

MISSION

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

Board of Trustees Regular Meeting

January 15, 2013 4:00 p.m. Spokane Valley Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of December 12 Special Meeting and December 18, 2012, Regular Meeting Minutes [4:00-4:05]
 - B. Approval of December Payment Vouchers [4:05-4:07]
 - C. Unfinished Business
2013 Overview and Policies Review Schedules [4:07-4:10]
 - D. New Business [4:10-4:50]
 1. Welcome Incoming Trustee
 2. STCU Donation: Motion Recommendation
 3. Travel Policy Review
 4. Friends of the Library Recognition (Resolution No. 01-13): Approval recommendation
 5. National Library Week Amnesty Program
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items [4:50-4:55]
 - B. Strategic Planning Draft Plan Presentation [4:55-5:05]
- 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. Communication [5:20-5:25]
 - E. Fiscal [5:25-5:30]
 - F. Spokane Valley Library Spotlight [5:30-5:40]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 40 minutes, plus public comment]

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

01/15/13

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING MINUTES: December 12, 2012

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Wednesday, December 12, 2012, at the Argonne Library Public Meeting Room, 4322 N. Argonne Road, Spokane, WA, to conduct applicant interviews for the Board of Trustees' position vacancy. The meeting convened at 5:01 p.m. by Chair Tim Hattenburg.

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

Also present: None.

SPECIAL MEETING – Trustee Applicant Interviews

Interviews were conducted of two candidates to fill the five-year term on the Board of Trustees to replace Ms. Apperson, whose second and final term expires December 31, 2012.

Following interviews and discussion among Trustees, Mr. Hattenburg moved that Sean P. Morrow be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees for the five-year term beginning January 1, 2013. Mr. Morrow was recommended because he resides in North Spokane and therefore maintains the geographic balance of representation within the District; has significant experience providing information, collaborating and negotiating with individuals and groups in a leadership role; has background and knowledge of library procedures and policies; is an avid reader and library member along with his family; and has interest in serving the community.

Vice Chair Mary E. Lloyd seconded the motion.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 6:17 p.m.

Tim Hattenburg, Chair

Nancy Ledebauer, Secretary of the Board of Trustees

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

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held December 18, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 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 Ledebor - Executive Director and Secretary

EXCUSED:

Also Present: Jane Baker, Communication Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Gwendolyn Haley, Youth Services Manager; Stacy Hartkorn, Airway Heights Branch Supervisor; Priscilla Ice, IT Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF THE NOVEMBER 20, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the November 20 Regular Meeting minutes.

Mr. Hattenburg corrected the Spotlight report noting at one time Spokane Valley was the state's top apple producer because of irrigation.

There were no other comments or corrections.

APPROVAL OF NOVEMBER 2012 BILL PAYMENT VOUCHERS

Ms. Apperson moved and Mr. Hattenburg seconded approval of the November 2012 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 43901 through 43280 and W00090, W00091, W00092 totaling	\$ 553,902.54
	Payroll numbers: 11092012PR and 11212012PR totaling	\$ 340,748.99
	Total	\$ 894,651.53
L08	Voucher number: 9506	
	City of Spokane Valley/Purchasing Closing Costs totaling	\$ 1,668.00
	Total	\$ 1,668.00

In response to a Trustee's question, Mr. Sargent said multiple payments to DIVCO are mostly for preventive facilities maintenance. There were no other comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2013 BUDGET.

ADOPTING A 2013 FINAL BUDGET (RESOLUTION No. 12-09). Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution No. 12-09, Adopting a 2013 Final Budget, be approved.

RESOLUTION No. 12-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2013 FINAL BUDGET; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Revenues total \$11,265,300; expenditures total \$11,799,700, plus a \$264,100 transfer to the Capital Projects Fund. The estimated ending unassigned fund balance is \$1,770,194.

Mr. Sargent noted the Assessor's Office is currently reviewing appeals on assessed valuations and senior exemption applications before it can determine the District's final assessed valuation. L&I rates for 2013, received yesterday, resulted in a decrease of \$750; IRS standard allowable mileage reimbursement rates increased 1.8%, from 55.5 to 56.5 cents per mile, resulting in an increase of \$350. The financial impacts of these variables though considered minimal will be addressed by Mid-Year Review #1. There were no questions.

The motion was unanimously approved.

NEW BUSINESS

DIANE ZAHAND MEMORIAL FUND. Ms. Apperson moved and Ms. Lloyd seconded the motion to accept donations made in memory of Diane Zahand and direct staff to establish a "Diane Zahand Memorial Fund," no later than March 31, 2013, for the purpose of underwriting special youth programs and projects through Spokane Valley Library.

Mr. Hattenburg commented on the admirable actions of Mr. Zahand to honor his late wife by contributing to youth services by making available additional educational tools, thereby positively influencing the lives of young people.

Mr. Sargent pointed out the final paragraph of the recommendation, noting because of state-mandated accounting standards, the memorial fund will not be formally established until March 2013, and will be adopted by Board resolution at Mid-Year Review #1.

There were no further comments or questions.

The motion was unanimously approved.

BULLETIN BOARD AND COMMUNITY-INTEREST PUBLICATIONS POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that the new Bulletin Boards and Community Interest Publications Policy be approved as written. Ms. Ledebauer noted the new policy was created to eliminate redundancy between two policies. The now separate Exhibit and Display Policy will be presented for Board review and approval in February. In response to a Trustee's question, Ms. Ledebauer confirmed library meeting rooms can be used for any lawful purpose including religious and political meetings, with all meetings open to the public and free of rental charges. There were no further questions or comments.

The motion was unanimously approved.

2012 BALANCED SCORECARD SUMMARY.

Mr. Hattenburg noted the District has used the scorecard system since 2009 as a project management tool. This year's scorecard summary included those goals addressing Customer, Financial, Internal Process and Learning & Growth perspectives and thereby significantly spells out what has been accomplished in 2012. Ms. Ledebauer summarized results for each area, which included contributory remarks by the Management Team. There were no questions or comments.

2013 WORK PLAN.

Ms. Ledebauer said all projects contained within the Work Plan were approved for funding by previous Board approval of the 2013 budget. This list holds the District accountable and assists the Board in tracking progress and/or completion of budgeted programs and projects. There were no questions or comments.

2013 BOARD OF TRUSTEES OFFICERS ELECTION. Ms. Lloyd nominated Mr. Hattenburg to serve as chair for the 2013 calendar year and Mr. Davis seconded the motion. Ms. Lloyd nominated Mr. Davis to serve as vice chair and Mr. Hattenburg seconded the motion. The elected officers will serve from January 1, 2013, through December 31, 2013. There were no questions or public comments.

The motions were unanimously approved.

RECOGNITION OF RETIRING TRUSTEE ANN APPERSON. Mr. Hattenburg moved and Mr. Davis seconded that Resolution No. 12-10, RECOGNIZING RETIRING TRUSTEE ANN APPERSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS, be adopted.

RESOLUTION NO. 12-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE ANN APPERSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Hattenburg read the resolution aloud for Ms. Apperson and others in attendance to hear.

In Favor: Tim Hattenburg, Mary E. Lloyd, Dan Davis and Mark Johnson.

Abstentions: Ann Apperson.

Motion passed.

Following the vote, Ms. Apperson was presented with a framed original of the resolution and an engraved crystal book. Photographs were taken and expressions of gratitude and best wishes were extended by Trustees.

Mr. Hattenburg said Ms. Apperson's first day as chair was his first day as trustee. She taught him a lot by sharing her experience, he remarked.

Ms. Apperson extended her thanks to everyone, commenting how wonderful she considers her experience and how much she has learned. To Ms. Ledebøer she expressed appreciation for the leadership qualities she brings to the executive directorship of the District, and said what a feat it was to find a replacement for the former executive director, Mike Wirt, who was at the helm for over 30 years.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Ms. Gustafson provided a brief strategic planning update on events since the November meeting, and most notably presented revised mission and vision statements for Board consideration. Revised Mission: We inspire learning, advance knowledge, and connect communities. Revised Vision: Spokane County Library District is the essential place to explore, learn and create. Trustees particularly appreciated the use of explore.

Ms. Ledebøer said the vision stretches us beyond where we're at now, toward creating knowledge.

Ms. Gustafson said a draft of the strategic plan will be presented next month. Meanwhile, goals and objectives meetings are coming along well, for which four separate teams comprised of staff are addressing each of the four service responses—Know your Community (and its resources), Satisfy curiosity, Economic and workforce development, and Early literacy.

In response to Mr. Hattenburg's question about participation at community forums, Mr. Stumbough said participation was at anticipated levels, and though we would have enjoyed higher attendance, forum responses along with key interviews and feedback from varied sources revealed common themes.

2013 OVERVIEW TOPICS SELECTION

Trustees considered the suggested service-area overview topics for continuing education presentations scheduled as part of each regular board meeting in 2013. Life after 50 and other outreach topics were favored by Trustees, as were technology topics, including how to use devices and download digital content. Ms. Ledebøer noted the District will offer a new product, Zinio, an app with 150 top titles for downloadable/digital magazines for iPad,

iPhone, Android, Mac & PC. For business operations, Ms. Ledebøer suggested Master Facilities Plan and bond issue planning could be suitable topics for a fall retreat. In response to a Trustee's question, Ms. Baker said an update on the District website redesign is anticipated by March. A list of overview programs by date will be distributed in January.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. Spokane Valley is the venue for the first meeting of the New Year, scheduled for January 15. Agenda items will include Friends recognition, Spokane Valley Library Spotlight, policies review and overview schedule and potentially welcoming a new trustee. Library Legislative Day is scheduled for Friday, February 15, in Olympia; more information forthcoming. Mr. Hattenburg also noted an evaluation of Ms. Ledebøer's first year of performance as executive director is scheduled for next March or April.

Ms. Ledebøer asked if Ms. Apperson would consider attending the January meeting. In anticipation of National Library Week she will ask trustees to consider authorizing a week long amnesty program where people donate food in lieu of paying fines.

REPORTS

TRUSTEES

Mr. Johnson said the new carpeting at Airway Heights is very nice. He also expressed appreciation to Ms. Apperson for her service as Trustee.

Mr. Hattenburg shared a letter from Spokane Public Library Foundation Board of Trustees, suggesting an opportunity to create a joint fundraising effort to benefit libraries in Spokane County. He and Ms. Ledebøer have discussed and consider it an opportunity to reach out. Ms. Ledebøer will draft a letter in response to suggest Ms. Apperson, Ms. Lloyd and Ms. Ledebøer as representatives of the District for discussions. Ms. Lloyd and Mr. Hattenburg welcomed more expansive participation to include others—beyond Trustees.

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. Ledebøer said the District plans to ramp up recycling efforts. Ms. Lloyd said she would like to see this as part of planning for new building sites. Though in some cases garbage pickup is handled by cities, Ms. Ledebøer will summarize the reports provided by Waste Management visits to District libraries. Ms. Ledebøer also noted the discrepancy between Mr. Sargent's and her report on savings from municipal bonds, which was an issue of timing and information received.

Ms. Ledebøer noted her attendance at GSI's Legislative Forum, held December 5 at The Davenport Hotel. Governor-elect Jay Inslee and a panel of state legislators were available to discuss the upcoming legislative session and issues of importance to our region and state. The legislative agenda includes asking the legislature to pass legislation that would create municipal library districts. She also said it looks like the City will approve adding a dedicated tax to support libraries for the February 12 ballot.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for November 2012 public services in advance of the meeting. Mr. Hattenburg asked about the process of Internet filtering. IT Manager Priscilla Ice said they are working on a method to allow Branch Services managers to request changes, thereby making for smoother operations. Ms. Lloyd expressed kudos for their great work. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her November report submitted prior to the meeting. Mr. Hattenburg expressed appreciation for all the contacts and information provided by Ms. Baker. Ms. Lloyd shared anecdotally it was recently reported North Spokane and Spokane Valley libraries are ranked among the busiest libraries in the state. There were no additional questions.

FISCAL

Revenue and Expenditure Statement through November 30, 2012.

Fund 001

Revenues	\$ 11,478,672
Expenditures	\$ 10,652,150
Ending Fund Balance	\$ 4,750,481
Fund Budget Expended	88.57%

Mr. Sargent said he anticipates revenues to exceed expenses. He and Ms. Ledeboer will review the final statements and use this information to suggest mid-year adjustments in 2013. In response to a Trustee's question, Mr. Sargent said these funds are separate from reserve funds.

AIRWAY HEIGHTS LIBRARY SPOTLIGHT

Branch Supervisor Stacy Hartkorn reported on Airway Heights Library members, community partnerships and uniqueness.

City of Airway Heights was incorporated in 1955 and has a population of just over 6,000. To serve members and respond to the trend for increased usage, the library added an additional day and is now open 10 hours on Wednesday. Because of limited schedules, the additional day is particularly beneficial to those who depend on public transportation.

Fairchild Air Force Base, Geiger Corrections Center and Northern Quest Casino are major area businesses. Economic growth is also seen through a Walmart complex, Village Centre Cinemas and the STEP project for building a new casino. Even so, by 2011 Census estimates, overall the community has twice the average rate of lower-income households, compared to Spokane County, with home ownership 20% lower than Spokane County. It was suggested transitory housing, younger families, base personnel living farther out, and military flight plans prohibiting expansion or changes could influence the makeup of the community.

Library resources provide enrichment opportunities as well as critical services stemming from use of computers and having Internet access; e.g., completing taxes, applying for jobs and/or unemployment benefits. Ms. Hartkorn relayed a success story where library staff assisted a member with updating and printing a resume that yielded a new job. The library also offers information resources such as GED preparation books, and quality of life and early learning resources/entertainment such as DVD movies and weekly storytimes, the latter particularly appreciated because the local ECEAP preschool is at capacity.

Mr. Hattenburg asked about the library's relationship with Geiger Corrections Facility, to which Mr. Roewe responded the Center has its own library. Ms. Ice said the District formerly had contracts at Eastern State Hospital and Lakeland Village, and the state assumed responsibility over 30 years ago. In response to a Trustee's question about the Deep Creek community, Ms. Haley said members mostly attend Medical Lake Library, and the school makes monthly visits.

Trustees expressed appreciation to Ms. Hartkorn for her informative report.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

Prior to adjournment, Mr. Hattenburg expressed thanks to his wonderful wife, Becky Hattenburg, for preparing treats for the holiday gathering to follow. The meeting adjourned at 5:07 p.m.

Tim Hattenburg, Chair

Nancy Ledebor, 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 December 31, 2012 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$882,277.66 and that we are authorized to authenticate and certify these claims.

DATE: January 1, 2013

SIGNED *M. K. Rojas*

SIGNED *Nancy Kildeboer*

TITLE: *BUSINESS MANAGER*

TITLE: *Executive Director*

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
043281	AUDIOGO	LIBRARY MATERIALS	\$ 484.07
043282	AVISTA UTILITIES	UTILITIES	2,555.55
043283	BIBLIOTHECA ITG	EQUIPMENT REPAIR & MAINTENANCE	1,899.00
043284	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	969.00
043285	CDW GOVERNMENT, INC.	EQUIPMENT REPAIR & MAINTENANCE	173.92
043286	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	81.42
043287	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	77.90
043288	CENTURYLINK	TELEPHONE	80.34
043289	CENTURYLINK	TELEPHONE	32.27
043290	CENTURYLINK	TELEPHONE	41.85
043291	CENTURYLINK	TELEPHONE	41.63
043292	CENTURYLINK	TELEPHONE	144.89
043293	CENTURYLINK	TELEPHONE	88.91
043294	CENTURYLINK	TELEPHONE	592.01
043295	CENTURYLINK	TELEPHONE	1,332.80
043296	CENTURYLINK	TELEPHONE	7,758.25
043297	CITY OF SPOKANE	UTILITIES	222.39
043298	CITY OF AIRWAY HEIGHTS	UTILITIES	130.49
043299	CITY OF CHENEY	UTILITIES	710.56
043300	CITY OF DEER PARK	UTILITIES	63.65
043301	EMPIRE DISPOSAL INC.	UTILITIES	17.80
043302	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	152.18
043303	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	6,800.64
043304	FRONTIER COMMUNICATION	TELEPHONE	89.28
043305	FRONTIER COMMUNICATION	TELEPHONE	405.00
043306	GALE GROUP, INC.	LIBRARY MATERIALS	1,123.81
043307	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	19.94
043308	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,011.72

043309	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	130.14
043310	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,757.14
043311	MERGENT, INC.	LIBRARY MATERIALS	312.00
043312	MIDWEST TAPE	LIBRARY MATERIALS	4,098.13
043313	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,625.28
043314	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	111.65
043315	OVERDRIVE, INC.	LIBRARY MATERIALS	10,379.63
043316	RANDOM HOUSE, INC.	LIBRARY MATERIALS	297.83
043317	RECORDED BOOKS, LLC	LIBRARY MATERIALS	122.90
043318	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	850.55
043319	SPOKESMAN-REVIEW	LIBRARY MATERIALS	208.00
043320	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
043321	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	611.99
043322	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,146.11
043323	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,636.24
043324	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	258.25
043325	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	59.93
043326	CRAIG CATLETT	LIBRARY PROGRAMS	400.00
043327	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,464.09
043328	AUDIOGO	LIBRARY MATERIALS	142.65
043329	AVISTA UTILITIES	UTILITIES	292.51
043330	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	565.88
043331	CAPSTONE	LIBRARY MATERIALS	68.92
043332	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	887.58
043333	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	187.18
043334	CHEVRON U.S.A. INC.	VEHICLE FUEL	99.64
043335	CITY OF MEDICAL LAKE	UTILITIES	242.22
043336	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,123.78
043337	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,410.00
043338	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	4,944.71
043339	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
043340	GALE GROUP, INC.	LIBRARY MATERIALS	333.21
043341	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	80.00
043342	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	2,022.20
043343	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,337.40
043344	INLAND POWER AND LIGHT	UTILITIES	500.26
043345	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	620.17
043346	MD DESIGNS, INC	BUILDING REPAIR & MAINTENANCE	190.23
043347	MIDWEST TAPE	LIBRARY MATERIALS	5,819.42
043348	OPTO INTERNATIONAL, INC	FURNITURE, FIXTURES & EQUIPMENT	6,529.00
043349	OVERDRIVE, INC.	LIBRARY MATERIALS	14,558.93
043350	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	167.42
043351	QWEST CORPORATION	TELEPHONE	2,071.38
043352	RANDOM HOUSE, INC.	LIBRARY MATERIALS	311.29
043353	RECORDED BOOKS, LLC	LIBRARY MATERIALS	187.35
043354	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	13,044.00
043355	SIRSIDYNIX	D. P. HARDWARE & SOFTWARE	20,699.64

043356	SPOKANE COUNTY UTILITIES	UTILITIES	456.75
043357	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	304.25
043358	TANTOR MEDIA	LIBRARY MATERIALS	255.94
043359	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
043360	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
043361	AUDIOGO	LIBRARY MATERIALS	48.87
043362	AVISTA UTILITIES	UTILITIES	1,205.21
043363	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	15.96
043364	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	161.30
043365	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
043366	CENTURYLINK	TELEPHONE	88.66
043367	CENTURYLINK	TELEPHONE	123.84
043368	CENTURYLINK	TELEPHONE	84.94
043369	CENTURYLINK	TELEPHONE	34.30
043370	CENTURYLINK	TELEPHONE	59.85
043371	CENTURYLINK	TELEPHONE	88.91
043372	CENTURYLINK	TELEPHONE	127.49
043373	CENTURYLINK	TELEPHONE	9,219.04
043374	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	1,778.42
043375	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	250.02
043376	DIRECTIONS on MICROSOFT	SOFTWARE SUPPORT & CONSULTING	1,637.03
043377	EARTHWORKS RECYCLING, INC	UTILITIES	185.00
043378	ELECTRONIC HANDBOOK PUB.	LIBRARY MATERIALS	360.89
043379	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	206.53
043380	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	4,906.27
043381	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
043382	GALE GROUP, INC.	LIBRARY MATERIALS	1,062.31
043383	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	210.80
043384	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	87.29
043385	HAGEL & COMPANY	SOFTWARE SUPPORT & CONSULTING	97.50
043386	HEARTLAND AG-BUSINESS GROUP	LIBRARY MATERIALS	225.00
043387	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	2,728.65
043388	INLAND POWER AND LIGHT	UTILITIES	309.22
043389	LIVEMOCHA, INC.	LIBRARY MATERIALS	6,375.00
043390	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	3,103.89
043391	OVERDRIVE, INC.	LIBRARY MATERIALS	4,302.99
043392	PRESSWORKS	PRINTING	506.54
043393	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	208.64
043394	RECORDED BOOKS, LLC	LIBRARY MATERIALS	531.22
043395	SPOKESMAN-REVIEW	LIBRARY MATERIALS	104.00
043396	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	632.19
043397	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	4,517.98
043398	VERIZON WIRELESS	TELEPHONE	154.53
043399	VERIZON WIRELESS	TELEPHONE	138.73
043400	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	536.91
043401	WORLD BOOK SCHOOL AND LIBRARY	LIBRARY MATERIALS	1,780.51
043402	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,152.19

043403	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,402.14
043404	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
043405	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	64.55
043406	AVISTA UTILITIES	UTILITIES	603.73
043407	JAMIESON ENTERPRISES, LLC	STORAGE LEASE	300.00
043408	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	204.93
043409	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	80,176.29
043410	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	33.21
043411	CENTURYLINK	TELEPHONE	41.92
043412	DASHER PRINTING SERVICES, INC	OFFICE/LIBRARY SUPPLIES	6,886.89
043413	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	9.56
043414	GALE GROUP, INC.	LIBRARY MATERIALS	248.18
043415	GRANTSTATION	LIBRARY MATERIALS	1,990.00
043416	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	70.66
043417	INFOGROUP	LIBRARY MATERIALS	8,918.00
043418	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,706.16
043419	MIDWEST TAPE	LIBRARY MATERIALS	9,142.55
043420	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	478.28
043421	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	160.47
043422	OVERDRIVE, INC.	LIBRARY MATERIALS	7,938.28
043423	THOMAS S SMITH	PARKING LOT LEASE	200.00
043424	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	176.09
043425	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,903.49
043426	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	329.95
043427	SNO ISLE LIBRARIES	BUSINESS TRAVEL	164.00
043428	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	328.80
043429	TEACHING COMPANY	LIBRARY MATERIALS	79.90
043430	UPS	FREIGHT	50.74
043431	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	15,748.57
043432	WASHINGTON LIBRARY ASSOCIATION	TRAINING & TRAVEL	396.00
043433	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	41.93
W00093	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	51,315.31
W00094	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	300.49
W00095	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,866.37
W00096	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>50,942.64</u>

Total Non-Payroll General Operating Fund \$ **534,743.28**

PAYROLL VOUCHERS

12102012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 171,751.50
12212012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>169,873.87</u>

Total Payroll General Operating Fund \$ **341,625.37**

TOTAL GENERAL OPERATING FUND \$ 876,368.65

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
009507	CITY OF SPOKANE VALLEY	TRAFFIC STUDY	\$ 5,909.01
TOTAL CAPITAL PROJECTS FUND			\$ 5,909.01

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

<u>Card Category</u>		<u>Amount</u>
General Purchases	\$	3,856.51
Maintenance		1,085.87
Travel		5,732.43
Acquisitions		3,260.47
Information Technology		1,813.29
Total Purchases	\$	<u>15,748.57</u>

2013 BOARD OF TRUSTEES MEETING OVERVIEWS PRESENTATION TOPICS AND ASSIGNMENTS

Each will be 15-20 minutes in length. A Management Team member is listed for each overview, though the actual presentation may be provided by someone else.

January 15 (Spokane Valley): None.

February 19 (Argonne): Catalog Enhancements [*Ice*]

March 19 (Otis Orchards): Website Features [*Baker*]

April 16 (Airway Heights): Financial Forecast [*Sargent*]

May 21 (Medical Lake): Recycling [*Sargent*]

June 18 (Fairfield): Develop Young Learners, PLA 5 Fundamentals [*Stumbough/Roewe*]

July 16 (Deer Park): Support Job Seekers and Local Businesses [*Stumbough/Roewe*]

August 20 (Deer Park): To be determined, meeting is tentative

September 17 (North Spokane): Know your Community/Partnerships [*Stumbough/Roewe*]

October 15 (Argonne): Explore and Discover/Life after 50 [*Stumbough/Roewe*]

November 19 (Argonne): Broadband [*Ice*]

December 17 (Argonne): Communication/Awareness [*Baker*]

For Information Only

SPOKANE COUNTY LIBRARY DISTRICT
2013-2014 POLICY REVIEW SCHEDULE
BY BOARD OF TRUSTEES MONTHLY MEETINGS

District staff will review policies on a rotating monthly basis. If a policy needs to be updated or revised, the DRAFT revision will be presented to the Board for consideration. If no changes are recommended, no action will be taken by the Board. Due to the length and complexity of the Personnel Policy it will be reviewed in parts and presented to the Board for consideration as needed.

<i>Review Date</i>	<i>Policy/Last Review Date</i>	<i>Responsible Manager</i>
01/13	Travel (03/09)	HR
02/13	Display and Exhibits... (1/11)	Branch Services
03/13	Children's Safety in Libraries (11/11)	Branch Services
04/13	Confidentiality of Customer Info & Customer Privacy (06/11)	Branch Services
05/13	Personnel (various review dates)	HR
05/13	Access to Library Services (02/11)	Branch Services
06/13	Disposal of Surplus Property (07/11)	Business
06/13	Control of Capital Assets (03/11)	Business
07/13	Friends of the Library (03/12)	Branch Services
07/13	Gifts (09/11)	Executive Director
09/13	Purchasing (04/11)	Business
10/13	Public Records (09/10)	Executive Director
10/13	Personnel (various review dates)	HR
11/13	Emergency Closure of Facilities (07/11)	Executive Director
01/14	Volunteer Program (01/12)	HR
02/14	Facility Use for Political Purposes (02/12)	Branch Services
03/14	Code of Customer Conduct (09/12)	Branch Services
04/14	Memberships in Organizations (04/12)	Executive Director
05/14	Public Art in District Facilities (05/12)	Branch Services
05/14	Personnel (various review dates)	HR
06/14	Computer Software Control (06/12)	Info Tech
06/14	Membership Privileges and Responsibilities (09/12)	Branch Services
07/14	Annexation of Cities & Towns to Library District (07/12)	Executive Director
09/14	Social Media (11/12)	Communication
09/14	Financial Management (09/12)	Business
10/14	Collection Development (10/12)	Collection Services
10/14	Personnel (various review dates)	HR
11/14	Computer, Wireless Network and Computer Use (09/12)	Branch Services
12/14	Library Meeting Room Use (09/12)	Branch Services
12/14	Bulletin Boards and Community-Interest Publications (12/12)	Branch Services

For Information Only

SPOKANE COUNTY LIBRARY DISTRICT

POLICY REVIEW SCHEDULE: ALPHABETICAL BY POLICY [2013-2014]

<u>Policy/Last Affirmation and or Revision Date</u>	<u>Responsible Manager</u>	<u>Next Review Date</u>
1. Access to Library Services (02/11)	Branch Services	02/13
2. Annexation of Cities & Towns to the Library District (07/12)	Director	07/14
3. Bulletin Boards and Community-Interest Publications (12/12)	Branch Services	12/14
4. Children's Safety in Libraries (11/11)	Branch Services	03/13
5. Code of Customer Conduct (09/12)	Branch Services	03/14
6. Collection Development (10/12)	Collection Svcs	10/14
7. Computer Software Control (06/12)	Info Tech	06/14
8. Computer, Wireless Network and Internet Use (09/12)	Branch Services	11/14
9. Confidentiality of Customer Info. & Customer Privacy (06/11)	Branch Services	04/13
10. Control of Capital Assets (03/11)	Business	06/13
11. Display and Exhibits (01/11)	Branch Services	02/13
12. Disposal of Surplus Property (07/11)	Business	06/13
13. Emergency Closure of Facilities (07/11)	Director	11/13
14. Facility Use for Political Purposes (2/12)	Branch Services	02/14
16. Financial Management (09/12)	Business	12/14
17. Friends of the Library (03/12)	Branch Services	07/13
18. Gifts (09/11)	Director	07/13
19. Library Meeting Room Use (09/12)	Branch Services	12/14
20. Member Privileges and Responsibilities (09/12)	Branch Services	06/14
21. Memberships in Organizations (04/12)	Director	04/14
22. Personnel (<i>various dates</i>)	HR	April/Oct
23. Public Art in District Facilities (05/12)	Branch Services	05/14
24. Public Records (09/10)	Director	10/13
26. Purchasing (04/11)	Business	09/13
27. Social Media (11/12)	Communication	09/14
28. Travel (05/11)	HR	01/13
29. Volunteer Program (01/12)	HR	01/14

*Valuing and Managing Diversity was merged with Personnel Policy and Access Policy

* Bulletin Board, Display and Exhibits Policy was divided with Bulletin Board combining with Community Interest Publications and Displays and Exhibits standing alone.

Welcome Incoming Trustee: FOR INFORMATION ONLY

Background:

On Wednesday, December 12, Trustees conducted interviews of candidates to replace Retiring Trustee Ann Apperson for the five-year term, January 1, 2013, to December 31, 2017.

Following discussion, a recommendation to appoint Sean P. Morrow was forwarded to Board of County Commissioners. Mr. Morrow was selected because he resides in North Spokane, which maintains the geographic balance of representation within the District; has significant experience providing information, collaborating and negotiating with individuals and groups in a leadership role; has background and knowledge of library procedures and policies; is an avid reader and library member along with his family; and has interest in serving the community.

Board of County Commissioners approved Mr. Morrow's appointment to serve on SCLD Board of Trustees at its meeting, Tuesday, January 8. No further action is necessary.

Spokane Teachers Credit Union Donation:

RECOMMENDATION

Recommendation:

Staff recommends acceptance of donation made by Spokane Teachers Credit Union (STCU).

Action Required:

Motion to accept donation of \$2,500 made by Spokane Teachers Credit Union, to be used to support SCLD Youth Summer Reading program.

Background:

Anne Hagman, Senior Community Development Officer at STCU, approached Youth Services Manager Gwendolyn Haley with an invitation to submit a proposal to STCU for a \$2,500 donation. They were particularly interested in children's programs. After outlining several opportunities, STCU chose to support District Youth Summer Reading programs, and presented us with a \$2,500 check for that purpose.

TRAVEL POLICY (REVISION)
APPROVAL RECOMMENDATION

Recommendation:

That the Travel Policy be revised as presented.

Action Required:

Motion.

Background:

The Travel Policy provides the guidelines for reimbursement of approved employee and trustee travel expenses. The Travel Policy, unlike most other District policies, provides fairly detailed direction. This is in large part due to the scrutiny to which public agency travel can be given by the public and auditors. The policy was first adopted in substantially its present form in 1984 and has been periodically updated with the most recent revision in May 2011.

- The recommended revision clarifies that certain travel-related expenses will not be paid by the District.

The policy, showing additions and deletions, follows.

POLICY: TRAVEL

APPROVAL DATE: 05/1985

REVISION DATE: 01/15/2013

Related Policy

Personnel Policy

Purpose

The Travel Policy provides the guidelines for reimbursement of approved employee and trustee travel expenses.

Policy

It is the policy of Spokane County Library District to pay reasonable expenses for employee and trustee travel for District purposes, including official business and in conjunction with approved training and conference activities. Travel expenses for job applicants traveling to Spokane for an employment interview may be fully or partially reimbursed. Travel is to be conducted in the most cost-effective and efficient manner. When alternative methods to travel are available they are to be used. These could include, but are not limited to teleconferencing, video conferencing, carpooling, and coordinating between agencies for joint travel arrangements.

Authorization

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

Travel Expenses

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

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

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

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

The following types of ~~travel-related costs~~ *are expenses incurred while traveling will not reimbursed be paid by the District*: alcoholic beverages, entertainment, personal telephone calls, and expenses connected with an extension of approved travel for personal reasons.

Documentation

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

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

Procedures

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

RECOGNITION OF FRIENDS OF THE LIBRARY SUPPORT (RESOLUTION NO. 01-13)

APPROVAL RECOMMENDATION

Recommendation:

That Resolution No. 01-13, Recognizing District Friends of the Library Support, be adopted.

Action Required:

Motion. Chair and secretary signature on resolution.

Background:

It's tradition for the Board of Trustees to formally recognize the many significant contributions of all District Friends of the Library organizations through adoption of a resolution.

A list of scheduled meetings will be available at the board meeting, as it is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of each Friends group to personally express the District's appreciation for its efforts.

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

Spokane County Library District Friends of the Library: 2012 Accomplishments

Airway Heights

- Run an ongoing book sale
- Provided funding for the following:
 - Cupcakes at staff Christmas party
 - Pizza party to recognize the AH Volunteers
 - Posters for the teen area
 - Play & Learn Supplies
 - Scarves
 - CD with Scarf songs
 - Alphabet Magnets
 - Poster set for decorating Children's area
 - Poster for meeting room & framing
 - Snacks for several library programming events
 - Funded a Summer Gardening adult program
 - Spokane is Reading

Argonne

- Provided funds for the honorarium and prepared refreshments for a gardening program in the spring.
- Contributed funds for refreshments for one of the adult Summer Reading Programs.
- Participated in Millwood Daze by promoting reading to children and advertising their upcoming book sale.
- Contributed funds for Spokane Is Reading.
- Purchased educational games for Play and Learn Storytime.
- Held a very successful, one day book sale in the fall.

Cheney

- Purchased books for the Cheney Book Discussion Group.
- Held a successful book sale.
- Provided funding for Spokane is Reading.
- Provided funding for Summer Youth and Adult programming.
- Provided funds for the purchase of educational toys for Toddler Play and Learn.
- Provided funds for the purchase of educational toys for Baby Play and Learn.
- Purchased poinsettias for the library for Holiday decoration.

Deer Park

- Provided funding for Spokane is Reading.
- Decorated the library for the winter holidays.
- Purchased games and educational toys for our new Toddler Play and Learn Storytime.
- Provided funds to pay for craft materials for use during Storytime.
- Purchased a portable table and two chairs for staff to use at outside events.
- Sponsored the library so that we could participate in Pumpkin Lane in Deer Park.
- Purchased farm toys for use with the farm set in the children's area.

- Purchased treats for use in adult programs.
- Purchased t-shirt transfers to decorate shirts for teens to wear in the Settlers day parade.
- Provided funds to pay for craft materials for children's programs.
- Provided funds to pay for our summer reading program presenters.
- Provided support from the Margaret Irving Program Fund for Adult Summer Reading programs.
- Held 6 successful book sales throughout the year.
- Hosted an open house and provided programming during our anniversary celebration.
- Provided sponsorship at a Deer Park Chamber of Commerce meeting.
- Provided refreshments for our adult programs.

Fairfield

- Supported Music of Peru program.
- Provided funding for Spokane is Reading.
- Purchased caterpillars for butterfly house.
- Helped set up and facilitate table at the Liberty Elementary Science Fair.

Medical Lake

- Provided funding for Spokane Is Reading.
- Held two successful book sales.
- Purchased educational toys for Play and Learn Storytime.
- Paid for the Founder's Day Parade entry fee for library staff to participate.
- Purchased a projector screen for the meeting room.
- Paid for the framing for three donated watercolor prints for display in the library.
- Paid for custom framed posters in the Teen and Children's areas.

Moran Prairie

- Supported staff holiday party.
- Provided funding for Spokane Is Reading.

North Spokane

- Provided funding for Spokane Is Reading.
- Held two successful book sales.
- Supported adult and youth summer reading programs by providing funding for program materials, including WWII music and National Novel Writing Month.
- Purchased education toys for Play and Learn Storytime.
- Purchased an activity table for the children's area.
- Provided coffee supplies for North Spokane staff.
- Purchased a Kindle Fire for staff training.
- Purchased a new exterior sign for the library.
- Purchased a video monitor and hardware for Digital signage.
- Provided funds for staff holiday party.

Otis Orchards

- Provided funding for Spokane is Reading.
- Paid for staff holiday party.
- Bought pizza for staff during fall book sale.
- Treated staff to holiday breakfast at the Otis Grill.
- Purchased poinsettia for circulation desk.

- Purchased spring flowers for circulation desk.
- Helped purchase a jalopy book-truck for the children's area.
- Purchased caterpillars for caterpillar science tent.

Spokane Valley

- Held two successful book sales.
- Provided funding for Spokane Is Reading.
- Purchased a video monitor and hardware for Digital signage.
- Provided funding for an activity table and blocks for the children's area.
- Supported the Teen Anime Club through ongoing donations.
- Provided funding for lounge seating and tables.
- Purchased new educational toys for the Play & Learn Storytime.
- Provided funding to support Summer Reading programming.

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

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

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

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

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

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

WHEREAS, the Board of Trustees wants to recognize and thank all the Spokane County Library District's Friends of the Library organizations for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Library affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with each District Friends of the Library organization, with a letter of thanks acknowledging their ongoing support.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15th day of January, 2013.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer, Secretary

National Library Week Food for Fines Amnesty Program: RECOMMENDATION

Recommendation:

Staff recommends implementation of National Library Week Food for Fines Amnesty program.

Action Required:

Motion to implement the National Library Week Food for Fines amnesty program.

Background:

Patrick Roewe and Doug Stumbough, Region I and II Branch Services managers will provide planning details on a proposed Food for Fines drive that will coincide with National Library Week, April 14-20, 2013.

FUTURE BOARD MEETING TENTATIVE AGENDAS: FEBRUARY- MARCH 2013
FOR INFORMATION ONLY

Next regular meeting

February 19, 2013: 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 February 2013 regular Board of Trustees' meeting.

- Display and Exhibits Policy
- Strategic Planning - Plan Adoption
- SV New Library and Park Project Design Team Selection
- ALA Mid-Winter Conference Report
- WLA Library Legislative Day Report
- Library Spotlight – Argonne
- Overview Catalog Enhancements

Please send requests for agenda additions or changes to the board Chair or Patty no later than noon, Monday, February 4, for inclusion in the preliminary agenda to be emailed Wednesday, February 6. The meeting packet will be mailed Wednesday, February 13.

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.

March 19, 2013: Otis Orchards Library (4:00 p.m.)

- Children's Safety in Libraries Policy Review
- 2013 Mid-Year Review #1
- Strategic Planning Update
- SPL Foundation Report
- Library Spotlight – Otis Orchards
- Overview SCLD Website
- Executive Session – Review Performance of Public Employee

SPECIAL MEETINGS AND ACTIVITIES

- January 25-29** 2013 ALA Midwinter Conference (Seattle)
- February 15** Library Legislative Day (Olympia)
- April 24-26** 2013 WLA/OLA Conference (Vancouver, WA)

Strategic Plan - Draft: UPDATE AND DIRECTION

Background:

District staff will present an update on the progress of the Strategic Plan, including draft goals and objectives, based on identified community needs and service response priorities.

Required Action:

Discuss and provide direction on draft plan in preparation for final Board approval of a new Strategic Plan scheduled for the February 19 regular meeting. No formal action is required.

STRATEGIC PLANNING UPDATE

FOR INFORMATION ONLY – Updated 01/04/13

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	(Completed)
October 17	North Spokane	6-7:30pm	(Completed)
October 23	Argonne	6-7:30pm	(Completed)
October 24	Moran Prairie	6-7:30pm	(Completed)
October 30	Fairfield	6-7:30pm	(Completed)
November 8	Spokane Valley	6-7:30pm	(Completed)
November 13	Cheney	6-7:30pm	(Completed)
November 14	Deer Park	6-7:30pm	(Completed)

Developing the Plan

November 20 - Regular Board Meeting (Board of Trustees) (Completed)

Review Community needs responses, present Board recommended service response priorities and draft Mission and Vision statements for direction

November – January 2013 (Planning committee) (Completed)

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)

EXECUTIVE DIRECTORS REPORT DECEMBER 2012

Administration

Business Office, Finance and Facilities (Bill Sargent)

The resolution to adopt the final 2013 budget was presented to the Board of Trustees for discussion and approval.

The project to refinance the 2015 – 2023 portions of the Moran Prairie Local Capital Facility Area (MPLCFA) bonds was completed.

Work is continuing with U.S. Bank to establish the Health Savings Accounts (HAS) which will be, in effect, as of January 1, 2013. Twenty District employees have opted to enroll in one of the two “High Deductible Healthcare Plans” (HDHPs), which is required to establish eligibility to establish an HAS. The District will be contributing \$750 per annum, into each employee’s HSA.

The project to convert from TimeSheet Professional to EmpowerTime electronic timesheet program is complete. The EmpowerTime program was used for processing the two December pay periods. While there are a small number of setup issues that need to be resolved with the Empowertime program, the program is functional. Consequently, the Timesheet program is now no longer available for staff to access. The next phase of the project is for the data retained within TimeSheet to be exported into the EmpowerTime database. This will allow Business Office staff to access historical timesheet data through the more contemporary software, while eliminating the need to maintain the older TimeSheet program.

Human Resources (Paul Eichenberg)

Recruited and filled two vacant Circulation Clerk positions and a vacant Administrative Receptionist position.

A Materials Processing Clerk (Grade 2) was promoted to Receptionist (Grade 4), and a Circulation Clerk (Grade 3) was promoted to Public Services Clerk (Grade 6).

The former Receptionist transferred to Technical Services to become a Technical Services Clerk.

The Administrative Assistant coordinated ALA Mid-Winter Conference registration, lodging, travel logistics for nine participants.

Information Technology (Priscilla Ice)

- We continued to develop the new catalog interface, “Enterprise,” and made it available to staff at the end of the month. Carlie Hoffman, new Virtual Services Manager, is part of the team working on development. Staff members are making good comments and suggestions as they test the new catalog.
- Security software (Symantec Endpoint Protection) was upgraded on all staff computers.

- The system administrator continued to work with the Business Office and Empowertime to troubleshoot the new time keeping package we purchased in October. It remains troublesome, but is working well enough that it was used for payroll for the first time in December.
- Work continued on the new website. Several changes in direction have meant starting some of the development over, but the delay appears to be a good investment. The new website will be “responsive”, that is it will look good on many different kinds of screens, from smartphones to big computer monitors.
- Our needs for new telecommunication services were advertised all month as a requirement of the e-rate process. Related to that, it appears that we finally have an agreement to upgrade our Internet circuit as planned. The upgrade was scheduled for July 1, but a variety of errors on the part of the vendor (CenturyLink) led to delays. When completed in January, the increase will more than double our Internet circuit capacity.

Collection Services (Andrea Sharps)

- We ordered 1,093 titles and 4,069 copies in December. We processed, added to the system, and sent out to the branches 6,263 items in December.
- A total of 82,005 items were processed, added to the system, and sent out to the branches in 2012. This is down from the record-breaking 94,620 items processed in 2011.
- Downloadable lending in December was up by 2,612 over November. A total of 18,260 audiobook, eBook and music items circulated (includes 363 Project Gutenberg eBook checkouts) in December. Members placed a total of 5,154 holds.
- Use of the digital collection through OverDrive continued to grow with circulation for 2012 totaling 191,813—an astonishing 59.5% increase over the 2011 circulation of 120,265. In 2012, library members placed a total of 64,152 holds on digital content and 7,987 unique library members checked out digital titles.
- We loaned 199 items to other libraries and borrowed 432 items from other libraries for 631 total Interlibrary Loan transactions processed in December.
- In 2012, we loaned a total of 2,698 items to other libraries (a 20% decrease over 2011) and borrowed a total of 4,511 items from other libraries (a 5% decrease over 2011). The 7,209 total Interlibrary Loan transactions in 2012 is an 11% decrease over the 2011 total.
- The purchase details for Zinio, an online magazine product, were finalized on 12/14. We chose the top 150 titles option and selected an additional ten titles. The service will be offered to members starting 1/22/13, allowing time for staff to practice and become comfortable with explaining the process to library members. The price is \$11,966.64 for this annual subscription, and we intend to fund it in part by reducing the print periodical subscriptions through EBSCO.

Executive Director Report & Community Activities (Nancy Ledeboer)

December was a fairly quiet month. Greater Spokane, Inc. hosted a legislative forum with Representatives Ormsby, Wilcox, Springer, Senator Padden and Governor-elect Inslee. Panelists

responded to questions on how to fund education, transportation and other critical infrastructure to improve economic conditions in our state. Governor-elect Inslee introduced Lisa Brown as the newly appointed chancellor for Washington State University - Spokane.

The same evening United Way hosted a reception to recognize those companies and partners that exceeded their previous year contributions. SCLD was among the partners recognized for its generosity and community support. Human Resources Assistant Debbie Rhodes was also recognized for her coordination of the SCLD campaign, which helped raise a 2012 campaign total of \$4,270,920. United Way focuses on three areas of community development—education, income and health.

One of the motivational rewards used by Ms. Rhodes to increase participation in the United Way campaign for 2012 was to offer the opportunity to attend a tour of the Inland Empire Paper Company to anyone who increased his/her contribution over last year. Twelve people were able to attend the tour of our neighbor in Millwood. We were all impressed by use of modern technology at the plant as well as efforts to limit impact on the local environment through sustainable practices. CEO of the plant, Kevin Rassler, presented us with a book covering the 100 year history of the company. Mr. Rassler served as a United Way campaign member this year and he thanked the District for its support.

I continued my library visits with a trip to Cheney where I had lunch with Pat Davis. We walked through the nearby shops and discussed ways the library can support local businesses and other community agencies. Ms. Davis has established a strong relationship with the schools and City of Cheney. She would like to become active in the local Kiwanis.

In collaboration with the City of Spokane Valley a request for proposals was issued outlining our desire to jointly plan a library in a park setting on the recently acquired Sprague Avenue property. Fifteen submittals were received and I reviewed the submittals along with Doug Stumbough and Priscilla Ice. We will be meeting with City staff to discuss the review and identify a short list of vendors to be interviewed. We hope to select a final team to begin work on the project by February.

Following the November board meeting, a letter was sent to the Spokane Library Foundation expressing our interest in forming a working group to explore possible collaboration in the future. The Foundation board will meet in January to discuss how to move forward.

**ITEM AND TITLE MONTHLY REPORT
DECEMBER 2012**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	193369	166789	360158		85499	50622	136121
Nonprint	51365	23203	74568		20583	6154	26737
Subtotal	244734	189992	434726		106082	56776	162858
Periodicals	15783	2612	18395		350	48	398
Total	260517	192604	453121		106432	56824	163256

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			12410			10012
Licensed eBOOKS			1336			1237
Audiobooks			12161			10161
Digital music			1504			1466
OverDrive: Total			27411			22876
GRAND TOTAL			480532			186132

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	6391	3149	9540
Nonprint	1844	994	2838
TOTAL	8235	4143	12378
DELETIONS			
Print	14294	6251	20545
Nonprint	-1612	-446	-2058
TOTAL	12682	5805	18487

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-7903	-3102	-11005
Nonprint	3456	1440	4896
Periodicals	1759	48	1807

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
DECEMBER 2012

Summary (Patrick Roewe/Doug Stumbough)
Customer Use Analysis

- In-Library Circulation

Circulation in the libraries was down moderately (-7.65%) compared to December 2011, leaving the total in-library circulation for 2012 at slightly less (-1%) less than 2011. For the year, 2,176,817 items were checked out of the libraries, 22,418 fewer than last year (2,199,235). All libraries except Medical Lake (+18%) and OT (+12%) experienced a slower December in 2012 compared to 2011. For the year, Airway Heights (+14%), North Spokane (+1%) and Medical Lake (+1%) saw increases in the number of materials checked out, while Deer Park (-7%), Cheney (-5%), and Fairfield (-3%) reported the most significant downturns.

Usage of the self-checkout stations this month was at 45% District-wide, identical to usage last month, and that of December 2011. More than half of in-library circulation at North Spokane (55%), and Spokane Valley (53%) come through the self-checkout stations, while most members at Cheney (23%), Deer Park (23%) and Fairfield (27%) show a preference for staff-assisted checkout.

-2012 Measures at a Glance

- Door count for 2012 (1,360,177) is down slightly from 2011 (1,378,980; -1%).
- Programming for 2012 finished up both in the number of programs offered (+13%) and in attendance (+16%).
- Total software station bookings for the year were down (-7%) when compared to 2011.
- Reference inquiries were down slightly (-1%) District-wide, although Airway Heights (+18%), Argonne (+4%), and Spokane Valley (+4%) were up.

-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	201,996		2,720,805	208,445		2,660,235	-6,449		60,570
Self-Check	68,720	34%	783,524	74,356	36%	773,356	-5,636	-2%	10,168
Online Renewal	29,410	15%	291,594	29,059	14%	336,170	351	1%	-44,576
Digital Collection	18,260	9%	240,244	12,902	6%	120,268	5,358	3%	119,976
Total Self Service	116,390	58%	1,315,362	116,317	56%	1,229,794	73	2%	85,568
Total Holds	36,975		535,705	39,331		513,307	-2,356		22,398
By Customer	26,828	73%	391,958	29,615	75%	387,055	-2,787	-3%	4,903
Digital Collection	5,154	14%	64,624	4,449	11%	42,879	705	3%	21,745
Total Self Service	31,982	86%	456,582	34,064	87%	429,934	-2,082	0%	26,648
Total Payments	\$19,099.54		\$294,193.90	\$24,748.13		\$295,038.66	-\$5648.59		-\$844.76
Online*	\$6,441.00	34%	\$93,301.67	\$6,270.47			\$170.53		

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

Selected Service Point Activity

Remote service provision usage was varied this month:

- Tutor.com provided 129 tutoring sessions, up substantially (+139%) from December 2011 (54). Ninth grade used the service the most and Algebra was the most popular topic for help. Spokane Valley was the branch that had the most sessions.
- AskWA live reference chat tallied 143 total chat and/or email sessions, down -17% from last December 2011 (173). This is the seventh consecutive month with a decline in use when compared to the previous year.
- Livemocha reported 132 language learning sessions, down -1% from last month's 134. This is the first decrease in usage since the school year got underway, and may be attributable to the holiday break for students.

Security Incident Reports

There were 15 Security Incident Reports filed, three less than last month (18) and nine less than December 2011 (24). Spokane Valley returned to the top spot with the most incidents reported with eight (8). The most frequently reported incidents related to potential problems (8).

Internet Filtering Update

As per the revised Computer, Wireless Network, and Internet Use policy, 11 requests to review websites being blocked were received by staff, a 39% decrease when compared to November (18). Six sites were determined to be correctly categorized and filtered at all levels; one site was determined to be correctly categorized at the enhanced level; 4 were reclassified to allow access at all levels. All decisions were made within 72 hours of the initial request.

Adult Services (Stacey Goddard)

Programming:

- The last two lectures in our *World War II Lecture & Music Series* had a combined attendance of 65, an average of 32.5. This series continued to be well-received by our members, who included many positive comments in the program evaluations.
- The final two music programs in our *World War II Lecture & Music Series*, presented by the bands 5MOR and Six Foot Swing, had a combined attendance of 119 (an average of 59.5).
- *So You've Written a Novel—Now What*, presented by local author (and former SCLD employee) Sharma Shields, had a combined attendance of 20 for the two presentations. Sharma shared information on publishing as well as marketing your work.
- Our four computer classes had a combined attendance of 9, an average of 2.25. This includes zero attendance for the Cheney class, and only one in attendance for each of the two North Spokane classes. This is down significantly from last December, when 28 attended the 5 classes offered (an average of 5.6).
- Book discussion attendance averaged 7, down slightly from last month's average of 7.3.

Information:

- We did 16 Book-a-Librarian sessions this month throughout the District, up from last month's 13.
- We proctored 27 tests for members throughout the District in December, up from last month's 21.

Collection:

- This month's weeding focused on the reference and magazine collections.
- With feedback from branch supervisors, I'm nearly done with the list of print magazine subscriptions we'll be dropping as a result of our subscription to Zinio Digital Magazines. At this point, it looks like we'll be dropping approximately \$8,500 worth of subscriptions.

Community connections:

- We visited 48 facilities in December, the same number as last month. Residents checked out 1,634 items during these visits—down from last month's circulation of 1,842 items.

- Information Specialist Don Nelson presented a book talking program to 41 residents at the Fairwood Assisted Living facility.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Programming:

- Play and Learn storytimes averaged 21 in attendance (2,066 total attendance over 99 storytimes). The average attendance is the same as December 2011, although we had 110 storytimes with 2,359 in attendance. This is most likely due to the differences in calendar and library closures.
- After School Specials (*Build It*) had 132 in attendance with an average of 14 per program. This is the same as it was for November 2012.
- The all-ages gaming program, *Game On*, averaged 12 in attendance over winter break. We had a total of 46 attend for four programs.
- The teen writing group—TWINE, continues to have a steady core group of 4-5 in attendance.
- Deer Park's teen gaming program is also holding steady with 9-10 each month. North Spokane's program is declining since we started in September. Tween Club (for 4th-6th graders) has averaged around 15 for the October-December.
- We visited 19 childcares and provided 45 storytimes for 600 children.
- We finalized arrangements for a series of science programs in February-April with Mobius Science Museum.
- We are busily planning summer reading, with presenters such as "Indiana Bones," "Alex Zerbe, Zaniac," Mobius, West Valley Outdoor Learning Center, and "The Bubbillusionist."

Collection:

- The focus for December was the biography collection and AV. We look at usage and condition for both collections.
- We did a lot of spot weeding throughout our teen and youth collections as we get a lot of returns before the holiday. Our shelves were a bit crowded in some areas but thin out again after school is back in session.

Community connections:

- Mary Ellen attended the Inland Northwest Early Learning Alliance (INWELA) Mobilization Team meeting this month.
- Mary Ellen met with Jami Otsby-Marsh of the West Valley Outdoor Learning Center to talk about a Summer Reading Program presentation.
- Gwendolyn and Mary Ellen attended a GSI meeting featuring Chris Majer from Mobius Science Museum as the speaker.
- Mary Ellen, Sheri, Ruth and a volunteer went to Jim Zahand's house to review and collect book donations from the Prism school in memory of his late wife, Diane Zahand.
- Gwendolyn attended the Success by Six meeting.
- Amber Williams gave a presentation on "Alternatives to Book Reports" for students at Mead's Riverpoint Academy.

Virtual Services (Carlie Hoffman)

Website:

- I met with Jane to set up the initial templates for the new website graphics.

Databases and Online Services:

- Worked with Andrea to set up a procedure for handling contracts/licenses and renewals.
- Worked with staff in IT and Communication on setting up Enterprise for initial release to staff and to demonstrate Enterprise features and functions.
- Health and Wellness Resource Center was cancelled due to low usage and high cost per click-through. Staff were informed via the Intranet and alternative resources to aid staff were provided.

- A link to the Zinio online magazine trial was provided for staff to practice using the service, as well as instructions, tips and a discussion board on the Intranet for staff to share what they are learning about the product.

Other:

- I attended several online webinars and session, including Exploring Washington Rural Heritage Digital Collections, OverDrive Community Outreach, Credo Literati Public web demonstration, E-book Action: Inform and Inspire Your Community, Mobile Technology Training: Tech-a-la-Carte, and Energize Your Base: Tips and Tools to Raise Awareness and Build Support for Library Services.
- I attended an INCOL Continuing Education Committee meeting to discuss the upcoming Spring Workshop.

Circulation services (Judy Luck/Gina Rice)

Library growth/decline:

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	4668	4744	-1.60%	17.97%	34.72%	70605	62005	13.87%
AR	12585	13815	-8.90%	-3.21%	34.64%	175076	179722	-2.59%
CH	11659	14820	-21.33%	-11.42%	18.80%	177099	185720	-4.64%
DP	11283	13126	-14.04%	1.50%	19.21%	159577	171509	-6.96%
FF	966	1183	-18.34%	-36.66%	-29.54%	14877	15306	-2.80%
ML	4422	3747	18.01%	7.67%	42.55%	60066	59539	0.89%
MP	14845	15100	-1.69%	3.12%	36.68%	198351	198837	-0.24%
NS	42714	44981	-5.04%	3.32%	21.61%	615093	606355	1.44%
OT	5715	5091	12.26%	-19.37%	11.93%	83174	85035	-2.19%
SV	44747	49567	-9.72%	2.82%	22.38%	622899	635207	-1.94%
TOT	153604	166174	-7.56%	0.25%	23.66%	2176817	2199235	-1.02%

SELF-CHECK*					
	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	1994	42.72%	1893	39.90%	2.81%
AR	3837	30.49%	4554	32.96%	-2.48%
CH	2705	23.20%	3581	24.16%	-0.96%
DP	2642	23.42%	3971	30.25%	-6.84%
FF	263	27.23%	376	31.78%	-4.56%
ML	2098	47.44%	1679	44.81%	2.64%
MP	5528	37.24%	5411	35.83%	1.40%
NS	23353	54.67%	25326	56.30%	-1.63%
OT	2470	43.22%	1624	31.90%	11.32%
SV	23830	53.25%	25941	52.34%	0.92%
TOT	68720	44.74%	74356	44.75%	-0.01%

*Self-check statistics for December at NS include 20671 items at the self-check stations and 6001 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	1222	26.18%
AR	2311	18.36%
CH	2293	19.67%
DP	2171	19.24%
FF	277	28.67%
ML	963	21.78%
MP	2942	19.82%
NS	7447	17.43%
OT	1492	26.11%
SV	7738	17.29%
TOTAL	28856	18.79%

New Members	Dec 2012	Dec 2011	Diff
AH	54	62	14.81%
AR	103	92	-10.68%
CH	98	49	-50.00%
DP	51	47	-7.84%
FF	3	3	0.00%
ML	19	24	26.32%
MP	103	80	-22.33%
NS	273	251	-8.06%
OT	41	30	-26.83%
SV	357	336	-5.88%
TOTAL	1102	974	-11.62%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	96	2.06%	1919	41.11%	244	5.23%
AR	261	2.26%	3293	26.17%	867	6.89%
CH	203	1.91%	3481	29.86%	716	6.14%
DP	130	1.79%	3830	33.94%	437	3.87%
FF	36	5.07%	287	29.71%	75	7.76%
ML	96	2.17%	1779	40.23%	240	5.43%
MP	226	1.69%	4078	27.47%	840	5.66%
NS	609	1.57%	10375	24.29%	2615	6.12%
OT	110	2.29%	1452	25.41%	400	7.00%
SV	695	1.67%	11996	26.81%	2983	6.67%
TOTAL	2482	1.79%	42490	27.66%	9417	6.13%

Customer Payments:

	2012	2011	Diff	% change
CASH	\$9,164.29	\$12,123.93	-\$2,959.64	-24.41%
CHECK	\$3,494.25	\$6,353.73	-\$2,859.48	-45.00%
CREDIT	\$6,441.00	\$6,270.47	\$170.53	2.72%
TOTAL	\$19,099.54	\$24,748.13	-\$5,648.59	-22.82%

- The total taken in online credit/debit in December via PayIt was ~34% of the total, slightly higher than the YTD percentage (~32%).
- The -22% decrease in total payments is the largest decrease on record since January 2011.
- The ~3% increase in credit payments when comparing December 2012 to December 2011 is modest considering the November 2012 to November 2011 increase (~17%).
- The 2012 grand total in payments was \$294,193.90, -\$844.76 (-0.29%) less than the 2011 grand total of \$295,038.66. For comparison, the 2011 grand total was \$50,278.73 more than the 2010 grand total (\$244,759.93). The leveling off of total payments is most likely due to the requirement of clearing accounts at the point of renewal (implemented in January 2011)—as most longstanding debt on active accounts has been paid off, and to a lesser

extent, the cessation of the processing fee for lost or damaged books (implemented in October 2012).

Other:

- There were several staff openings in Circulation throughout the District and we were pleased with the number and quality of the applicants; new employees started mid-December with more coming in the first of the new year.
- A recent encounter in NS Circulation involved a member who had requested an Interlibrary Loan for an out-of-print romance title. Her husband came to pick it up and was surprised to see that the book was in Chinese. After a re-order he returned to pick up the item—only to discover that it was the same volume, still in Chinese. Surprised by the appearance of this item twice over a period of weeks, he good-naturedly suggested that someone must want his wife to learn a new language. Michael in Info Services discovered that the item was actually catalogued incorrectly in the database of the Michigan library that sent it out.

Library reports

Airway Heights: Stacy Hartkorn

Events:

- Play and Learn attendance for the month of December 2012 compared to December 2011 attracted an average of 2.5 more people per event (Dec 2012, 16.67; Dec 2011, 14.2).
- Although the second half of 2012 trended towards an increased attendance at Play and Learn Storytime in Airway Heights, due to lower attendance for the first half of 2012 the average attendance of 16.22 people for Play and Learn Storytimes in 2012 was actually nearly identical to 2011's average attendance of 16.7.
- December 2012's After School Special attracted a total of 13 people, which is a slight increase of 1 person compared to November 2012 and a significant increase of 9 people compared to December 2011's attendance of 3.
- Overall, After School Special attendance at Airway Heights Library increased in 2012 by approximately 5.7 people per event compared to 2011.
- The World War II Music program featuring 6 Foot Swing attracted a total of 52 people, an attendance level significantly higher than the average attendance of 11.25 for adult programming at Airway Heights for 2012. This event also reached a larger audience compared to the average attendance of 31.5 people for all of the music programs at Airway Heights in 2011-2012.

Customer Issues:

- A member was excluded for one day for not complying with reasonable staff requests in regards to using the public photocopier/printer on multiple occasions.

Community Connections:

- The Library provided two holiday storytimes in conjunction with the City of Airway Heights' Winter Festival. A combined total of 37 people were in attendance compared to a total of 70 people in 2011. During the event, the Kiwanis Club sponsored a book giveaway for every child in attendance at the Storytime event.

Building Related:

- The Airway Heights Library was successfully re-carpeted, which required a 3 day closure in order to complete the project.

Argonne: Mary Kay Anderson

Events:

- Argonne held one of the three, *So you've written a novel*, workshops and nine people attended. This total is very similar to other, non-musical programs we sponsored in 2012.

- We continued the regular Storytime and After School Special schedule in December and the busy-ness of the holiday season was apparent for Storytime, especially. Only a few times in 20 years have I had no children come for a Storytime, but it happened on the 26th.

Customer Issues:

- The Circulation Staff introduced our upcoming change in the availability of bags and for the most part members agree with it. Some wondered if it was a financial decision, but the staff emphasized the environmental aspect of the decision and many, but not all, responses were favorable. Members were also told about the new, better quality reusable bags on the way in 2013.
- The staff also started asking if members wanted materials stamped with due dates. The idea was introduced by mentioning that due dates are on the receipt that comes with each check-out. While a number of people did opt for no stamp, it seems the majority still wanted it. Next month we will add stamps to the self-checkout station to see if members are interested in stamping materials on their own.
- Unlike last year, we did not have many questions about E-readers after Christmas. We theorized that members might have friends and family already familiar with the technology—since there are so many of the devices out there. Or, members are becoming more familiar with computers themselves, and the E-readers were not such a big difference.

Community Connections:

- In preparation for an author program coming this spring, the Argonne Friends donated four copies of a book written by a Millwood resident.

Building Related:

- We created some new space in the children's area by removing a couple of shelving units, compressing the picture book collection and adding a block table. There are plans for some future activity centers in 2013 and this move gave us an idea of the kind of space we have with which to work.

Cheney: Pat Davis

Events:

- *Game on* attracted 14 this year compared to 32 at Game Fest last year.
- The After School Special had 11 participants compared to 17 in 2011.
- Toddler Play and Learn attendance totaled 79, up 17 from 62 a year ago.
- Preschool Play and Learn attracted 62 compared to 75 in 2011.
- Baby Play and Learn more than doubled attendance with 42 compared to 17 last year.

Customer Issues:

- We had three conversations with a member who is very concerned about what his nieces may view and/or receive on the Internet, Facebook and email. He also expressed concern that there is a real-life *Hunger Games* group in Cheney.
- We received comments from three members who thanked us for continuing to stamp their materials—they had been to other SCLD libraries and were concerned that alternatives to the practice were being tested.

Positive Customer Experiences:

- We received several holiday cards, cookies and candy from members expressing their appreciation and gratitude for the services and help they receive from the library throughout the year.

Staffing:

- A new volunteer started this month.

Community Connections:

- The Cheney Christmas Tree Lighting attracted a large community turn out. Cocoa and cookies were served in the meeting room and the library stayed open an extra hour for people to come in and warm themselves.

- The Friends provided poinsettias for holiday decoration.
- The Church of Latter Day Saints brought in two large poinsettias along with a note thanking the library staff for all the help they provide to the community.

Building Related:

Divco came and adjusted our cold air intake after we had several days of extremely cool temperatures throughout the main part of the library; a faulty switch was found.

Deer Park: Kris Barnes

Events:

- Our meeting room was packed with 67 members during the World War II Music program featuring 6 Foot Swing. So many of the attendees approached me with appreciative comments that I lost track. One of the attendees told me that she used to bring her son to the library when he was little. She was astonished to recognize me since this was over 20 years ago. They both told me that the “little boy” had very fond memories of visiting the library and being waited on by me. It was a real library (and emotional) moment for me to be remembered so many years later.
- Reference staff proctored six exams this month.
- Our Adult Book Club attendance was down from last year. We had five participants compared to nine from last year. The book discussed was Wicked River: the Mississippi When it Last Ran Wild by Lee Sandlin.
- Storytime attendance experienced a decrease in attendance from last year. Our total December attendance was 136 compared to last December’s 215.
- Our After School Special’s attendance was 15 this month. A slight increase from last December’s attendance of 12.
- Our family oriented *Game On* program attracted 7 participants compared to 12 from last year.

Customer issues:

- A long-time member has been in twice to lodge verbal complaints that staff could not renew an interlibrary loan item and also lodged a complaint regarding staff’s inability to help open a file on the software station. My attempts to explain interlibrary loan renewals are determined by the owning library, along with an explanation regarding the technology involved in using the software station were not to the member’s satisfaction.

Positive customer experiences:

- We received three customer comments in our comment box this month. All three commented that they were happy with the service they received.
- The Friends of the Deer Park library helped decorate the library. The library looked very festive with a tree, garland and numerous decorations on the top of the book shelves.

Building related:

- Our furnace failed and we had no heat in the building on December 1, the same day as the World War II music program. A couple of members commented on how hot it was in the meeting room which was ironic due to the fact that we had no heat in the building until well after the program was over.

Fairfield: Bev Bergstrom

Events:

- Two teens of a Friends group’ parent played violins during our Storytime. While the music was delightful, the children were very apprehensive when they heard music coming from “their” room. When they saw the teens, they had to be coaxed inside! Once they got shaker eggs to join the music, all fear was forgotten.
- When the local preschool comes, our average attendance really jumps. In 2011, we averaged three per December Storytime. This year, we averaged 12 members.
- We had a slight increase at our After School Special this month; we grew from five to seven members.

Community connections:

- The Hangman Creek Chamber of Commerce met at the Fairfield Care Center and was shown the future plans for remodeling rooms. The center struggled to get residents in for a year but now appears to be solidifying their place in the community. The library's monthly outreach run is beginning to reach a reliable group of readers.

Building related:

- An internet antenna base was installed on our roof to enable the full antenna for our rapid internet connection to come in January.
- One range of sorting shelves was removed and we now have more room for carts and boxes. We now shelve entirely from the sorting cart.

Medical Lake: Laura Baird

Events:

- Storytime attendance averaged 13, up from 11 in December 2011.
- Eight children attended our After School Special, down from 21 last December.
- Our *Game On* program attendance was 8, compared to 26 last December.
- I participated in the Washington Rural Heritage webinar in regard to potentially partnering with the Medical Lake Historical Society to have their material digitized next year.

Customer issues:

- Staff haven't had any negative comments about the discontinuance of the plastic bags.
- Six members asked staff for assistance in the use of their new E-reader devices.

Positive Customer Experiences

- A member brought in sweet rolls with a note that said "thank you for continuing to develop a lifelong love of reading in my children. Your patience and kindness does not go unnoticed."

Staffing:

- Staff is looking forward to having Angela, the new North Spokane circulation clerk, begin working at Medical Lake once a week.
- Staff hosted a birthday party for one of our volunteers who turned 18. He has been volunteering at this library for four years.

Community connections

- The display case featured Christmas ornaments by one of our members.
- 65 discarded picture books were donated to the Medical Lake Food Bank volunteers to be given to children in a food gift bag. A member sent a thank you note to Nancy Ledebor for the District's generosity and partnership in this endeavor.
- A library member contacted me regarding Reach out and Read ideas for the Rockwood Clinic in Medical Lake. Gwendolyn Haley will meet with him and me to discuss how the library can be involved in this project.
- Douglas, our Public Services Clerk, assisted a member in setting up an email account and helped post several items on Craigslist. The member said because of Douglas' help, all the items sold in one week.

Building related:

- The outside lights are all working now except for the flagpole light. The City is aware and trying to get that one fixed as well.

Moran Prairie: Jason Johnson

Events:

- Toddler Play and Learn Storytime averaged 48 attendees this month, down from 70 last month, but up from 33 in December 2011.
- Preschool Play and Learn Storytime had an average attendance of 13 this month, down from 18 last month and from 16 in December 2011.

- Baby Play and Learn Storytime saw an average attendance of 20. This is down from last month's average of 27, but slightly up from December 2011's average of 19.
- The After School Special (*Build it*) attracted 11 participants.
- The Moran Prairie Book Club brought in 4 readers.

Customer Issues:

- A member was angry about being asked to leave the conference room because it was booked for another member. Jason politely asked the member to leave multiple times—to no avail. Finally, the member left and then came to the desk, asked to speak to the Branch Manager, and then went on to complain about rude treatment.
- A member was very upset about us no longer stamping items at the checkout desk. Jonathan connected her with Doug.

Community Connections:

- Local author and former SCLD employee, Sharma Shields came to the MP Book Club to discuss her short story collection, Favorite Monster, which was the selection for the month.

Building Related:

- The lock on the closet door in the meeting room broke and we could not get into the closet for a day. Dave Johnson shimmied over the wall and got it to open. The locksmith installed a new lock which is working well.

North Spokane: Patrick Roewe

Events:

- The final *World War II Lecture Series* program attracted 25 attendees. Average attendance for the four programs in the series was 38.
- The fourth *Tween Club* program brought in 16 attendees. Average attendance for this series is 14.

Customer issues:

- Emergency Services were called twice over a 30-minute period for one member who ultimately was transported to the hospital by paramedics for medical reasons.

Community connections:

- I attended weekly Rotary Club 21 meetings.

Otis Orchards: Bev Bergstrom

Events:

- The Friends treated the staff to breakfast at a local restaurant.
- We offered a craft table for children to create pipe cleaner tree ornaments. 36 children made ornaments.
- There was very little change in our average attendances at both Storytimes and the After School Specials over last year during December.

Community Connections:

- The Friends purchased several poinsettias to decorate the service desks.

Customer issues:

- A mother brought in 24 items she found in her son's room that were not checked out. All were DVDs; 13 had been made missing.

Building related:

- Our largest bank of sorting shelves was removed and we are now sorting and shelving from book trucks. The changeover has gone smoothly.

Spokane Valley: Doug Stumbough

Events:

- This month's After School Special, *Build It*, brought in 17, on par to November's *Games at the Library* (17).

- Anime Club drew in 19 teens, down slightly from last December (21).
- Play & Learn Storytime attendance: Baby Lapsit averaged 12, down from last December's average of 14. Toddler averaged 30, a decrease of 13 from the same month in 2011 and Preschool Play & Learn averaged 22, up 3% from 2011(20). Family Storytime was up significantly (97%) with an average of 32 this December versus for 16 last.

Community Connections:

- Librarian Kandy attended the holiday themed Valley Chamber breakfast and participated in the "Biz Buzz" networking event.
- 15 architectural/landscaping firms submitted their qualifications to the City of Spokane Valley and SCLD for consideration to work on a Joint Site plan for the park/library site. Selection will take place in January.
- I attended weekly Sunrise Rotary meetings.
- We have received over \$8,000 to date in memory of Diane Zahand as well as several thousand gently used books that will be added to the District's collection.

Customer Use Measures

DECEMBER 2012

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,737	117,381	N/A	1%	1%
Door count	93,236	101,592	1,360,177	-1%	-1%
Circulation	201,996	208,445	2,720,805	2%	2%
Digital Media Catalog	18,260	12,902	191,582	59%	59%
Reference inquiries	18,045	17,927	240,244	-1%	-1%
Programs					
Number	209	184	2,615	13%	13%
Attendance	3,315	3,343	65,946	16%	16%
Group Visits					
Number	3	-	20	-50%	-50%
Attendance	40	-	274	-64%	-64%
Software Station bookings	16,413	17,070	219,196	-7%	-7%
Meeting room bookings	224	246	3,411	1%	1%
Holds placed					
By customers	26,828	29,615	391,958	1%	1%
By staff	4,993	5,267	79,123	-5%	-5%
Digital Media Catalog	5,154	4,449	64,624	51%	51%
Database use					
Searches	15,999	13,816	225,550	-25%	-25%
Retrievals	12,073	13,145	253,547	-30%	-30%
Website use (Remote)					
User sessions	86,133	76,546	1,031,542	9%	9%
Page views	271,824	225,755	3,252,460	17%	17%
Catalog	59,915	60,412	775,156	35%	35%
Database Access	3,968	4,913	57,869	-35%	-35%
Interlibrary loans					
Loaned	199	187	2,698	-20%	-20%
Borrowed	432	395	4,511	-5%	-5%

Customer Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

**COMMUNICATION REPORT
DECEMBER 2012**

Traditional Media

- SCLD in the news:
 - Dec 2 – Spokesman-Review: Library tax could be on ballot (mention of SCLD)
 - Dec 5 – Krem.com: Deer Park Library Book Club for Adults
 - Dec 5 – Deer Park Tribune: Storytimes
 - Dec 5 – Spokesman-Review editorial: Put all ideas on table for libraries' survival (SCLD mentioned in reader comments)
 - Dec 12 – Deer Park Tribune: Storytimes
 - Dec 19 – Deer Park Tribune: Storytimes
 - Dec 20 – Cheney Free Press: Spokane County Library closures for Christmas
 - Dec 26 – Liberty Lake Splash: The top 12 of '12
 - Dec 28 – Spokaneverleyonline & Valley News Herald: Library, city partnership proposed in early 2012

Estimated media value:

Approximate media value for SCLD in the news = \$1000

Total estimated media value for 2012 = \$15,500

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of likes: 1479 – increase of 470 in 2012
 - Twitter: # followers: 268 – increase of 268 in 2012
 - Jason Johnson has now been added as a Twitter co-administrator
 - Pinterest: followers: 166 – increase of 166 in 2012
- Email: Holiday Greeting
 - Sent Dec 13
 - Sent 53,559 (up 5,963 from June 2012 newsletter)
 - Opens 16,891 (32%)
 - Clicks 195 (.4%)
 - Unopened 35,855 (66.9%)
 - Bounced 796 (1.5%)
- Website updates:
 - Home page:
 - Computer Classes
 - Holiday gadget guide
 - eBook Basics classes
 - Beyond Books series
 - Holiday Greeting (Dec 24 & 25th)

Community Involvement

Dec 21 – Attended Valley Chamber of Commerce breakfast meeting

Current & Upcoming Projects

Dec 12 – Participated in phone conference with Humanities of Washington regarding advertising for the “Hope in Hand” exhibit coming to SCLD in April 2014. The exhibit begins touring the state in January which is why the prep work is being done for far in advance.

Highlights from 2012:

- Digital Bookmobile at the North Spokane Library Monday & Tuesday, May 7 & 8
 - The Digital Bookmobile is a unique, self-sufficient community outreach vehicle and program that promotes your library and download website. It contains web-connected exhibits designed to promote awareness and provide hands-on experience with your library’s digital download collection.

- Print ads have been purchased for the Adult & Youth Summer Reading programs in the Inlander
 - June 7 & 14 issues will feature the Youth program ad
 - June 7 issue is the Summer Guide, the Inlander’s biggest edition each year

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

 - Logo update and branding efforts continue
 - Social Media team officially formed

 - Aug 17 – KHQ 2pm news break & web channel: Kindergarten Readiness Calendars

 - Sep 13 – Libertylakesplash.com: Libraries propose reciprocal borrowing
 - Sep 23 – safelibraries.bogspot.com: SCLD adds Internet filters to protect the community
 - Sep 26 – Press Release: Expanded Hours Coming to Airway Heights & Medical Lake Libraries
 - Sep 27 – Press Release: Design a Library Card Art Contest

 - Oct 11 – Spokesman-Review: Valley City Council votes to partner with Library District
 - Oct 11 – Inlander: A Story for All, Spokane Is Reading, interview with Chris Cleave

- Work on the new website continues with an incorporation of the four service priorities identified by strategic planning efforts.

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF DECEMBER 31, 2012
[PERCENT OF YEAR = 100.0%]

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF DECEMBER 31, 2012

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,273,842	\$ 10,338,507	99.37%
CONTRACTED CITIES, SERVICES & FEES	761,155	758,737	100.32%
MISCELLANEOUS REVENUES	201,706	172,643	116.83%
INTEREST EARNINGS	35,231	35,000	100.66%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 11,271,934	\$ 11,304,887	99.71%
EXPENSES:			
SALARIES	\$ 5,559,946	\$ 5,567,451	99.87%
FRINGE BENEFITS	1,585,267	1,592,237	99.56%
SUPPLIES	468,174	563,725	83.05%
SERVICES	1,456,040	1,620,961	89.83%
CAPITAL EXPENDITURES	59,719	50,000	119.44%
LIBRARY MATERIALS	1,562,020	1,619,715	96.44%
INTEREST EXPENSE	105	500	21.08%
OPERATIONAL CONTINGENCIES	-	91,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	920,891	920,891	0.00%
TOTAL EXPENSES	\$ 11,612,163	\$ 12,026,480	96.55%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ (340,229)	\$ (721,593)	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (340,229)	\$ (721,593)	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2012	3,923,959	3,923,959	
ENDING FUND BALANCE - 12/31/12 & ESTIMATED BALANCE 12/31/12	\$ 3,583,730	\$ 3,202,366	

ASSETS:	
CASH	\$ 3,657,421
ACCOUNTS RECEIVABLE	547
TAXES RECEIVABLE	422,867
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	58,752
PREPAID EXPENSES	283,001
TOTAL ASSETS	\$ 4,422,589
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 341,679
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	497,180
TOTAL LIABILITIES	\$ 838,859
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 CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	2,714,487
ENDING FUND BALANCE DECEMBER 31, 2012	\$ 3,583,730
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 4,422,589
FUND BALANCE CAPITAL PROJECTS FUND - DECEMBER 31, 2012	\$ 1,322,349

LIBRARY SPOTLIGHT:
SPOKANE VALLEY LIBRARY

Branch Services Manager Doug Stumbough will share highlights about Spokane Valley Library and the community it serves.