUNICATIONS: WAN	FULL YEAR FOR UPGRADED CIRCUITS \$14,000	14,000	0
E11	DATA COMMUNICATIONS: INTERNET	REDUCED COSTS TO REFLECT NEW CONTRACT (\$5,000)	(8,000)	0
E12	COURIER SERVICES	INCREASED COSTS TO SUPPORT ADDITIONAL DAY FOR AH & ML	1,000	0
E13	BUSINESS TRAINING & TRAVEL	TRAINING: TP \$1,200, COLLECT SVCS. \$1,600, BRANCH SVCS \$2,930, COMMUNICATIONS (\$2,000), ROUNDING \$30)	3,700	0
E14	INSURANCE	TENTATIVE 5% PREMIUM INCREASE \$3,400	3,400	0
E15	REPAIR & MAINTENANCE: BUILDINGS	2013 FACILITY MAINTENANCE PLAN IS IN EXCESS TO BASELINE (\$7,700)	(7,700)	(7,700)
E15	GROUPS MAINTENANCE SERVICES	TRANSFER IN TO SUPPORT 2013 FACILITY MAINTENANCE PLAN REQUIREMENTS	16,700	16,700
E16	DUES & MEMBERSHIPS	ADD COMMUNITY MINDED ENTERPRISES & LAUNCHPAD & ANNUAL DUES ADJ. \$,1200	1,200	0
E17	WELLNESS SERVICES & PROGRAMS	PROVIDES FOR DISTRICT SUPPORT TO WELLNESS PROGRAMS \$2,435	2,435	0
E18	LIBRARY PROGRAMS	INCREASE LIBRARY PROGRAMS TO 0.5% OF DISTRICT EXPENSES \$9,759	9,746	0
E19	INTERLIBRARY LOAN SERVICES	ESTIMATED INCREASE IN ILL SERVICE CHARGES \$400	400	0
E20	CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	TRANSFER IN TO SUPPORT 2013 TECHNOLOGY PLAN REQUIREMENTS \$20,000	20,000	20,000
E21	VEHICLES	TRANSFER IN TO SUPPORT 2013 FACILITY MAINTENANCE PLAN REQUIREMENTS \$27,000	27,000	27,000
E22	LIBRARY MATERIALS	INCREASES LIBRARY MATERIALS TO LEVEL CONSISTANT TO 2012 \$421,369	422,269	0
E23	OPERATIONAL CONTINGENCIES	ALLOWS FOR POTENTIAL INCREASE IN PROPERTY TAX COLLECTIONS \$50,000	50,000	0
E24	CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	2013 CONTINGENCY FUND SUPPORT FOR STRATEGIC PLANNING INITIATIVES \$200,000	200,000	200,000
	TOTAL EXPENSES		<u>\$1,040,600</u>	<u>\$378,100</u>
	TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES		<u>(\$1,081,584)</u>	

STRATEGIC PLANNING UPDATE

FOR INFORMATION ONLY – Updated 10/13/12

Preparation

August 21 – 25 - PLA Results Boot Camp, Nashville, TN (Staff) - (Completed)

September 11-17 Training the Staff Facilitators (Staff, Facilitator) - (Completed)

October 2 - Planning Committee Orientation (Staff) - (Completed)

Gathering Input

September 28 - Staff Training and Development Day (All staff) - (Completed)

Identifying community needs & organizational competencies

October 13 - Board Retreat (Board of Trustees, Facilitator) - (Completed)

Facilitated Board of Trustees discussion to consider and identify the District's mission and vision.

October-November - Community Forums (Staff facilitators)

Facilitated open forums at each library, designed to identify community needs and potential library service responses

October 9	Otis Orchards	6-7:30pm	(Completed)
October 11	Airway Heights	6-7:30pm	(Completed)
October 15	Medical Lake	6-7:30pm	
October 17	North Spokane	6-7:30pm	
October 23	Argonne	6-7:30pm	
October 24	Moran Prairie	6-7:30pm	
October 30	Fairfield	6-7:30pm	
November 8	Spokane Valley	6-7:30pm	
November 13	Cheney	6-7:30pm	
November 14	Deer Park	6-7:30pm	

Developing the Plan

November 20 - Regular Board Meeting (Board of Trustees)

Review Community needs responses and provides Board direction on recommended service response priorities

November – January 2013 (Planning committee)

Draft Strategic Plan Goals and Objectives based on identified community needs and service response priorities

January 15, 2013 - Regular Board Meeting (Board of Trustees)

Present draft Strategic Plan to Board for review and direction

February or March 2013 - Regular Board Meeting (Board of Trustees)

Board Approval of final Strategic Plan

Implementation of the Plan

March 2013-2015 (Board and staff)

FUTURE BOARD MEETING TENTATIVE AGENDAS: NOVEMBER—DECEMBER 2012
FOR INFORMATION ONLY

Next regular meeting

November 20, 2012: Argonne Library (4:00 p.m.)

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

- 2013 Budget: Executive Director's updated budget message; resolutions adopting a preliminary 2013 budget and levying regular property taxes for collection in 2013; Board direction to staff
- Strategic Planning Update
- Branch Spotlight – Fairfield and Otis Orchards
- Trustee Applicant Interviews

Please send requests for agenda additions or changes to the board Chair or Patty no later than noon, Monday, November 5, for inclusion in the preliminary agenda to be emailed Wednesday, November 7. The meeting packet will be mailed Wednesday, November 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 18, 2012: Argonne Library (4:00 p.m.)

- 2013 Budget: Executive Director's final budget message; adopting a 2013 final budget
- Strategic Planning Update
- Branch Spotlight – Airway Heights
- No Overview presentation this month/Discuss and identify topics for 2013
- Nominate and elect board chair and vice chair for 2013
- BT Holiday Gathering

SPECIAL MEETINGS AND ACTIVITIES

October 12 - Spokane is Reading (***Garland Theater, 1 p.m., and The Lincoln Center, 7 p.m.***)

October 13 - Strategic Planning Board of Trustees Retreat (***CenterPlace, 2426 N. Discovery Place, Spokane Valley, 8:30 a.m.-4:30 p.m.***)

EXECUTIVE DIRECTORS REPORT SEPTEMBER 2012

Administration

Business Office, Finance and Facilities (Bill Sargent)

The project for re-carpeting and replacing the ceiling in the Information Technology offices has started. This project, originally budgeted at \$10,000, while the actual costs will be closer to \$7,500, is scheduled for completion in early October

The 2012 inventory of controlled and fixed assets is complete. At the end of the physical inventory count and reconciliation process, there were only two items to be accounted for. The first item was an early model Sony e-reader that had been donated to the District. The second item was an older wireless router that had been replaced at the Fairfield branch. The two managers responsible for those items have provided the appropriate documentation for updating the inventory.

The first complete version of the 2013 General Operating Fund budget has been completed and will be presented to the Board of Trustees at the October meeting. In this version, expenses exceed revenues by \$268,800, with \$200,000 of this figure being reserved to support initiatives that may be identified within the new strategic plan. The balance of the deficit is to allow for the continuation of ongoing library services and programs, as previously discussed as a potential use of excess tax revenues received during the initial years after a levy-lid override was approved.

Mid-Year Review #2, for the 2012 budget, is complete and will be presented to the Board of Trustees at the October meeting. The major budget change within this document was the reallocation of \$234,000 in under-utilized budget line items. The chief beneficiary in the reallocation process was to increase the budget line for library materials by \$125,000, operational contingencies by \$57,000, and \$25,000 for the purchase of the new electronic timesheet program. The second major change is the transfer of \$720,891 to the Capital Projects Fund. This funds transfer will allow the assigned funds, which support the District's infrastructure plans, to be established within the Capital Projects Fund and be more readily available to support District operations as needed.

The project to replace the electronic timesheet program is moving forward. The schedule has been agreed to for installation of the programs, Business Office staff training and supervisor training. The software installation and training of the Business Office staff are schedule for October. The district supervisors will be trained November 2. It is currently planned that the new program will be tested during the first pay period in November. If all goes well during the testing period, it is planned to have the new program "go live" for the second pay period in November.

Collection Services (Andrea Sharps)

- We ordered 1,604 titles and 6,421 copies in September; the number of titles ordered was below normal for this year as was the number of copies ordered.
- With 75% of the year done, total print/nonprint stands at 69.86% expended.
- We processed, added to the system, and sent out to the branches 5,287 items in September.

- There has been a net decrease, **year-to-date**, in the print/nonprint collection of 1,027 items after a monthly net decrease of 4,064 print items offset by a net increase of 3,037 nonprint items.
- Downloadable lending in September was on the low side for this year. A total of 15,404 audiobook, eBook and music items circulated (includes 170 Project Gutenberg eBook checkouts) in September. However, the 15,404 total was only about 400 circulations lower than the monthly average this year. Members placed a total of 4,735 holds.
- Technical Services Coordinator David Girshick is retiring from the District on October 5th after 23 years of dedicated service.
- Sandy Orr, currently employed by the University of Tennessee at Martin, accepted the Technical Services Coordinator position and will start on November 1st.

Human Resources (Paul Eichenberg)

- The HR Manager serves on the Washington Counties Insurance Fund (WCIF) Board of Directors. He was reappointed to another two-year term at the September meeting.
- The District's annual Staff Training and Development Day, otherwise known as Staff Day, was held Friday, September 28. This was the Executive Director's first Staff Day, and for many employees a first look at the new executive director. She spoke eloquently about the strengths of SCLD and her vision for its future.

Information Technology (Priscilla Ice)

- Prepared for and configured the Internet filters as approved by the board. Filtering was fully configured and working as of September 24.
- Coordinated with Doug Stumbough to handle about a dozen website review cases. Four sites were unblocked by the filter company by changing the category of the site to one we don't filter. A number of sites were blocked by the Enhanced filter. Requestors, if over 12 years old, were referred to computers where they could log in using the basic filter.
- Two IT staff members, De Griffith and Teresa Nelson, are strategic plan facilitators. They attended several hours of training to prepare for Staff Day and community meetings scheduled for later this fall.
- Most of the IT staff moved out of their normal work areas so we could have new paint, carpeting and ceiling tiles in the main IT office. We parked ourselves around the Spokane Valley building, worked from home or went on vacation.
- Staff also worked on the website redesign and plans for electronic signage.
- Work began to prepare a new public face to the library catalog. When work is completed, the new catalog will provide much improved search results and easier-to-place holds among many other features. The consultant we are working with praised the high quality of our catalog data—a compliment to newly retired Technical Services Coordinator, David Girshick.

Directors' Report & Community Activities (Nancy Ledeboer)

Greater Spokane Incorporated (GSI) hosted a breakfast forum introducing three new school superintendents to the community. Dr. Gene Sementi from West Valley, Dr. Debra Clemens from Cheney and Dr. Shelley Redinger from Spokane Public Schools each had an opportunity to share news about exciting and innovative programs happening in local schools. While each of the districts is different, it was nice to hear that each, in its own way, is stepping up to meet the challenge of closing the gap between high- and low-achieving schools, with the goal of providing quality education for all students in our region.

I was able to attend the Gonzaga Presidential Speaker Series lecture by author Thomas Friedman. His talk focused on the importance of improving education to help our country gain back its edge in the global economy. He stressed we are no longer just competing with cheap off-shore labor; students today and in the future will compete with "cheap genius." Other countries, including China, India and Brazil are surpassing our educational system and transforming education so their countries have a wealth of highly educated students. Jobs in the future will require higher levels of education and people will have to bring that "something extra" to whatever they do in order to compete.

At the GSI forum I met Andy Slipper, Relationship Manager for Homestreet Bank. Mr. Slipper shared information about a new program in which businesses and government entities can offer a benefit to their employees to obtain home loans through Homestreet Bank. I forwarded to our attorney of record, Jim Sloane, information provided by Mr. Slipper, to see if this is a benefit the District might offer to its employees. There is no cost to the District and employees and their families may save on loan fees through this program.

Budget meetings were held throughout the month to review baseline funding and requests for special projects or increases. Business Manager Bill Sargent and I met with department heads individually and in small groups. The goal was to ensure all departments know about projects that might have a cross-department impact and to coordinate projects when possible. Mr. Sargent has since completed a proposed budget that has been reviewed by the Management Team.

Regional Branch Services Manager Doug Stumbough, Communication Manager Jane Baker and I attended the Spokane Valley City Council meetings held September 11 and 25 to hear discussion regarding the proposed inter-local agreement between the District and the City for the purpose of purchasing land on Sprague Avenue. The agreement passed unanimously at the September 25 meeting. Attending the meeting gave us an opportunity to strengthen relationships with the City and to gain a greater understanding of its budget priorities.

I enjoyed my first ValleyFest experience. I was impressed with the wide variety of vendors and businesses promoting their services and my grandson Trent was delighted to see all the cars! I attended a two-day orientation to Leadership Spokane and look forward to learning more about the community through this nine-month program.

Chambers of Commerce jointly hosted a luncheon on transportation featuring the Spokane Transit Authority (STA). Director of Planning for STA, Karl Otterstrom, presented a summary of projects under

consideration for the future. Mr. Otterstrom explained the process STA is using to identify public transportation needs and to prioritize projects for the future. It appears STA is planning for a bond issue that may be taken to the voters as early as spring of 2014, to build new transit stations and park and ride lots as well as to invest in new equipment to enhance routes and build capacity for future riders.

As the District begins planning efforts it is interesting to observe how other entities are conducting their planning. These regional plans will be shared with the Strategic Planning Committee to take into consideration as they move forward in discussing community needs, a vision for the future and what roles the District will play in helping the community achieve its vision for the ideal future.

One of the highlights of the month was attending Staff Day where staff who achieved major milestones in working with the District was recognized. Barb Berreman was acknowledged for her 35 years of service and she commented that she will continue to visit the Spokane Valley Library to borrow books when she retires later this year. Commissioner Todd Mielke provided an overview of issues facing the county. Planning for growth involves a variety of factors from water, waste management, traffic and transportation. His insights into where the growth is likely to occur and what impact this will have on jobs and the economy set the stage for staff to begin thinking about the role of the library in the future.

Staff were highly engaged in the afternoon discussion about the region's future and then considered the many ways the library serves the community. They participated in an exercise to identify our current strengths and how these might make the library well suited for fulfilling current and anticipated needs. Ideally the District will position itself to provide services to meet community needs and partner with other agencies to help achieve a collective community impact. The energy was high as staff discussed these issues with focus on community.

Following Staff Day, several board members and staff attended the first annual Humanities Washington fund raiser held in Eastern Washington. "Bedtime Stories" featured local authors Kim Barnes, Nance Van Winckel, Shann Ray and Jim Lynch who read original stories on the theme "Redeye." The mission of Humanities Washington is to "spark conversation and critical thinking using story as a catalyst, nurturing thoughtful and engaged communities across our state." They certainly achieved this for the audience who listened to these provocative, thoughtful and often unexpected original tales.

**ITEM AND TITLE MONTHLY REPORT
SEPTEMBER 2012**

	ITEMS				TITLES		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	196538	170561	367099		86007	50872	136879
Nonprint	50148	22561	72709		20268	6118	26386
Subtotal	246686	193122	439808		106275	56990	163265
Periodicals	18235	3236	21471		352	48	400
Total	264921	196358	461279		106627	57038	163665

	ITEMS			TITLES		
OverDrive: eBOOKS			10421			9150
Licensed eBOOKS			1112			1112
Audiobooks			11426			9759
Digital music			1403			1403
OverDrive: Total			24362			21424
GRAND TOTAL			485641			185089

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	30496	21757	52253
Nonprint	7463	3092	10555
TOTAL	37959	24849	62808
DELETIONS			
Print	35230	21087	56317
Nonprint	5224	2294	7518
TOTAL	40454	23381	63835

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	-4734	670	-4064
Nonprint	2239	798	3037
Periodicals	4211	672	4883

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

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

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

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

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

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

PUBLIC SERVICES REPORT
SEPTEMBER 2012

Summary (Patrick Roewe/Doug Stumbough)
Customer Use Analysis

- In-Library Circulation

In September, circulation in the libraries dropped moderately (-6.4%) compared to the same month in 2011, the sharpest decrease so far, although Y-T-D remains essentially unchanged at -0.6%. 1,669,044 items were circulated in the libraries through the first three quarters of 2012 compared to 1,678,952 during the same period in 2011, a difference of -9908 items. Medical Lake experienced a modest increase (+9%), with Airway Heights (+2.4%) the only other library reporting more circulation over the same month last year. The most significant drop was at Fairfield, with 246 fewer items circulated (-18%), while Argonne, Cheney and Deer Park all saw a -12% decrease.

Self-checkout station usage by members across the District remained unchanged, accounting for 47% of in-library checkouts for the third straight month and up +1% from last September (46%). Self-checkout continues to account for more than half of the circulation at North Spokane (58%), Spokane Valley (53%) and Medical Lake (53%).

-YTD Measures at a Glance

- Door count through the first nine months of the year (1,042,230) is down slightly from the same period in 2011 (1,057,361, -1%).
- Programming since January 2012 remains up both in the number of programs offered (+14%) and in attendance (+18%).
- Total software station bookings for the year are down (-8%) when compared to 2011—maintaining the trend of a least a -7% decline since January.
- Reference inquiries through September are down slightly (-2%) District-wide, although Airway Heights (+21%), Argonne (+3%) and Medical Lake (+3%) posted increases.

-Selected Self-Service Activity

	2012			2011			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	207,848		2,076,031	213,414		2,017,716	-5,566		58,315
Self-Check	77,317	37%	714,804	80,972	38%	699,000	-3,655	-1%	15,804
Online Renewal	27,085	13%	262,184	26,570	12%	249,524	515	1%	12,660
Digital Collection	15,404	7%	142,025	10,125	5%	85,542	5,279	3%	56,483
Total Self Service	119,806	58%	1,119,013	117,667	55%	1,034,066	2,139	3%	84,947
Total Holds	41,570		414,927	39,826		391,244	1,744		23,683
By Customer	31,115	75%	303,114	30,260	76%	295,035	855	-1%	8,079
Digital Collection	4,735	11%	50,173	3,523	9%	30,646	1,212	3%	19,527
Total Self Service	35,850	86%	353,287	33,783	85%	325,681	2,067	1%	27,606
Total Payments	\$23,009.10		\$229,413.99	\$27,858.75		\$221,946.97	-\$4,849.65	0%	\$ 7,467.02
Online*	\$7,400.97	32%	\$55,860.51	\$7,379.08			\$21.89		

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

Selected Service Point Activity

Remote service provision usage was down across the board this month:

- Tutor.com provided 94 tutoring sessions, down slightly (-4%) from September 2011 (98).
- AskWA live reference chat tallied 146 total chat and/or email sessions, down -8% from last September 2011(159). This is the fourth consecutive month with declining patterns, and the eighth month this year.
- Livemocha reported 126 language learning sessions, down dramatically (-72%) from August's 452. We were anticipating sessions to increase with the start of school, so we are unsure of the reason for the decline.

Security Incident Reports

There were 17 Security Incident reports filed, 1 fewer than last month (18) and 12 fewer than September 2011 (29). This month's decrease reflects the declining trend seen April through August, although July was an anomaly with an increase. For the second consecutive month, Deer Park had the most incidents reported with 8. The most frequently reported incidents were related to disruptive behavior (4) and potential problems (4).

Internet Filtering Update

As a result of the revised Computer, Wireless Network, and Internet Use policy approved at the September Board of Trustees meeting, 10 requests to review websites being blocked were received by staff. Four sites were determined as correctly categorized and filtered at the Enhanced level but accessible at the Basic level; three sites correctly categorized as filtered at all levels; two reclassified to allow access at the Basic level, and one reclassified to allow access at all levels. All decisions were made within 72 hours of the initial requests.

Adult Services (Stacey Goddard)

Programming:

- Our first three *Washington's Channeled Scablands* programs, presented by local author John Soennichsen, had a combined attendance of 133 (an average of 44.3).
- The first program in our fall gardening series, *Dividing Perennials*, had 23 in attendance. Presenter Steve Nokes has developed a following, and tends to draw a consistent audience.
- Our final *Getting your GED...and beyond!* informational presentation had zero attend, but it did give me the opportunity to talk with Kyla Bates and other Institute for Extended Learning presenters about future presentations. In addition to repeating the GED sessions early next year, we're also planning to have Ms. Bates or one of her colleagues talk with our librarians about the services IEL offers.
- Our five computer classes yielded a combined attendance of 20, an average of 5. This includes zero attendance at our first drop-in class (at Fairfield). This is down significantly from last September, when 49 attended the six classes offered (an average of 8.2). One of the six classes was a special *Facebook Fundamentals* class, which had 18 in attendance.
- Book discussion attendance averaged 7.5, the same as last month's average of 7.5.

Information:

- We did 10 Book-a-Librarian sessions this month throughout the District, down from last month's 14.
- We proctored 15 tests for members throughout the District in September, up from last month's 5.

Collection:

- This month's weeding focus was the adult DVD collection. Since this collection is weeded regularly throughout the year, we used this month to catch up on any problem areas.

Community connections:

- We visited 48 facilities in September, the same number as August. Residents checked out 1658 items during these visits—down from last month's circulation of 1715 items.
- Along with Doug Stumbough, Jane Baker, Paul Eichenberg, and Debbie Rhodes, I attended the monthly Spokane Valley Chamber of Commerce meeting. The featured speaker was Washington State Insurance Commissioner Mike Kreidler.
- I received word from Dawn Karber of the Spokane Area Workforce Development Council that a subcommittee of their board voted to approve our application to become a WorkSource Connections Site. The next step will be for the full board to accept their recommendation—which will likely occur October 10.

Youth Services (Gwendolyn Haley / Mary Ellen Braks)

Programming:

- After School Specials were "off to the races" in September, with 193 in attendance, an increase of 79% over last year (113). The big boost is due primarily to the direct promotion of the After School Specials in Deer Park—which boosted attendance by 31 over last year.
- All storytimes became *Play and Learn* storytimes in September. District storytime attendance increased over September 2011 by 9% to 3040 in September 2012.
- Two additional Teen and Tween programs started in September 2012. We dropped the Tween book clubs due to low attendance, and are trying a *Tween Club* at North Spokane instead. The first program had 7 in attendance, which was higher than any of the book clubs last year. We also started a Teen gaming program at Deer Park and North Spokane. They had 4 and 5 respectively. We plan to build on this audience over the next few months. The *T.W.I.N.E.* program at Spokane Valley has doubled attendance since September 2011, with 9 in attendance this month.
- We visited 17 childcares and provided 50 storytimes to 553 children.

Collection:

- This month the focus was on the children's paperback collection. The collection is heavily used during the summer and we work on replacing items based on condition.

Community connections:

- Gwendolyn and Mary Ellen provided a Mother Goose Math and Science training in Bozeman, Montana, for the Hopa Mountain Organization at its annual conference.
- Mary Ellen and Gwendolyn attended the Greater Spokane Incorporated meeting that featured the new school superintendents in Spokane County, meeting the new superintendents of the West Valley and Cheney School districts.
- Gwendolyn attended the STEM Learning Network meeting.
- Gwendolyn attended the Success by 6 monthly board meeting.
- Mary Ellen and Gwendolyn participated in a MERIT training and will be serving as Superusers. There are statewide discussions about how libraries can support the process for childcare providers.
- Mary Ellen coordinated SCLD's presence at Valleyfest and in the Hearts of Gold parade.
- Gwendolyn met with the District Librarian from Mead School District.
- Librarian Amber attended the Grand Opening of Mead's Riverpoint Academy. All of the students are from the Mead School District. The Communications and Language teacher was very happy to meet her and has since contacted Amber to discuss ways the library can support student success.

- Gwendolyn met with Brett Hendricks from Global Neighborhood to discuss SCLD services that could be helpful to refugee families.
- We sent out letters of agreement and scheduled all of the Outreach Childcare visits.
- SCLD continues to serve as a contact point for the United Way Ready for Kindergarten calendars.
- Gwendolyn worked with the Early Learning Public Library Partnership to plan the ELPLP Symposium.

Circulation services (Judy Luck / Gina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2012	2011	1-yr ago	3-yrs ago	5-yrs ago	2012	2011	Diff
AH	5833	5695	2.42%	33.08%	52.90%	52962	47308	11.95%
AR	12871	14668	-12.25%	-12.14%	15.50%	133485	138101	-3.34%
CH	13127	14918	-12.01%	-2.63%	8.51%	138627	139848	-0.87%
DP	12012	13726	-12.49%	-4.66%	3.87%	122282	131848	-7.26%
FF	1057	1303	-18.88%	-41.63%	-25.77%	11484	11676	-1.64%
ML	4623	4239	9.06%	5.33%	36.05%	45253	45647	-0.86%
MP	14991	16423	-8.72%	-11.60%	13.81%	151183	151554	-0.24%
NS	47154	48491	-2.76%	1.66%	15.71%	471997	465099	1.48%
OT	6540	6785	-3.61%	-20.08%	-0.53%	64066	65571	-2.30%
SV	46962	50213	-6.47%	-5.52%	14.79%	477705	482300	-0.95%
TOTAL	165170	176461	-6.40%	-4.28%	14.03%	1669044	1678952	-0.59%

SELF-CHECK*					
	This Year This Month		Last Year This Month		Difference in self-check use
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2596	44.51%	2410	42.32%	2.19%
AR	4463	34.67%	5373	36.63%	-1.96%
CH	3215	24.49%	3129	20.97%	3.52%
DP	3208	26.71%	4079	29.72%	-3.01%
FF	349	33.02%	464	35.61%	-2.59%
ML	2449	52.97%	2018	47.61%	5.37%
MP	5888	39.28%	6040	36.78%	2.50%
NS	27283	57.86%	27691	57.11%	0.75%
OT	2806	42.91%	3142	46.31%	-3.40%
SV	25060	53.36%	26626	53.03%	0.34%
TOT	77317	46.81%	80972	45.89%	0.92%

*2012 Self-check statistics for September at NS include 21,014 items at the self-check stations and 6269 items retrieved from the DX2 security system, which also serves as a self-check station. The DX2 count includes all items retrieved from the system, including some material previously checked out at a staffed station or a separate self-check station, inflating the NS self-check numbers a bit.

Holds	Holds filled	% of circulation
AH	1217	20.86%
AR	2415	18.76%
CH	2520	19.20%
DP	2373	19.76%
FF	217	20.53%
ML	962	20.81%
MP	2891	19.28%
NS	8339	17.68%
OT	1589	24.30%
SV	8083	17.21%
TOTAL	30606	18.53%

New Members	Sept 2012	Sept 2011	Diff
AH	56	71	26.79%
AR	171	122	-28.65%
CH	146	142	-2.74%
DP	76	78	2.63%
FF	11	5	-54.55%
ML	28	26	-7.14%
MP	136	101	-25.74%
NS	356	316	-11.24%
OT	39	53	35.90%
SV	420	424	0.95%
TOTAL	1439	1338	-7.02%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	105	1.80%	2167	37.15%	306	5.25%
AR	318	2.47%	2911	22.62%	987	7.67%
CH	221	1.68%	3501	26.67%	702	5.35%
DP	201	1.67%	3512	29.24%	775	6.45%
FF	40	3.78%	276	26.11%	67	6.34%
ML	86	1.86%	1577	34.11%	264	5.71%
MP	261	1.74%	3421	22.82%	811	5.41%
NS	743	1.58%	9476	20.10%	2674	5.67%
OT	146	2.23%	1499	22.92%	395	6.04%
SV	717	1.53%	10465	22.28%	2908	6.19%
TOTAL	2838	1.72%	38805	23.49%	9889	5.99%

Customer Payments

	2012	2011	Diff	% change
CASH	\$10,703.13	\$13,014.42	-\$2311.29	-17.76%
CHECK	\$4,905.00	\$7,465.25	-\$2560.25	-34.30%
CREDIT*	\$7,400.97	\$7,379.08	\$21.89	00.29%
TOTAL	\$23,009.10	\$27,858.75	-\$4849.65	-17.40%

- The total taken in online credit/debit in September via PayIt was ~32% of the total, approximately the same as the YTD percentage.
- The -17% decrease in total payments is a substantial drop and the largest since January 2011 when we starting requiring that accounts be cleared at renewal.
- The reduction in cash/check payments is expected, yet the flattening out of credit card payments is noteworthy—we will monitor to see if a trend emerges.

Branch reports

Airway Heights: Stacy Hartkorn

Events:

- Play and Learn Storytime attendance noticeably increased, setting an overall record for 2012 at Airway Heights with an average attendance of 22.5 people per Storytime in September. This is an increase of over 5 people per event compared to the same month last year (16.75).
- After School Specials are off to a strong start at Airway Heights, attracting a total of 19 people for September's *Day at the Races*, a new record attendance for After School Specials at Airway Heights for 2012, and nearly doubling September 2011's attendance of 10.

Positive Customer Experiences:

- Members have consistently expressed enthusiasm about the additional hours being added in October.

Community Connections:

- The ECEAP Preschool morning and afternoon classes visited the Airway Heights Library for a tour and a short Storytime.
- Stacy met with Matt Beal, the Principal of Sunset Elementary to discuss possible collaboration opportunities between Sunset Elementary and SCLD.
- Stacy attended Math & Literacy Night at Sunset Elementary, providing a Bridge Building challenge for students which reached a total of 35 people. Later in the week a parent visited the Airway Heights Library to learn more about accessing SCLD's digital collection, which she learned about during the Math & Literacy Night.

Argonne: Mary Kay Anderson

Events:

- The Argonne Friends held its annual book sale this month and took in over \$1500 during the five-hour sale. Because it looked like the weather would be nice, they decided to set up canopies in the back parking lot and sold some collections outside. That took some pressure off the meeting room and lobby. Still, it was very busy for the first couple of hours. As in the past, there was a spaghetti dinner at the home of two Friends, with food contributions from some of the other members.

Customer Issues:

- We discovered more empty DVD cases this month, though fewer than last month.

Positive Customer Experiences:

- A member who we know has worked hard to get the job he finally has, encouraged another member to contact Worksource for computer classes that would fit his schedule. I printed out the address and map for him.

Community Connections:

- With some of the money from book sales, the Argonne Friends paid for four new toys for Play and Learn storytimes.
- The new activities director for the YMCA Before and After School program at Pasadena Park Elementary is bringing the group here on Friday afternoons for browsing and reading. They also joined us at this month's After School Special and Ruth was really impressed with how engaged the children and adults were. They plan on continuing the visits as long as the weather permits.

Building Related:

- Most of our reference collection is now interfiled with the regular non-fiction. It is handy to be able to pull them out along with the regular books when working with members.
- We are now holding new adult books for four months instead of six. With more space we can do more retail display of new items.

Cheney: Pat Davis

Events:

- *Washington's Channeled Scablands* attracted 18. Several people filled out program evaluations and were very positive in their comments.
- This year's Word Basic class had an attendance of one compared to four last year.
- Baby Play and Learn attendance averaged 17 this month compared to 7.25 last September when the program was added at Cheney.
- Our Toddler Storytime became a Toddler Play and Learn this month. Attendance averaged 31.75 this year compared to 28.25 last year.
- Preschool Play and Learn attendance was slightly lower at 39.5 this September compared to 42 last year.
- The After School Special attracted 12 participants this month compared to 22 last September.

Customer Issues:

- Staff have observed a number of members that are unwilling to wait their turn at the checkout desk and at the printer. They seem to have an expectation that they should go first even though others were there ahead of them.
- Mary, our page, discovered six empty CD cases while shelving. The majority were Christian music with a couple of pop titles.

Positive Customer Experiences:

- Students returned to EWU this month and several came in for library cards in the week before school resumed.

Staffing:

- Our part time PSC, Steve, resigned to accept a librarian position at WSU.

Community Connections:

- Stacy Hartkorn and I attended the West Plains Chamber Breakfast which featured the Medical Lake and Cheney School districts.
- The Cheney Friends donated funds to Spokane is Reading.
- The Friends also donated funds to pay for Toddler Play and Learn toys and activities.
- I attended the dedication and open house at the new Westwood Middle School.
- STA Moving Forward, the comprehensive planning process for transit service, will be using our meeting room over the next nine months for advisory panel discussions and community input.

Deer Park: Kris Barnes

Events:

- We had 42 attendees for our After School Special *Day at the Races* this year compared to an attendance of 11 in September 2011.
- Our storytime attendance was lower this September when compared to September 2011 by 140 total attendees.
- Our first fall teen program, *It's Your Move*, featured board games, card games and Wii, and attracted 4 participants.

Customer issues:

- A hit and run incident occurred where someone exiting our parking lot hit two other vehicles and then sped off. Neither of the library members who had their car hit wanted to call the police. They felt the damage was minimal.

Positive customer experiences:

- We received five comment forms this month complimenting us on our quick service and helpful staff. One member commented that they found our staff to be "very helpful, courteous

and informative” and another member commented that “librarians have the upmost in patience, tolerance and understanding here.”

Community connections:

- The Friends of the library held its September book sale.

Building related:

- The windows on our building were egged this month.

Fairfield: Bev Bergstrom

Events:

- The Fairfield Friends donated to Spokane is Reading.
- We had a 68% increase at Storytime this month over last September. We averaged 16 children this past month.

Positive customer experiences:

- A member commented that she appreciated our manga drawing books as she studied them to fill notebooks of her own art.
- A member who had tried unsuccessfully to get her son interested in joining preschool happened to bring him to Storytime the day the preschool came. After seeing the kids having so much fun, he changed his mind.

Staffing:

- Michelle and Brenda did the Fairfield Care outreach run for the month, training Brenda for future solo runs.
- We began our new schedule which has at least two people in the building during open hours. This has been a goal since the Safe Environment Training emphasized the awareness of safety issues for staff working alone.

Community connections:

- We had enough helpers for the Southeast County Fair parade that we were able to carry the banner, which is a first for us. One young volunteer got mobbed for her pencils and we had to go back and rescue her. The weather was splendid.
- The Hangman Creek Chamber of Commerce met in the library for its monthly meeting.
- A member with a local high school connection contacted us about setting up a “little free library” station on the property. The senior class plans on building the small units and erecting them in four towns in the area. Since we don’t own the property, we first directed her to the town hall for permission to start, and are now working on ways we might be able to support the project.

Medical Lake: Laura Baird

Events:

- Storytime attendance averaged 18, up from 16 in September 2011.
- 12 children attended our first After School Special, up from two last September.

Positive Customer Experiences

- Staff have had overwhelming positive comments about the upcoming extra open day at this library.
- A member sent an email via our website expressing gratitude to staff at Medical Lake for being courteous and friendly.
- One member commented on the Eastern State Hospital display, hoping the library would host more historical displays about the Medical Lake area in the future.

Community connections

- One of our members who displayed her quilts in the library over the summer brought in several more with an autumn theme to be traded out for display. She’s currently quilting more for a winter display. This ongoing display has been much enjoyed by members and the community.

- A member who works for Young Lives asked staff for names of teachers who could teach parenting classes to her teen moms. Thanks to Mary Ellen Braks' referral to the Children's Home Society, qualified teachers will meet with the moms beginning in November.
- A family passing through town stopped at the library to inquire about the historic Hallett house where they were tenants in the 1970s. They were pleased the library houses photos and a short history of the building.
- James Eik, reporter for the Cheney Free Press, came in take pictures of the Medical Lake historical materials on the wall. He is working on a project in conjunction with The Spokesman-Review to document historical community information and artifacts.

Building related:

- The City maintenance crew has been working on the outside lights for the past two weeks. There is a communication problem between the flag light and the rest of the building. Underground digging may have to be done. Meanwhile, the lights are on continuously.

Moran Prairie: Jason Johnson

Events:

- Toddler storytime became a Toddler Play and Learn storytime this month and averaged 60 attendees, up from 45 last month and doubling September 2011's average of 30.
- Both the Preschool and Baby Play and Learn storytimes maintained last month's averages of 24 and 26 respectively.
- The Moran Prairie Book Club attracted 5 attendees to discuss Jess Walter's *Beautiful Ruins*.
- This month's After School Special had a disappointing attendance of 1.
- The GED program did not draw a single attendee.
- Moran Prairie played host to 3 excellent training sessions for the Strategic Planning Facilitators.

Positive Customer Experiences:

- Jason was informed that people were regularly coming from as far away as Chewelah to attend his Toddler Play and Learn storytimes on Tuesdays.

North Spokane: Patrick Roewe

Events:

- The *Washington's Channeled Scablands* program was a big draw with 65 in attendance. This is the second highest attended adult program in 2012.
- The first *Tween Club* program brought in 7 attendees. This program will be running monthly through the end of the year.

Customer issues:

- Three instances of abandoned vehicles in the parking lot came up this month, including one that was recovered as stolen by the Sheriff's Office.
- It appeared as if someone had been camping out overnight on the back patio. After staff made contact with an individual, the issue seems to have been resolved.

Staffing:

- Vanessa, an information specialist, was promoted to fill a librarian vacancy. Corinne, a former intern, was selected to fill the subsequent information specialist vacancy.

Community connections:

- Michael, one of the librarians, is serving on one of Spokane Transit Authority's Corridor Advisory Panels, which is evaluating transit needs in the greater Spokane area.
- North Spokane's parking lot was a site for a Spokane County Sheriff's Office community shred and prescription drug take back event. Feedback from members and the SCSO was positive, and we're looking at hosting again next year.

Otis Orchards: Bev Bergstrom

Events:

- Our average storytime attendance of 21 this month is the same as last September's average.
- We had a 57% increase in After School Special attendance over last year in September. The room was hopping with 14 kids.

Community connections:

- I am currently the third Otis staff member to read *Age of Miracles*, which was written by Karen Walker, daughter-in-law of one of our members. It is a page-turner; the storyline supposes that the earth's rotation begins to slow and affects more than just physical relationships.

Building related:

- We shifted our held DVDs behind the checkout desk after a number of items disappeared.
- Due to overflowing DVD shelves, we shifted to accommodate three more shelves and added a carousel.

Spokane Valley: Doug Stumbough

Events:

- The *Washington's Channeled Scablands* program drew in 50, which made it the most popular adult program this year at Spokane Valley. The *Dividing Perennials* program attracted 23, which is slightly above the average attendance of the *Backyard Bounty* series.
- We once again hosted a Business Resource class for the Greater Spokane Valley Chamber of Commerce's NxtLevel group. 11 entrepreneurs received an introduction to library resources available to small business owners, and several new cards were issued to members of the group.
- Storytime attendance: Baby Lapsit averaged 19, an increase of +6% over the average in September 2011 (18). Toddler averaged 41, which is down from last September (-7%) , and the Preschool Play & Learn was also down slightly (-2%), averaging 41 attendees compared to 48 last year at this time. There was a jump in attendance at the Family storytime, from 19 last September to 26 this year, up +36%, which may indicate some aging families.

Staffing:

- We welcomed two new pages, Jana and Walter, and said farewell to Branch Services Assistant Mary, retiring after almost 34 years with the District.

Community Connections:

- Several staff members and participated in the Hearts of Gold parade that kicked off ValleyFest, which included the Book Cart Drill Team. The next day, over 800 people visited the SCLD booth at Mirabeau Park.
- Stacey Goddard, Adult Services Manager, attended the 100 year celebration of the Opportunity Township Hall, current site of the Spokane Valley Heritage Museum.
- I attended weekly Spokane Valley Sunrise Rotary meetings.

Customer Use Measures

SEPTEMBER 2012

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,115	117,467	N/A	1%	1%
Door count	103,515	109,981	1,042,230	-1%	0%
Circulation	207,848	213,414	2,076,031	3%	4%
Digital Media Catalog	15,404	10,125	142,025	66%	72%
Reference inquiries	17,235	18,913	183,870	-2%	-1%
Programs					
Number	202	189	1,966	14%	13%
Attendance	5,153	4,884	52,502	18%	18%
Group Visits					
Number	2	2	12	-67%	-65%
Attendance	32	26	179	-75%	-75%
Software Station bookings	17,712	20,099	165,701	-8%	-7%
Meeting room bookings	256	231	2,582	3%	6%
Holds placed					
By customers	31,115	30,260	303,114	3%	2%
By staff	5,720	6,043	61,640	-6%	-7%
Digital Media Catalog	4,735	3,523	50,173	64%	70%
Database use					
Searches	18,161	17,406	170,384	-32%	-42%
Retrievals	19,747	21,386	192,940	-39%	-51%
Website use (Remote)					
User sessions	81,697	77,631	772,099	8%	7%
Page views	250,227	228,510	2,435,402	16%	14%
Catalog	64,817	51,663	597,024	47%	46%
Database Access	3,778	7,514	45,265	-34%	-11%
Interlibrary loans					
Loaned	151	149	2,116	-24%	-23%
Borrowed	300	408	3,349	-9%	-6%

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.*

COMMUNICATIONS REPORT

SEPTEMBER 2012

Traditional Media

- SCLD in the news:
 - Sep 1 – SCLD employment, Information Specialist Region 1
 - Sep 1 – Current: Libraries, like newspapers, marching on
 - Sep 2 – Spokesman-Review: Fall Gardening Series at Spokane Valley Library
 - Sep 2 – Spokesman.com: T.W.I.N.E. at Spokane Valley Library
 - Sep 4 – Spokanekidscalendar.com: Day at the Races After School Program (Moran Prairie)
 - Sep 5 – Deer Park Tribune: Storytimes
 - Sep 6 – Annual Drug Take Back Initiative returns for fifth year (North Spokane Library)
 - **Sep 9-21 – Clear Channel radio ads: Sept is National Library Card Sign-up month***
 - Sep 10 – Spokesman Review: Valley Council to discuss interlocal agreement with SCLD
 - Sep 11 – Spokesman.com: T.W.I.N.E. sponsored by SCLD
 - Sep 12 – Spokane7.com: Day at the Races After School Program (Otis Orchards)
 - Sep 12 – Spokane7.com: It's Your Move Teen Program at North Spokane Library
 - Sep 12 – Deer Park Tribune: Storytimes
 - Sep 13 – Spokesman-Review: Valley Council brings back discussion on Library
 - **Sep 13 – Libertylakesplash.com: Libraries propose reciprocal borrowing**
 - Sep 16 – Spokesman-Review: Fall Gardening Series at North Spokane Library
 - Sep 19 – Deer Park Tribune: Storytimes
 - Sep 20 – Cheney Free Press: Cheney book club meets Sep 25
 - **Sep 23 – safelibraries.bogspot.com: SCLD adds Internet filters to protect the community**
 - Sep 25 – Spokesman-Review: City Council to vote on property purchase for library
 - Sep 26 – Deer Park Tribune: Deer Park Library Closed for staff training
 - Sep 26 – Deer Park Tribune: Storytimes
 - **Sep 26 – Press Release: Expanded Hours Coming to Airway Heights & Medical Lake Libraries**
 - Sep 27 – Spokesman-Review: Council votes unanimously to approve agreement with SCLD
 - Sep 27 – Cheney Free Press: Library buildings closed for training
 - **Sep 27 – Press Release: Design a Library Card Art Contest**
 - Sep 28 – Spokesman-Review: Prescription Drug Take Back Initiative at North Spokane Library
 - Sep 28 – Medical –lake.org/news: Expanded hours at Medical Lake Library
 - Sep 29 – Valleyfest.org: Spokane County Library District vendor
 - Sep 30 – Spokesman-Review: T.W.I.N.E. at Spokane Valley Library, Deer Park Friends of the Library Book Sale, Poetry Scribes at North Spokane Library

- Approximate media value for SCLD in the news: \$1000
 - *not included in estimated value

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of likes up to 1,316
 - Twitter: # followers up to 164
 - Pinterest: 64 followers
- Attended, along with two other representatives from the Social Media Team GoSocialINW, a one-day social media conference

- Website updates:
 - Website re-design – still in progress, programming and design work continues
 - Why support your local library (infographic)
 - September is Library Card Sign-up Month
 - Let's Talk Trash – Single stream recycling program
 - Hot Stuff Chili Cook-off
 - Strategic Planning Community Forums invite
 - Updated book sales

Community Involvement

- Spokane Is Reading
 - Inlander ads began Sept 6 and will run through October 10 editions
 - Posters & Bookmarks being distributed to all libraries & local businesses

Current & Upcoming Projects

- Logo update and branding efforts continue

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF SEPTEMBER 30, 2102
[PERCENT OF YEAR = 75.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,518,351	\$ 10,338,507	101.74%
CONTRACTED CITIES, SERVICES & FEES	522,236	771,012	67.73%
MISCELLANEOUS REVENUES	138,188	172,643	80.04%
INTEREST EARNINGS	26,406	35,000	75.45%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 11,205,181	\$ 11,317,162	99.01%
EXPENSES:			
SALARIES	\$ 4,145,801	\$ 5,567,451	74.46%
FRINGE BENEFITS	1,183,588	1,592,237	74.33%
SUPPLIES	287,499	531,325	54.11%
SERVICES	1,107,554	1,602,761	69.10%
CAPITAL EXPENDITURES	47,701	75,000	63.60%
LIBRARY MATERIALS	1,106,130	1,619,715	68.29%
INTEREST EXPENSE	97	500	19.40%
OPERATIONAL CONTINGENCIES	-	114,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	200,000	200,000	0.00%
TOTAL EXPENSES	\$ 8,078,370	\$ 11,302,989	71.47%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 3,126,811	\$ 14,173	
CHANGES TO GENERAL FUND BALANCE:			
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 3,126,811	\$ 14,173	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2012	3,923,959	3,923,959	
ENDING FUND BALANCE - 9/30/12 & ESTIMATED BALANCE 9/30/12	\$ 7,050,770	\$ 3,938,132	

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF SEPTEMBER 30, 2102

ASSETS:	
CASH	\$ 2,585,028
ACCOUNTS RECEIVABLE	385
TAXES RECEIVABLE	4,780,472
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	53,763
PREPAID EXPENSES	145,529
TOTAL ASSETS	\$ 7,565,177
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 264,688
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	249,718
TOTAL LIABILITIES	\$ 514,406
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 257,613
NONSPENDABLE FUNDS -- INVENTORY	52,444
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,316
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,282
ASSIGNED FOR FACILITY MAINTENANCE PLAN	172,104
ASSIGNED FOR TECHNOLOGY PLAN	297,233
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	103,158
ASSIGNED FOR LIBRARY MATERIALS PLAN	148,396
ASSIGNED FOR CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	5,460,637
ENDING FUND BALANCE SEPTEMBER 30, 2102	\$ 7,050,771
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 7,565,177
FUND BALANCE CAPITAL PROJECTS FUND - SEPTEMBER 30, 2012	\$ 1,380,399

BRANCH SPOTLIGHT:
MEDICAL LAKE LIBRARY

Branch Supervisor Laura Baird will share highlights about Medical Lake Library and the community it serves.

OVERVIEW:
SCLD WEBSITE REDESIGN

Communication Manager Jane Baker will review the District website redesign.