

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

October 15, 2013 4:00 p.m. Argonne Library Public Meeting Room

**AGENDA**

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL [4:00]**
- III. **ACTION ITEMS**
  - A. Approval of September 17, 2013, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of September 2013 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:30]
    1. Final Site Plan for Sprague Avenue Library and Park Project
    2. Requesting Establishment of and Funding for Spokane Valley LCFA (Resolution 13-05): Approval Recommendation
    3. Association of Washington Cities Inter-local Agreement (Resolution 13-06): Approval Recommendation
  - D. New Business [4:10-4:45]
    1. Personnel Policy: Approval Recommendation
    2. 2014 Food for Fines Program: Approval Recommendation
    3. District Book Sales: Approval Recommendation
    4. Grounds Maintenance Services Contract: Approval Recommendation
    5. 2014 Budget
      - a. Public Hearing on Authorized Revenue Sources
      - b. Organizational Memberships Review
      - c. 2014 Preliminary Budget Presentation
      - d. Board Direction to Staff
- IV. **DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Future Board Meeting Agenda Items [4:45-4:50]
  - B. 2014 BT Meeting Schedule and Locations [4:50-4:55]
  - C. 2014 Tentative Overview Topics [4:55-5:00]
- V. **REPORTS**
  - A. Trustees [5:00-5:05]
  - B. Executive Director [5:05-5:10]
    - Administrative
    - Community Activities
  - C. Public Services [5:10-5:15]
  - D. Communication [5:15-5:20]
  - E. Fiscal [5:20-5:25]
  - F. Overview Explore and Discover/Life after 50 [5:40-6:00]
- VI. **PUBLIC COMMENT**
- VII. **ADJOURNMENT**

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

***This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 10/15/13***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 17, 2013**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 17, 2013, in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:03 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
Daniel Davis - Vice Chair  
Mary E. Lloyd - Trustee  
Mark Johnson - Trustee  
Sean Morrow - Trustee  
Nancy Ledeboer - Executive Director and Secretary

**EXCUSED**

None.

**GUESTS:** Gary Bernardo, AIA, Principal, Bernardo Wills Architects PC; Roy Koegen, Attorney, and Debbi Haskens, Paralegal, Koegen Edwards, LLP; and Richard Schober, Managing Director, Piper Jaffray, Seattle-Northwest Division.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Jason Johnson, Managing Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps; Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Davis moved and Mr. Johnson seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF AUGUST 20, 2013, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the August 20 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF AUGUST 2013 BILL PAYMENT VOUCHERS**

Ms. Lloyd moved and Mr. Morrow seconded approval of the August 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 44642 through 44810 and  
W00132-W00136 totaling \$ 572,125.99

Payroll numbers:	08092013PR and 08232013PR totaling	\$ 352,231.01
	Total	\$ 924,357.00
L08	Capital Projects Fund: 9512 BWA Architectural Services	9,196.00
	9513 BWA Architectural Services	10,450.00
		\$ 19,646.00

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Ms. Ledebor reported on the Balfour Park/Library conceptual site plan open house held Thursday, September 12, from 4-6 p.m. Representatives of Spokane Valley Parks and Recreation Department, Library District project steering committee members and site plan consultants were in attendance to answer questions and make available updated diagrams on community preferences. Approximately 70 people attended the event in response to advance communication work, print and email invitations, and media coverage. Ms. Ledebor said she senses the community is eager to see a new library in Spokane Valley, as responses from those who attended were mostly positive. The next challenge, however, is to communicate the project for now is only conceptual. Design of the building will not begin until funding is secured, which will involve a bond issue. Trustees praised effective placement at the site of a Little Free Library by Friends of Spokane Valley Library. Particularly with the sign down at the Conklin site, it was suggested a Little Free Library might be helpful to raise awareness there as well.

#### NEW BUSINESS

2013 BUDGET MID-YEAR REVIEW #2. Mr. Davis moved and Mr. Hattenburg seconded the 2013 Budget Mid-Year Review #2 be amended as written. Mr. Sargent pointed out revisions are accommodated within existing expenditure authority. Accordingly, a resolution is not required for amendments.

There was no further discussion.

The motion was unanimously approved.

PURCHASING POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that the Purchasing Policy be revised and as written. Ms. Lloyd said revisions that referenced purchasing guidelines for Washington State were helpful. Mr. Sargent noted when purchasing thresholds change, the District won't necessarily need Board approval. It also isn't required to follow green guidelines, yet we do so when economically feasible. Ms. Ledebor noted District policy closely follows state guidelines.

There was no further discussion.

The motion was unanimously approved.

#### REPORTS

##### TRUSTEES

Sean Morrow expressed appreciation for the opportunity to attend the GSI Annual Meeting, held September 11, which had record attendance. WSU Chancellor Lisa Brown and Paul Ramsey, Dean of the UW School of Medicine, were keynote speakers. They spoke of how collaboration helped grow medical education in Spokane and how partnerships with a common goal can help a business or community succeed. Mr. Hattenburg echoed Mr. Morrow's comments and reflected on the project's growth since a conversation he had with Lisa Brown 20 years ago when the University District was in its planning stages.

#### EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer reviewed Mid-Year Review #2 and pointed out Mr. Sargent posted budget revisions to the Executive Director's report for August. In recognition that Mr. Roewe and Mr. Stumbough are focused on managing District-wide initiatives, Managing Librarian positions were created to manage day-to-day operations at North Spokane and Spokane Valley. These positions have been filled by Jason Johnson and Sonia Gustafson, respectively. In response to Ms. Lloyd's query about cost to the District, Ms. Ledeboer said we purposely promoted from within the District and adhered to the goal of budget neutrality. All future positions that become available will be closely evaluated before filling. Mr. Hattenburg commended staff for making recent organizational transitions smoothly in a short period of time.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report for August 2013 prior to the meeting, which included data for customer use measures, programming and library activities. Ms. Ledeboer noted meeting room use is up along with programming, computer use and circulation. Mr. Hattenburg pointed out Fairfield Library statistics are up 83%, to which Mr. Stumbough said the population of Fairfield is just over 600 within city limits, therefore, an uptick results in a large statistical increase.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report for August 2013 communication activities. Mr. Hattenburg commented on the positive coverage of the SV Library/Park site developments. Ms. Ledeboer said Ms. Baker worked diligently to provide advance communication and invitations for the conceptual open house held Thursday, September 12, at the site. Ms. Ledeboer said the turnout was great, particularly for a busy time of year. Ms. Lloyd commented how nice it was to see the property spruced up for the event.

**FISCAL**

Revenue and Expenditure Statement through August 31, 2013.

Fund 001

Revenues	\$ 10,863,366
Expenditures	\$ 7,180,517
Ending Fund Balance	\$ 7,346,417
Fund Budget Expended	61.63%

Looking ahead, Mr. Sargent said SAO auditors will be here October 22. He will send an email to invite Trustees to the audit entrance briefing. Mr. Hattenburg said he plans to attend.

**SPOTLIGHT**

Deputy Director of Library Services Patrick Roewe reported how North Spokane Library responds to the community it serves in relation to the four service priorities of the Community Impact Plan. First, however, Mr. Roewe introduced Managing Librarian Jason Johnson, recently promoted from Moran Prairie Library Supervisor to serve at North Spokane. Mr. Roewe noted his office was recently moved to the Administrative Offices to coincide with his new responsibilities as Deputy Director Library Services for the District.

Play and Learn Storytimes and interactive discovery stations are provided to develop young learners. Young learners are defined as children birth to age five. This is an age group the library has always focused on, yet now we are redoubling efforts to ensure children and their formal and informal caregivers have the resources they need to help children enter school ready to learn. By the end of 2015, community libraries will have at least three interactive discovery stations, and resource libraries will have at least six. Via PowerPoint, Mr. Roewe provided photographs of a block table and puppet play castle. Both of these recent acquisitions enable parents and/or caregivers to interact with their toddlers. Friends of North Spokane purchased the discovery station and Girl Scouts donated the animal puppets.

Mr. Roewe said the second service priority, support of job seekers and local businesses, is in some respects where the District could make more of an impact. It is critically important for our communities to have both a capable workforce and strong businesses and organizations, and the library has a role to bring these two groups together. Toward that end, for two years Mr. Roewe has attended the Greater Spokane Incorporated North Spokane Advisory Group, which focuses on North Spokane suburban issues. The library offers free meeting rooms for programming, conducts test proctoring and has Internet and Wi-Fi available for job searches. Mr. Roewe said during summer reading, Brazilian Jiu-jitsu Spokane offered a great program for Tweens and received business exposure as well.

Despite suburban sprawl and not having a readymade community identity, North Spokane connects with communities through its active neighbors of Whitworth University and Mead schools, as well as its partnerships with Spokane Transit Authority and Friends of North Spokane Library. Mr. Roewe noted Whitworth University elementary education majors tour the library and hear presentations from District librarians on collection development trends and other relevant topics. Introductory tours of the library are provided to Mead schools, where the book drop is a big draw. Also, area schools are a big supporter of the student library card. Librarian Michael Sierra participates on Spokane Transit Authority Corridor Advisory Panel.

He provides input for bus routes needed by members, shares District insight and overall helps the District take a role in the broader community issue of transit. Friends of the North Spokane Library provide fantastic support. Its financial support enables the District to take things up a notch on programs and initiatives. Digital display, nooks and iPads for staff training, and the fact they are great advocates for the library are examples of the tremendous differences made by Friends.

Explore and Discover, the fourth service priority, focuses on a wide range of services—both materials checked out to members (books, CDs, DVDs, downloadable books, etc.) and the experiences and programming provided. The District applied for and received the Humanities Washington Hope in Hard Times Exhibit grant. North Spokane will host the traveling exhibit with images of the Great Depression from April 11 to July 5, 2014. Mr. Roewe provided a sneak preview of the exciting lineup of programs planned to complement the exhibit. Events and activities include visiting authors, lectures, period-appropriate music, antiques and artifacts.

In response to Trustee questions, Mr. Roewe said the exhibit will need to adhere to its travel schedule as it moves through the state; thus, its visit cannot be extended. North Spokane was selected over the other District libraries because of its larger footprint, floor space and proximity to Whitworth University. Friends and Whitworth will contribute financially to help bring author Tim Egan to the area to speak. Mr. Hattenburg noted the importance of teaching history and the timeliness of the exhibit as the nation moves out of its current recession.

A dinner break was held from 4:40 to 5:15 p.m.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

**BOND OPTIONS DISCUSSION AND DIRECTION.** Guests Gary Bernardo, AIA, Principal, Bernardo Wills Architects PC; Richard Schober, Managing Director, Piper Jaffray, Seattle-Northwest Division, and Roy Koegen, Attorney, and Debbi Haskens, Paralegal, Koegen Edwards, LLP, joined the meeting to individually present information relevant to the discussion topic.

Supported by a PowerPoint presentation, architect Gary Bernardo provided a breakdown of potential building project component costs and how total costs were calculated. Similar library case studies and project costs were presented and reviewed in 2015 dollars. He also interactively demonstrated how project costs vary by the size of a library building. Considering a possible bond election in April 2014, Mr. Bernardo also provided a realistic timeline of events to build a new library, from September 2013 to August 2016. Pending a successful bond election in April 2014, he included a sequence of events from voter approvals to selecting an architect and design team, construction, building occupancy and project closeout, projected for mid-2016.

In response to Mr. Morrow's question, Ms. Ledeboer said we will develop a building program providing expectations for energy efficiency, lighting, and other factors affecting cost to guide the architects. Mr. Hattenburg asked if projects will increase staffing to which Ms. Ledeboer said job descriptions have been revised with single-desk service and one-story design in mind. We plan to staff both new libraries with current staffing levels. Circulation desks drove library

designs in the past, Mr. Bernardo noted. However, there has since been a cultural shift toward more mobile and self-service options. He also said there could be economy of scale for certain designs. Ms. Ledeboer said we need to know what the project will cost the taxpayer, as we will not promise more than can be delivered. In response to a Trustee's request, Mr. Sargent said he will provide recent District library project costs for the next meeting.

In response to Ms. Lloyd's question about ancillary costs, Ms. Ledeboer said we agreed to share costs for the sidewalk and stoplight, and to split costs of Herald Road pavement and crossing. Mr. Bernardo said construction contingency was built into the spreadsheet, and noted contingency dollars can be shifted to achieve aspirations as the project comes toward close. Ms. Ledeboer said if the first project comes in under budget we can upsize the second. In response to Mr. Morrow's question about adding to library collections, Ms. Ledeboer said fundraising and use of contingency funds will be used.

Richard Schober, bond counsel for the District, reported on how to raise the necessary 20 million dollars to support the project. First he provided background on the historical and current bond market, credit spreads for tax exempt bonds and yield curves. He also illustrated and summarized the proposed transaction and provided a calendar of events for going forward. Though the District is at rate risk exposure, a bond election ballot title must be filed in advance of bond sales.

Attorney Roy Koegen and Paralegal Debbi Haskens provided a handout with guidelines for library districts in election campaigns, and a timeline of events to form a Spokane Valley Capital Facilities Area. Mr. Koegen reviewed a number of legal issues relevant to library districts in election campaigns and outlined the primary rules and regulations. He covered authority of library districts, prohibition against use of public facilities, exempt activities and civil remedies and sanctions. Mr. Koegen said he has already made contact with the County for accurate boundaries of the new district. Ms. Ledeboer added the LCFA would include residents inside the borders of East Valley, West Valley and Central Valley school districts, except the portions of West Valley that are inside the Spokane city limits and the portion of Central Valley that includes Liberty Lake. Only those residents defined by the boundaries would see the bond issue on their April ballot. Mr. Morrow asked if other initiatives would be on the ballot.

Ms. Ledeboer said school districts are looking at 2015, thus we would pay the cost of the election. Discussion ensued about PDC guidelines; Mr. Koegen provided guidance to Trustees. Ms. Ledeboer said meetings have been held with Friends of the Library presidents to explain District plans. Mr. Roewe said it is Administration's obligation to provide information and instruction staff, and they are prepped as well. Though not an action item, the board agreed by consensus that Mr. Koegen should proceed to prepare a resolution for the October regular meeting to enable the District to move ahead.

#### FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items distributed prior to the meeting. Ms. Ledeboer said the Library/Park site design plan could be completed by October or November. Mr. Davis noted he may not be available to attend either the October or November meeting.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 7:04 p.m.

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Tim Hattenburg, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees



**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$852,320.64 and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2013

SIGNED: *W. A. Hagan*

TITLE: CFO

SIGNED: *Nancy Ledebow*

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
044811	ALLIED SAFE & VAULT CO, INC. SECURITY AND SAFETY SERVICES	\$ 637.04
044812	AVISTA UTILITIES UTILITIES	4,327.13
044813	BAKER AND TAYLOR INC. LIBRARY MATERIALS	255.63
044814	CLASSIC VENTURES LTD LIBRARY MATERIALS	6.52
044815	BUDGET-RENT-A-CAR CAR RENTAL	175.18
044816	CAL'S UPHOLSTERY FURNITURE, FIXTURES AND EQUIPMENT	1,273.96
044817	CENTURYLINK TELEPHONE	81.72
044818	CENTURYLINK TELEPHONE	144.89
044819	CENTURYLINK TELEPHONE	90.82
044820	CENTURYLINK TELEPHONE	1,999.20
044821	CITY OF SPOKANE UTILITIES	948.59
044822	CITY OF AIRWAY HEIGHTS UTILITIES	743.71
044823	CITY OF CHENEY UTILITIES	1,087.35
044824	CITY OF DEER PARK UTILITIES	206.44
044825	COMSTOR INFO MANAGEMENT, INC. EQUIPMENT REPAIR & MAINTENANCE	1,043.49
044826	DELL MARKETING L.P. D.P. HARDWARE AND SOFTWARE	105.97
044827	DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE	4,053.69
044828	EMPOWER SOFTWARE SOLUTIONS SOFTWARE SUPPORT	2,783.75
044829	FINDAWAY WORLD, LLC LIBRARY MATERIALS	277.45
044830	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
044831	FRONTIER COMMUNICATION TELEPHONE	405.00
044832	GALE/CENAGE LEARNING LIBRARY MATERIALS	888.56
044833	H&H BUSINESS SYSTEMS, INC. EQUIPMENT REPAIR & MAINTENANCE	170.72
044834	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	12,539.42
044835	INTERIOR DEVELOPMENT EAST LTD FURNITURE, FIXTURES AND EQUIPMENT	1,983.78
044836	JOURNAL NEWS HERALD LIBRARY MATERIALS	72.00
044837	MIDWEST TAPE LIBRARY MATERIALS	6,855.71
044838	MODERN ELECTRIC WATER COMPANY UTILITIES	1,884.86
044839	NEW YORK TIMES LIBRARY MATERIALS	65.60
044840	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	164.00
044841	OVERDRIVE, INC. LIBRARY MATERIALS	8,905.39
044842	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	110.55
044843	RECORDED BOOKS, LLC LIBRARY MATERIALS	294.19
044844	RESEARCH TECHNOLOGY INT CO OFFICE/LIBRARY SUPPLIES	403.95

044845	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	388.61
044846	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
044847	U.S. BANK	H S A ACCOUNT EXPENSES	63.00
044848	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,251.54
044849	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,756.49
044850	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044851	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	125.00
044852	AMERICAN LIBRARY ASSOCIATION	PROGRAMS AND SUPPLIES	582.70
044853	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	323.58
044854	BRODART CO.	OFFICE/LIBRARY SUPPLIES	108.70
044855	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	345.11
044856	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	95.42
044857	CENTURYLINK	TELEPHONE	86.91
044858	CHEVRON U.S.A. INC.	VEHICLE FUEL	45.33
044859	CITY OF MEDICAL LAKE	UTILITIES	159.99
044860	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,947.00
044861	EARTHWORKS RECYCLING,INC	UTILITIES	246.50
044862	EMPIRE DISPOSAL INC.	UTILITIES	17.26
044863	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	171.73
044864	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER RENTAL	159.95
044865	GALE/CENAGE LEARNING	LIBRARY MATERIALS	715.85
044866	GARY L. GODDARD	MAINTENANCE SUPPLIES	15.22
044867	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,587.97
044868	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,476.93
044869	INLAND POWER AND LIGHT	UTILITIES	909.64
044870	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	836.55
044871	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
044872	MIDWEST TAPE	LIBRARY MATERIALS	3,473.16
044873	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	192.27
044874	OVERDRIVE, INC.	LIBRARY MATERIALS	9,797.95
044875	PAINE, HAMBLIN, LLP	LEGAL SERVICES	112.50
044876	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,539.13
044877	QWEST CORPORATION	TELEPHONE	2,071.38
044878	RECORDED BOOKS, LLC	LIBRARY MATERIALS	67.61
044879	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
044880	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	230.00
044881	TOWN OF FAIRFIELD	UTILITIES	164.21
044882	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	40.21
044883	VERIZON WIRELESS	TELEPHONE	275.93
044884	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	479.92
044885	WHITWORTH WATER DISTRICT #2	UTILITIES	189.08
044886	AVISTA UTILITIES	UTILITIES	549.37
044887	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	197.24
044888	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	79.30
044889	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,792.22
044890	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
044891	CENTURYLINK	TELEPHONE	90.33
044892	CENTURYLINK	TELEPHONE	34.65
044893	CENTURYLINK	TELEPHONE	90.82
044894	CENTURYLINK	TELEPHONE	59.85
044895	CENTURYLINK	TELEPHONE	130.35
044896	CENTURYLINK	TELEPHONE	9,219.04

044897	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,393.32
044898	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,011.28
044899	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,819.23
044900	INTERIOR DEVELOPMENT EAST LTD	FURNITURE, FIXTURES AND EQUIPMENT	908.05
044901	INTEGRA	TELEPHONE	2,249.17
044902	INLAND POWER AND LIGHT	UTILITIES	332.58
044903	MATTHEW L. DONEEN	FURNITURE, FIXTURES AND EQUIPMENT	1,087.00
044904	MIDWEST TAPE	LIBRARY MATERIALS	6,251.14
044905	OCLC, INC.	CATALOGING & SUPPORT SERVICES	9,417.68
044906	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	155.87
044907	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,725.49
044908	ROWMAN & LITTLEFIELD PUB	LIBRARY MATERIALS	469.17
044909	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	2,188.07
044910	STATE AUDITOR'S OFFICE	ACCOUNTING & AUDIT FEES	250.80
044911	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	539.26
044912	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,226.38
044913	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	31,168.81
044914	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044915	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,865.38
044916	AMSAN CUSTODIAL SUPPLY	MAINTENANCE SUPPLIES	51.55
044917	AVISTA UTILITIES	UTILITIES	294.70
044918	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	127.46
044919	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	134.97
044920	CAPSTONE PRESS, INC.	LIBRARY MATERIALS	25.87
044921	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,006.00
044922	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	90.13
044923	CENTURYLINK	TELEPHONE	42.20
044924	CHRIS CRUTCHER	LIBRARY PROGRAMS	400.00
044925	CHARLES T. WILLIAMS	LIBRARY MATERIALS	35.00
044926	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,278.40
044927	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	9,387.19
044928	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	5.98
044929	EASTERN WASHINGTON UNIVERSITY	TRAINING & TRAVEL	25.00
044930	FUTTERMAN AND ASSOCIATES, INC.	TRAINING & SOFTWARE SUPPORT	19,500.00
044931	GALE/CENAGE LEARNING	LIBRARY MATERIALS	623.15
044932	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	880.47
044933	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	40.49
044934	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	20,389.22
044935	INLAND PUBLICATIONS	ADVERTISING	1,026.00
044936	JAN WAY COMPANY USA, INC.	ADVERTISING	2,355.00
044937	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	527.88
044938	GROUP W MARKETING	ADVERTISING	800.00
044939	MIDWEST TAPE	LIBRARY MATERIALS	5,161.86
044940	OVERDRIVE, INC.	LIBRARY MATERIALS	10,281.05
044941	THOMAS S SMITH	PARKING LOT LEASE	200.00
044942	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	541.98
044943	RECORDED BOOKS, LLC	LIBRARY MATERIALS	112.03
044944	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	226.84
044945	UPS	FREIGHT CHARGES	40.27
044946	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,733.80
044947	CRJW ENTERPRISES INC.	BUILDING REPAIR & MAINTENANCE	1,115.26
W00137	US BANK	H S A CONTRIBUTIONS	1,405.83

W00138	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,328.24
W00140	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	911.76
W00141	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,917.54
W00142	US BANK	H S A CONTRIBUTIONS	<u>1,405.83</u>

**Total Non-Payroll General Operating Fund** 516,784.04

**PAYROLL VOUCHERS**

09102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 172,492.69
09252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>161,633.45</u>

**Total Payroll General Operating Fund** \$ 334,126.14

**TOTAL GENERAL OPERATING FUND** \$ 850,910.18

**CAPITAL PROJECTS FUND**

009514	CITY OF SPOKANE VALLEY	\$ 1,224.28
009515	SPOKANE COUNTY TREASURER	<u>186.18</u>

**TOTAL CAPITAL PROJECTS FUND** \$ 1,410.46

Spokane County Library District  
Monthly Credit Card Activity  
For the Month of September 2013

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 6,124.61
Maintenance	1,510.11
Travel	230.80
Acquisitions	1,858.29
Information Technology	9.99
Total Purchases	<u>\$ 9,733.80</u>

## **FINAL SITE PLAN FOR SPRAGUE AVENUE LIBRARY AND PARK PROJECT**

### Background:

Bernardo Wills Associates will present the Final Site Plan for the Balfour Park/Library proposed for the Sprague Avenue property, jointly owned by City of Spokane Valley and the District. The Final Site Plan defines the property boundaries that will be used to transfer title to the District for land that may become the future home of Spokane Valley Library. City of Spokane Valley is prepared to transfer title once the Final Site Plan has been approved by the Board of Trustees and City Council.

The Plan provides cost estimates for developing various elements of the park and site development, including parking lots, sidewalks, traffic lights, etc. The District will work with the City of Spokane Valley to determine how to share these costs if the District is successful in passing a bond issue to build the library. The Final Site Plan provides a conceptual location for the proposed library so that voters can understand where the new library will be built. Based upon the agreement that provided for the joint purchase of the land, the District must secure funds to build by 2017. If the District is unable to build within that time frame, the City of Spokane Valley will purchase the land from the District for the purchase cost.

The 30,000 square foot library with associated parking fits within the 2.5 acres purchased by the District. However, to ensure there is adequate parking and a place for buses to drop off students, the consultants recommend that the District purchase an additional 0.32 acres. This will provide parking for 125 cars and adequate lanes for buses to drop off passengers near the library entrance.

**Recommendation:** Staff recommends approval of the Final Site Plan. If directed by the Board, staff will work with the City of Spokane Valley to negotiate purchase of an additional 0.32 acres in accordance with the Interlocal Agreement that was approved by the Board last year.

**Action Required:** Motion to accept the Final Site Plan and authorize the Executive Director to negotiate purchase of an additional 0.32 acres of land on the Sprague Avenue property, subject to the same conditions as the 2.5 acres previously purchased by the District.

## **REQUESTING ESTABLISHMENT OF AND FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA (RESOLUTION 13-05)**

### Background:

At the September SCLD Board of Trustees' meeting, Roy Koegen, Koegen Edwards LLP, presented information regarding formation of a Library Capital Facilities Area to fund library buildings. Gary Bernardo, Bernardo Wills Architects PC, provided an overview of estimated construction costs for library facilities. Richard Schober, Piper Jaffray, Seattle-Northwest Division, provided information on the potential sale of bonds to fund capital improvements.

Based upon the information provided at that meeting, Trustees directed staff to work with Koegen Edwards to prepare Resolution 13-05 to form a Library Capital Facilities Area (LCFA). The LCFA is for the purpose of building a new library on the Sprague Avenue property jointly purchased with City of Spokane Valley, a new library on the Conklin property owned by the District, and the expansion of the current Argonne library. The boundary of the proposed LCFA would encompass the cities of Spokane Valley and Millwood and the unincorporated areas east of the City of Spokane.

The City of Spokane Valley and City of Millwood are prepared to pass supporting resolutions, as both of these cities are within the boundaries of the LCFA.

**Recommendation:** Staff consulted with bond counsel to prepare Resolution 13-05 in accordance with RCW requirements. Staff recommends approval of the motion.

**Action Required:** Motion to pass Resolution 13-05, and authorize the Executive Director to submit the resolution to Spokane County Commissioners to request that the formation and funding of the Spokane Valley Library Capital Facilities Area be put before the voters in April of 2014.

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**RESOLUTION NO. 13-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING ESTABLISHMENT OF THE SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA TO FINANCE A NEW SPOKANE VALLEY LIBRARY, NEW VERADALE/GREENACRES LIBRARY AND EXPANSION OF THE ARGONNE LIBRARY AND LIBRARY FACILITIES IN ORDER TO EXPAND THE AVAILABLE LIBRARY SERVICES; REQUESTING THE APPROVAL OF A PLAN OF FINANCE FOR SUCH ANTICIPATED ADDITIONAL LIBRARY CAPITAL FACILITIES; APPROVING AN INTERLOCAL AGREEMENT WITH RESPECT TO THE SAME; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

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

WHEREAS, the District provides library services to residents of the unincorporated portions of Spokane County, Washington, (the "County"), as well as residents of the City of Spokane Valley ("Spokane Valley") and the City of Millwood ("Millwood," together with Spokane Valley, the "Cities");

WHEREAS, areas located east of the City of Spokane, Washington, and in the Cities and unincorporated portions of the County (the "Service Area") have experienced growth in the number of residents since existing library facilities were constructed;

WHEREAS, the growing population in the Service Area has resulted in an increased demand for library services;

WHEREAS, the District cannot presently accommodate the increased library service needs in such areas from its current facilities;

WHEREAS, chapter 27.15 RCW permits, upon the request of the District, the approval of Spokane Valley, Millwood and the County and the relevant approval(s) of the qualified electors, the creation of a library capital facility area to acquire, design, construct, remodel and finance library facilities;



WHEREAS, the cost of providing additional facilities for the needed library service can most fairly be paid by the residents of the Service Area and through the establishment of a library capital facility area;

WHEREAS, the Board of Trustees of the District (the “Board”) is authorized and empowered by RCW 27.15.020 to submit a written request to the County for the adoption of a resolution or resolutions by the County calling for the vote of the qualified electors within the Service Area for the creation of a library capital facility area, for the issuing of general obligation bonds to finance a new Spokane Valley Library, new Veradale/Greenacres Library and expansion of the Argonne Library in order to expand the available library services within such library facility area, and for the imposing of excess property tax levies to retire such general obligation bonds;

WHEREAS, the Board intends to submit a joint written request from the District, Spokane Valley and Millwood to the County for the adoption by the Board of County Commissioners of Spokane County (the “Board of County Commissioners”) of a resolution or resolutions calling for the vote of the qualified electors within the Service Area for the establishment and creation of the Spokane Valley Library Capital Facility Area (the “SVLCFA”) and for the approval of the issuance of general obligation bonds to construct, design and acquire and to remodel certain existing library capital facilities to be located within the SVLCFA and for the imposing of excess property tax levies to retire such general obligation bonds; and

WHEREAS, the District expects that it shall be primarily responsible for designing, administering the construction of, and operating and maintaining the library capital facilities financed by the approved ballot propositions as set forth in the Interlocal Agreement by and between the District and the SVLCFA;

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

### **Section 1: Definitions**

As used in this Resolution, the terms herein have the meanings provided in this Section 1. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Words imparting the singular number shall include the plural numbers and vice-versa unless the context shall otherwise indicate.

*Board* shall mean the District’s Board of Trustees, as the same shall be duly and regularly constituted from time to time.

*Board of County Commissioners* shall mean the Board of County Commissioners of Spokane County, Washington, as duly and regularly constituted from time to time.

*Chair* shall mean the Chair of the Board or any presiding officer or titular head of the Board, or his successor in functions, if any.

*County* shall mean Spokane County, Washington, a class A county duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

*District* shall mean Spokane County Library District, a duly incorporated rural library district operating under and by virtue of the Constitution and the laws of the State now in force.

*Interlocal Agreement* means that certain Interlocal Agreement by and between the District and the SVLCFA approved by the Board pursuant to Section 5 of this Resolution in the form attached hereto as Exhibit B.

*Millwood* shall mean the City of Millwood, Washington, a non-charter code city duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

*Resolution* shall mean this Resolution No. 13-05.

*Secretary* shall mean the Secretary to the Board, or her successor in functions, if any.

*Service Area* shall mean the areas east of the City of Spokane, Washington, located in the Spokane Valley, Millwood and unincorporated portions of the County.

*Spokane Valley* shall mean the City of Spokane Valley, Washington, a code city duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

*State* shall mean the state of Washington.

*SVLCFA* shall mean the Spokane Valley Library Capital Facility Area proposed to be approved and established consistent with the requirements of chapter 27.15 RCW, the boundaries of such area to be as described in Exhibit A attached to this Resolution and incorporated herein by this reference.

*Vice-Chair* shall mean the Vice-Chair of the Board, or his successor in functions, if any.

## **Section 2: Approval of Creation of Spokane Valley Library Capital Facility Area**

The District finds that the creation and establishment of a new library capital facility area and the financing of a new Spokane Valley Library, new Veradale/Greenacres Library and expansion of the Argonne Library in order to expand the available library services are each essential to the public welfare and to the residents of the District. The District hereby approves of creation of the SVLCFA.

### **Section 3: Request to the Board of County Commissioners**

The District, jointly with Spokane Valley and Millwood, hereby requests that the Board of County Commissioners, pursuant to chapter 27.15 RCW, take all appropriate action to provide for establishing the SVLCFA, the boundaries of such area to be as described in Exhibit "A" attached to this Resolution and incorporated herein by this reference. Furthermore, the District, jointly with Spokane Valley and Millwood, hereby requests that the Board of County Commissioners, pursuant to chapter 27.15 RCW, submit to the qualified electors of such area two ballot propositions at a special election to be held as soon as reasonably practicable, such propositions to be in substantially the following form and to contain substantially the following content:

**Proposition 1:** That the qualified electors with the proposed SVLCFA approve the establishment and creation of the SVLCFA consistent with chapter 27.15 RCW and according to all other applicable terms and provisions of this Resolution.

**Proposition 2:** That the qualified electors within the proposed SVLCFA approve the issuance of general obligation bonds in the principal amount of not to exceed \$22 million and approve the imposing of an excess property tax levy within the boundaries of the SVLCFA in an amount necessary and sufficient to retire such bonds, all in order to finance a new Spokane Valley library, new Veradale/Greenacres library, expansion of the Argonne library and other library facilities to be located within the SVLCFA in order to expand the available library services in the Service Area, all as may be further subject to the terms and provisions of chapter 27.15 RCW.

### **Section 4: Election Costs**

The District shall pay the costs of submitting the two ballot propositions to the qualified electors.

### **Section 5: Interlocal Agreement**

The District hereby approves the Interlocal Agreement by and between the District and the SVLCFA in the form attached hereto as Exhibit B. The Chair and Vice-Chair of the Board are each authorized, individually and collectively, to approve any revisions made to the Interlocal Agreement as he or she, individually or together, may determine are in the best interests of the District, and each are hereby authorized, individually and collectively, to execute and deliver the Interlocal Agreement on behalf of the District.

### **Section 6: Authorization to Submit Resolution to the Board of County Commissioners**

The Chair, Vice-Chair and the Secretary of the Board are each authorized and directed, individually and collectively, to certify a copy of this Resolution and submit it to the Board of County Commissioners.

**Section 7: Amendments to Resolution**

The Board from time to time and at any time may adopt a resolution supplemental hereto, which resolution thereafter shall become a part of this Resolution, to: (a) add to or delete from the covenants, undertakings or agreements of the District in this Resolution; and/or (b) cure, correct or supplement any defective or ambiguous provision contained in this Resolution.

**Section 8: Ratification**

All actions not inconsistent with the provisions of this Resolution heretofore taken by the Board and the District's employees with respect to the SVLCFA are hereby in all respects ratified, approved and confirmed.

**Section 9: Repealer**

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 10: Effective Date**

This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof held on October 15, 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair

ATTEST

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Nancy Ledeboer,  
Secretary to the Board of Trustees

( S E A L )

**EXHIBIT "A"****BOUNDARIES OF  
THE SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA**

The boundaries of the proposed Spokane Valley Library Capital Facility Area are described as follows:

THE BOUNDARY INCLUDES ALL OF THE CITY OF MILLWOOD, AND ALL OF THE CITY OF SPOKANE VALLEY AS THEY BOTH EXIST ON OCTOBER 15, 2013, AND SOME PORTIONS OF UNINCORPORATED SPOKANE COUNTY, WASHINGTON.

Specific boundary description will be provided at the SCLD Board of Trustees' meeting on October 15, 2013.

**ASSOCIATION OF WASHINGTON CITIES INTERLOCAL AGREEMENT:  
RESOLUTION 13-06**

**BACKGROUND:**

At its meeting on July 25, 2013, the AWC Employee Benefit Trust Board of Trustees voted to move from a fully insured benefit program to a self-insured model, effective January 1, 2014.

In order to conduct business as a self-insured program, AWC Employee Benefit Trust is required to comply with RCW 48.62 and WAC 200-110, which entails following the regulations and requirements administered by the Washington State Risk Manager. One of these requirements is that each member must approve, by resolution, an Interlocal Agreement authorizing participation in the self-insured program.

Chief Human Resources Officer Paul Eichenberg has reviewed the Interlocal Agreement and recommends approval.

Recommendation: Board approval of Resolution 13-06 to adopt the Association of Washington Cities (AWC) Employee Benefit Trust Interlocal Agreement, acknowledging AWC's move to a self-insured program, and authorization of the Executive Director to sign on behalf of the District.

Action Required: Motion to approve Resolution 13-06, to adopt the Association of Washington Cities (AWC) Interlocal Agreement, and authorize the Executive Director to sign on behalf of the District.

**RESOLUTION NO. 13-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, TO ACKNOWLEDGE NOTIFICATION BY THE ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST OF ITS MOVE FROM A FULLY INSURED BENEFIT PROGRAM TO A SELF-INSURED HEALTH AND WELFARE BENEFIT PROGRAM, EFFECTIVE JANUARY 1, 2014.**

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

WHEREAS, the Association of Washington Cities Employee Benefit Trust (the "Trust") is an entity to which contributions by cities and towns and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust ("Participating Cities and Towns," and "Participating Non-City Entities") and their employees can be paid and through which the Board of Trustees of the Trust ("Trustees") provides one or more insured health and welfare benefit plans or programs to Participating Cities and Towns' and Non-City Entities' employees, their dependents and other beneficiaries ("Beneficiaries"), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code, providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and Participating Cities and Towns and Non-City Entities have determined that it is in the best interest of Participating Cities and Towns and Non-City Entities to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which other insured health and welfare benefit program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, the Association of Washington Cities Employee Benefit Trust Interlocal Agreement (the "Interlocal Agreement") attached hereto creates a joint self-insured health and welfare benefit program (the "Health Care Program") to be administered by the Trustees for the

purposes of providing self-insured health benefits to Beneficiaries; and

WHEREAS, WAC 200-110-030 requires every local government entity participating in a joint self-insurance health and welfare benefit program to adopt such program by resolution; and

WHEREAS, Chapter 48.62 requires Health Care Program assets to be managed consistent with existing authority over use of municipal funds in RCW 35.39.030. The Trust will manage Health Care Program reserves in compliance with Chapter 48.62 RCW; RCW 35.39.030, and the Health Care Program Investment Policy; and

WHEREAS, all premium contributions for use in the Health Care Program are deposited into a designated account within the Trust, the Health Care Program Account (the "HCP Account"), and the HCP Account represents a pool of funds that is independent of all other Trust or AWC funds; and

WHEREAS, the Trust intends to manage the HCP Account assets in compliance with federal and state laws and the Interlocal Agreement; and

WHEREAS, Spokane County Library District believes it is in the best interest of the Health Care Program to allow the Trust to manage the HCP Account;

NOW THEREFORE RESOLVED, that the Interlocal Agreement creating the Health Care Program is hereby adopted.

RESOLVED, that by adopting such Agreement, Spokane County Library District acknowledges that it shall be subject to assessments as required by the Health Care Program.

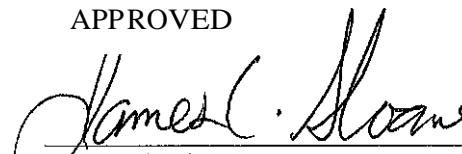
SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Tim Hattenburg, Chair

ATTEST

APPROVED

\_\_\_\_\_  
Nancy Ledebor  
Secretary to the Board of Trustees

  
\_\_\_\_\_  
James C. Sloane  
General Counsel



**ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST  
HEALTH CARE PROGRAM  
INTERLOCAL AGREEMENT**

This Agreement is made and entered into in the State of Washington by and among the Association of Washington Cities Employee Benefit Trust (the “Trust”) and cities and towns, and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust (“Participating Cities and Towns,” or “Participating Non-City Entities”), all of whom are signatories to this Agreement.

**RECITALS**

WHEREAS, the Trust is an entity to which contributions by Participating Cities and Towns and Non-City Entities (defined below) and Participating Employees (defined below) are paid and through which the Board of Trustees provides one or more insured health and welfare benefit plans or programs to Participating Employees, their covered dependents and other beneficiaries (“Beneficiaries”), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code (“VEBA”), providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and the Participating Cities and Towns have determined that it is in the best interest of Participating Cities and Towns to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which health and welfare benefit plan or program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to this Agreement (defined below) to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, each local government entity that is a signatory hereto, as required by WAC 200-110-030, acts upon the authority of a resolution adopting this Agreement and the Health Care Program (defined below) created herein;

NOW, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

## ARTICLE 1

### DEFINITIONS

The following are definitions of terms used in the Agreement. Unless indicated otherwise, other terms are defined where they are first used. Defined terms are capitalized when used in the defined context.

- 1.1 **Agreement** means this Interlocal Agreement entered into under the authority of Chapter 39.34 RCW and as required by RCW 48.62.031(2) between the Trust and Participating Employers.
- 1.2 **Association of Washington Cities** or **AWC** means the Association of Washington Cities, a not-for-profit membership association established pursuant to the laws of the state of Washington for the purpose of providing various services to and on behalf of its member cities.
- 1.3 **Association of Washington Cities Employee Benefit Trust** or the **Trust** means the trust and all property and money held by such entity, including all contract rights and records, established for the sole purpose of providing life, sick accident or other health and welfare benefits to Participating Employees, their covered dependents and other beneficiaries, and which is approved by the Internal Revenue Service as a VEBA.
- 1.4 **Employee Benefits Advisory Committee** or **EBAC** means the committee defined in Article V of the Trust Agreement that may be delegated responsibility by the Board of Trustees, including but not limited to: overseeing the operations of the Health Care Program, analyzing and developing annual premium levels and benefit coverage changes for recommendation to the Board of Trustees and performing other duties necessary to ensure that the needs of Participating Employers are met and the long-term financial health of the Health Care Program is maintained.
- 1.5 **Health Care Program** means the joint self-insurance program offering self-insured health benefit options through the HCP Account.
- 1.6 **HCP Account** means a designated account within the Trust and created by this Agreement, the Trust Agreement and Trust Health Care Program policies all under the authority of Chapter 48.62 RCW to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries and further described in Article 6.
- 1.7 **Non-City Entity** means any public agency, public corporation, intergovernmental agency or political subdivision, within the state of Washington that meets the requirements of Article IX, Section 1(c)(ii) and (iii) of the Trust Agreement for participation in the Health Care Program.
- 1.8 **Participating City** means any city or town within the state of Washington that meets the requirements of Article IX, Section 1(a) or Section 1(b) of the Trust Agreement.

- 1.9 **Participating Employee** means any individual employed by a Participating Employer and for whom the Participating Employer makes contributions to the Trust, and any individual who may have been so employed but is subsequently laid off, terminated, or retired.
- 1.10 **Participating Employer** means a Participating City or Non-City Entity that is also a party to this Agreement.
- 1.11 **Resolution** means the resolution adopted by each Participating City or Non-City Entity that authorizes the Health Care Program.
- 1.12 **State Risk Manager** or **Risk Manager** means the risk manager of the Risk Management Division within the Department of Enterprise Services.
- 1.13 **Stop Loss Insurance** or **Reinsurance** means a promise by an insurance company that it will cover losses of the Health Care Program over and above an agreed-upon individual or aggregated amount, which definition shall be modified by any changes to the definition of stop loss insurance in WAC 200-110-020.
- 1.14 **Third-Party Administrator** means the independent association, agency, entity or enterprise which, through a contractual agreement, provides one or more of the following ongoing services to the Health Care Program: pool management or administration services, claims administration services, risk management services, or services for the design, implementation, or termination of an individual or joint self-insurance program.
- 1.15 **Trust Agreement** means the Trust Agreement Governing the Trust amended and restated July 1, 2013, and any subsequent amendments thereto.
- 1.16 **Trustees** or **Board of Trustees** means the following individuals and their successors, who together, govern the Trust and the Health Care Program:
- 1.16.1 the AWC President and the AWC Vice President;
  - 1.16.2 the EBAC Chair and the EBAC Vice Chair; and
  - 1.16.3 an individual elected pursuant to the procedures in Article III, Section 5 of the Trust Agreement to serve as the trustee from one of the following regions:
    - (a) North East Region (known as the “North East Region Trustee”);
    - (b) North West Region (known as the “North West Region Trustee”);
    - (c) South East Region (known as the “South East Region Trustee”); and
    - (d) South West Region (known as the “South West Region Trustee”).

Individuals from Non-City Entities are not eligible to serve as Trustees.

## **ARTICLE 2**

### **PURPOSE**

This Agreement is entered into for the purpose of authorizing the Health Care Program created by the Trust to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries. The Health Care Program shall comply with the statutory provisions found in Chapters 48.62 and 39.34 RCW and the regulatory requirements contained in WAC 200-110 applicable to joint self-insurance programs.

## **ARTICLE 3**

### **PARTIES**

Each party to this Agreement certifies that it intends to participate in the Health Care Program. Participating Employers are signatories of this Agreement to become effective on a date to be mutually determined (the "Effective Date") and with such other Participating Cities and Non-City Entities as may later be added to and become signatories to this Agreement.

## **ARTICLE 4**

### **DURATION OF AGREEMENT**

- 4.1 This Agreement shall become effective on the Effective Date.
- 4.2 This Agreement shall have perpetual duration unless terminated as hereinafter provided.

## **ARTICLE 5**

### **MEMBERSHIP COMPOSITION**

The Health Care Program shall be open to Participating Cities and Non-City Entities. Participation in the Health Care Program is voluntary and not a requirement of AWC membership. The Board of Trustees shall provide for the reasonable admission of new Participating Cities and Non-City Entities.

## **ARTICLE 6**

### **HCP ACCOUNT**

- 6.1 All premium contributions by Participating Employers, Non-City Entities and Participating Employees for use in the Health Care Program are deposited into the HCP Account.
- 6.2 The HCP Account represents a pool of funds that is independent of all other Trust or AWC funds and independent of all other Participating Employer and Non-City Entity funds. The funds deposited into the HCP Account are held, managed and expended only for the Health Care Program and reasonable expenses, consistent with applicable state

and federal statutes and rules governing joint self-insurance programs and self-insurance programs generally.

- 6.3 The HCP Account is subject to audit by the State Auditor's Office.

## **ARTICLE 7**

### **TRUSTEE POWERS RELATED TO HEALTH CARE PROGRAM**

The Board of Trustees is provided with the powers and functions established under RCW 48.62.031 to accomplish the following:

- 7.1 Promote the economical and efficient means by which health benefits coverage is made available to Participating Employers and Non-City Entities and provided to Participating Employees, their covered dependents and other beneficiaries;
- 7.2 Protect the financial integrity of the Health Care Program through purchase of Stop Loss Insurance or Reinsurance in such form and amount as needed;
- 7.3 Contract for or otherwise provide risk management and loss control services;
- 7.4 Contract for or otherwise provide legal counsel for the defense of claims and other legal services;
- 7.5 Consult with the state insurance commissioner and the State Risk Manager;
- 7.6 Obligate the Participating Employers and Non-City Entities to pledge revenues or contribute money to secure the obligations or pay the expenses of the Health Care Program, including the establishment of a reserve or fund for coverage; and
- 7.7 Exercise all other powers and perform all other functions reasonably necessary to carry out the purposes of the Health Care Program, Chapter 48.62 RCW and Chapter 200-110 WAC.

## **ARTICLE 8**

### **ORGANIZATION OF HEALTH CARE PROGRAM**

- 8.1 The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Trustees or any delegates review and analyze Health Care Program-related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW.
- 8.2 The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110 WAC.

## **ARTICLE 9**

### **RESPONSIBILITIES OF THE TRUSTEES**

- 9.1 The Board of Trustees shall discharge its responsibilities under this Agreement as follows:
- 9.1.1 Provide for the efficient management and operation of the Health Care Program;
  - 9.1.2 Provide for health benefit coverage options for Participating Employees, their covered dependents and other beneficiaries;
  - 9.1.3 Determine the level of Stop Loss Insurance or Reinsurance coverage for claims expenses above the amounts deemed appropriate for self-insurance;
  - 9.1.4 Ensure that the Health Care Program meets required state and federal statutes and rules;
  - 9.1.5 Contract with vendors required to meet the responsibilities established by the Trust Agreement, Health Care Program policies, and applicable state and federal statutes and rules;
  - 9.1.6 Maintain the balance between meeting the Health Care Program needs of Participating Employers and the long-term financial integrity of the Health Care Program;
  - 9.1.7 Prepare an annual financial report on the operations of the Health Care Program; and
  - 9.1.8 Provide for other services deemed appropriate by the Board of Trustees to meet the purposes of this Agreement.
- 9.2 The Board of Trustees may delegate the responsibilities described in this Article 9 to the EBAC or other delegates at its complete discretion.

## **ARTICLE 10**

### **RESPONSIBILITIES OF THE PARTICIPATING EMPLOYERS**

In order to participate in the Health Care Program, Participating Employers shall:

- 10.1 Be a Participating City or Non-City Entity in good standing and comply with the requirements of admission or qualification as established by the Board of Trustees;
- 10.2 Adopt this Agreement by Resolution, agreeing to its terms and provisions;
- 10.3 Submit the Resolution and Agreement to the Trust;

- 10.4 Read the terms, conditions and representations set forth in the application agreement related to participation in the Health Care Program;
- 10.5 Designate an employee of the Participating Employer to be a contact person for all matters relating to the Participating Employer's participation in the Health Care Program;
- 10.6 Pay premiums for the Health Care Program to the Third-Party Administrator no later than the tenth day of the month in which the premium is due;
- 10.7 By formal action of the legislative body of the Participating Employer, approve policies and procedures necessary to secure protected health information ("PHI") in accordance with Chapter 70.02 RCW and the Health Insurance Portability and Accountability Act ("HIPAA") privacy and security rules, codified at 45 C.F.R. Parts 160-164;
- 10.8 Provide the Health Care Program with such information or assistance as is necessary for the Health Care Program to meet its responsibilities under this Agreement; and
- 10.9 Cooperate with and assist the Health Care Program and any insurer of Stop Loss Insurance or Reinsurance, in all matters relating to the administration and operation of the Health Care Program and all matters relating to this Agreement.
- 10.10 Comply with all bylaws, rules, regulations and policies adopted by the Board of Trustees relating to the Health Care Program.

## **ARTICLE 11**

### **RESERVE FUND INVESTMENT**

All reserve fund investments from the HCP Account shall be made in a manner that is consistent with RCW 48.62.111, Chapter 39.59 RCW, WAC 200-110-090 and the Health Care Program Investment Policy.

## **ARTICLE 12**

### **FINANCIAL RECORDS**

- 12.1 The Board of Trustees shall develop estimated revenue and expenditures to establish a budget for each fiscal year covering January 1 through December 31 annually. Actual Health Care Program revenues and expenditures shall be monitored monthly by the Board of Trustees and reported at its quarterly meetings.
- 12.2 The accounting records of the Health Care Program are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Health Care Program also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. Once reviewed and approved by the

Office of the State Auditor the year-end financial report is transmitted to the Office of the State Risk Manager.

- 12.3 Financial records of the Health Care Program shall be subject to audit by the Office of the State Auditor. Year-end financial reports and audit results shall be made available to interested parties. The Health Care Program shall provide financial information as required by state statute and rule to the Office of the State Risk Manager.

### **ARTICLE 13**

#### **PARTICIPATING EMPLOYER TERMINATION AND WITHDRAWAL**

- 13.1 A Participating Employer must remain in good standing with the Trust and adhere to the requirements of this Agreement. In the event that a Participating Employer fails to be a Participating City or Non-City Entity in good standing, participation in the Health Care Program shall automatically terminate without notice as shall all health and welfare benefits provided through the Health Care Program.
- 13.2 The Board of Trustees may take action to terminate membership or deny membership in the Health Care Program where it determines that such termination or denial is in the best interest of the Health Care Program
- 13.3 When a Participating Employer's eligibility in the Health Care Program is affected due to merger or annexation, the affected Participating Employer may petition the Board of Trustees to remain in the Health Care Program.
- 13.4 A Participating Employer may only withdraw its participation in the Health Care Program at the end of the calendar year and must provide written notice to the Trust at least thirty-one (31) days in advance of the end of the calendar year (December 31st).
- 13.5 In the event of withdrawal or non-renewal, the Health Care Program will cover any of the Participating Employer's remaining outstanding Health Care Program claims expenses incurred prior to the Participating Employer's withdrawal from or non-renewal in the Health Care Program.
- 13.6 No Participating Employer, because of withdrawal or any other reason, has any right or interest in the HCP Account because of its nature as a rate stabilization fund. In the event any Participating Employer withdraws from the Health Care Program, its Participating Employees, their covered dependents and other beneficiaries and any Consolidated Omnibus Budget Reconciliation Act of 1985 as amended (COBRA) participants and contract personnel and dependents approved by the Board of Trustees, shall forfeit all right and interest to the HCP Account.



## **ARTICLE 14**

### **TERMINATION OF HEALTH CARE PROGRAM**

- 14.1 In the event the Health Care Program is terminated, the Board of Trustees shall distribute the remaining funds in the HCP Account to the Trust or any successor association authorized by Chapter 39.34 RCW for like purposes for use in any program with similar purposes.
- 14.2 Upon termination, this Agreement and the HCP Account shall continue for the purpose of paying remaining outstanding claims and expenses and fulfilling all other functions necessary to complete the business of the Health Care Program.

## **ARTICLE 15**

### **MEETINGS, NOTICES AND COMMUNICATIONS**

- 15.1 The Board of Trustees and the EBAC, if any responsibilities for Trust management have been delegated thereto, shall provide notice of their regular and special meetings and hold their meetings in accordance with Chapter 42.30, RCW Open Public Meetings Act.
- 15.2 Communications with Participating Employers may occur using mail, email or posting on the Health Care Program website. The website shall be partitioned to provide information for the general public and information specific to Participating Employers and their employees.
- 15.3 Communications may come directly from the Health Care Program, through the Third-Party Administrator or through another vendor on behalf of the Health Care Program.

## **ARTICLE 16**

### **AMENDMENTS TO INTERLOCAL AGREEMENT**

- 16.1 The Board of Trustees shall review and analyze any proposed amendment to this Agreement. An amendment may be proposed for review by any party to this Agreement.
- 16.2 The Board of Trustees upon its discretion may take action by resolution on any amendment at any regular meeting of the Board of Trustees.

## **ARTICLE 17**

### **PROHIBITION ON ASSIGNMENT**

- 17.1 No Participating Employer may assign any right or claim of interest it may have under this Agreement.

- 17.2 No creditor, assignee or third-party beneficiary of any employer shall have the right, claim or title to any party, share, interest, premium or asset of the Trust, HCP Account or the Health Care Program.

## **ARTICLE 18**

### **HEALTH CLAIM DISPUTES AND APPEALS**

In the event that a dispute arises over a health claim, the procedures, adjudication requirements and administrative remedies shall be found in the Health Care Program's plan document applicable to the Health Care Program covering the claimant.

## **ARTICLE 19**

### **PLAN ADMINISTRATION DISPUTES AND APPEALS**

- 19.1 In the event that a dispute arises between a Participating Employer and the Health Care Program, the Participating Employer shall document the circumstances causing the dispute and submit a written request for review of the disputed circumstances to the Board of Trustees. Upon review of such information, the Board of Trustees shall attempt to resolve the dispute.
- 19.2 If the Board of Trustees' resolution to the dispute is deemed unsatisfactory, then alternative dispute resolution through mediation or binding arbitration may be necessary.

## **ARTICLE 20**

### **ENFORCEMENT OF TERMS OF AGREEMENT**

- 20.1 The Board of Trustees may enforce the terms of this Agreement.
- 20.2 In the event legal action is initiated to enforce any term or provision of this Agreement against any present or previous Participating Employer, the prevailing party shall receive such reimbursement of costs as the court deems reasonable for attorneys' fees and costs related to the relevant legal action.

## **ARTICLE 21**

### **DEFAULT**

- 21.1 If any Participating Employer fails to perform any term or condition of this Agreement and such failure continues for a period of sixty (60) days after the Board of Trustees has given the Participating Employer written notice describing such failure, the Participating Employer shall be considered in default.
- 21.2 Upon default, the Board of Trustees may immediately cancel the Participating Employer's participation in the Health Care Program without additional notice or exercise some other remedy otherwise provided by law.

- 21.3 The rights and remedies of the Board of Trustees are cumulative in nature and pursuit of any particular remedy shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise available by law.

## ARTICLE 22

### NO WAIVERS

No waiver or forbearance of a breach of any covenant, term, or condition of this Agreement shall be construed to be a waiver or forbearance of any other or subsequent breach of the same or of any other covenant, term or condition, and the acceptance of any performance hereunder, or the payment of any sum of money after the same has become due or at a time when any other default exists hereunder, shall not constitute a waiver or right to demand payment of all sums owing or a waiver of any other default then or thereafter existing.

## ARTICLE 23

### CONTRACT MANAGEMENT

The Health Care Program shall designate a person to whom the State Risk Manager shall forward legal process served upon the Risk Manager; **The AWC Chief Executive Officer** (designee or successor). **The Health Care Program Director** shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

## ARTICLE 24

### SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

## ARTICLE 25

### COUNTERPART COPIES

This Agreement may be signed in counterpart or duplicate copies and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

## **ARTICLE 26**

### **HEADINGS**

The Article and Section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the Articles and Sections they introduce.

## **ARTICLE 27**

### **AGREEMENT COMPLETE**

This Agreement and the documents referenced herein contains all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

**[Signature page follows]**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement.

**Association of Washington Cities**  
**Employee Benefit Trust**

**Participating Employer**

Signature: 

Signature: \_\_\_\_\_

Name: **Michael A. McCarty**

Name (print): \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: August 30, 2013

Date: \_\_\_\_\_

Effective Date: January 1, 2014

## **PERSONNEL POLICY REVISIONS**

### **BACKGROUND:**

To avoid paying out excess compensation for PERS Plan I members and to ensure all PERS eligible employees were treated equitably, in March 2005, SCLD Board of Trustees approved cashing out sick leave in the form of Terminal Leave. Whether an employee was laid off, resigned or retired, they used accrued sick leave at the end of their employment service until their sick leave was exhausted. Their official last day worked was the day they used the last of their sick leave. However, because Terminal Leave was considered regular paid leave, the District continued paying its portion of the employee's benefits. Measured against the liability for excess compensation, this was an acceptable alternative.

Since the policy was adopted, the potential for paying out excess compensation has been substantially reduced. Consequently, it is now more economically prudent to payout sick leave in one lump sum payment in the employee's final paycheck.

Having this policy change, effective January 1, 2014, will provide employees who may be considering leaving the District, time to weigh their options. With Board approval, on January 2, 2014, the sick leave policy revisions will eliminate all references to Terminal Leave and be posted on the staff Intranet.

**Recommendation:** Staff recommends a motion to approve suggested Personnel Policy changes.

**Action Required:** Motion to approve revisions to Personnel Policy sections 5.6 and 5.7; Terminal Leave references will be deleted and replaced by Sick Leave Cashouts.

**Current Personnel Policy 5.6 Terminal Leave**

Accrued sick leave, up to a maximum of 960 hours, may be used as terminal leave whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for terminal leave, an employee must have a minimum of three (3) years paid Library District employment preceding such termination, or retirement, and meet the following conditions:

The minimum employment period was continuous and unbroken by resignation or retirement.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.

The employee was regularly scheduled for twenty (20) hours, or more, of work per week during the entire three (3) year period.

Conversion of sick leave to terminal leave is irrevocable.

With at least three (3) years, but less than fifteen (15) years' service, terminal leave may be given for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, terminal leave may be given for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.

While on terminal leave, employees will continue to receive benefits, except leave accruals, and will receive their paycheck in the normal manner. The employee's actual termination or retirement date will be at the conclusion of terminal leave.

**Effective January 1, 2014, this policy will change.**

Using the above formula, on January 1, 2014, employees who are laid off, voluntarily resign, or retire from the District will receive a lump sum payment for their unused sick leave. The lump sum payment shall be included in the employee's final paycheck.

Upon the death of an employee, unused accrued sick leave may be cashed out using the above formula, and included in the employee's final pay check.

**5.7 Sick Leave Cashouts**

~~Upon the death of an employee, unused accrued sick leave shall be paid, using the same formula as terminal leave, by a single payment included in the last paycheck. For all other separations from service, employees have no right to cash out accrued sick leave upon separation except as allowed in the form of Terminal Leave.~~

January 2, 2014, Suggested Revision

**~~5.6 Terminal Leave Sick Leave Cashouts~~**

Accrued sick leave, up to a maximum of 960 hours, may be ~~used as terminal leave~~ cashed-out whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for ~~terminal~~ sick leave cash-out, an employee must have a minimum of three (3) years paid Library District employment preceding such termination or retirement, and meet the following conditions.

The minimum employment period was continuous and unbroken by resignation or retirement.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.

The employee was regularly scheduled for twenty (20) hours or more of work per week during the entire three (3) year period.

~~Conversion of sick leave to terminal leave is irrevocable.~~

With at least three (3) years, but less than fifteen (15) years' service, ~~terminal~~ sick leave may be ~~given~~ cashed-out for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, ~~terminal~~ sick leave may be ~~given~~ cashed-out for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.

~~While on terminal leave, employees will continue to receive benefits, except leave accruals, and will receive their paycheck in the normal manner. The employee's actual termination or retirement date will be at the conclusion of terminal leave.~~

The lump sum payment shall be included in the employee's final paycheck.

Upon the death of an employee, unused sick leave may be cashed out using the above formula, and included in the employee's final pay check.



## **National Library Week Food for Fines Amnesty Program**

### **Background:**

Deputy Directors Patrick Roewe and Doug Stumbough will report on the 2013 Food for Fines drive, as well as provide planning details for the 2014 Food for Fines drive that will coincide with National Library Week, April 13-19, 2014.

**Recommendation:** Staff recommends implementation of 2014 National Library Week Food for Fines Amnesty program.

**Action Required:** Motion to implement the National Library Week Food for Fines amnesty program for 2014.

## **Book Sale Price Increase Proposal**

### Background:

Deputy Directors Patrick Roewe and Doug Stumbough will provides details on a proposal to increase prices on discarded library materials sold in the libraries.

**Recommendation:** Staff recommends implementation of increase price schedule for discarded library materials.

**Action Required:** Motion to implement increase price schedule for discarded library materials.

**GROUNDS MAINTENANCE CONTRACT AWARD**

Background:

The current grounds maintenance contract expires December 31, 2013. In that the present contract has been in place for a total of five years, an additional extension is impossible. Accordingly, there was a requirement to solicit new grounds maintenance proposals and select a new contractor.

The bid solicitation, evaluation, and award recommendation process was as follows:

- a) During September 2013, the original specifications were reviewed and updated. Specifications explicitly required that the contractor comply with the provisions of the Washington State's prevailing wage laws.
- b) In early September 2013, a Request for Proposal (RFP) was listed in the legal notices section of The Spokesman-Review, with copies of the advertisement made available to major grounds maintenance contractors located in Spokane.
- c) The RFP required that the sealed bid must be delivered to District offices, by 2:00 p.m., Tuesday, October 1. All interested providers were advised that the RFPs would be reviewed, and a final selection made by October 15.
- d) Three proposals were submitted.
- e) For the three submitted proposals, the estimated costs for the first year of grounds maintenance and snow removal services ranged from \$ 63,610 to \$ 71,532.

<u>Vendor</u>	<u>Grounds Maintenance</u>	<u>Snow Removal</u>	<u>Total Estimate</u>
4 Seasons Landscaping	28,372	43,160	71,532
Greenleaf Landscaping, Inc.	30,460	33,150	63,610
Pro-Care	16,221	55,000	71,221

- f) After the bid opening, proposals were reviewed to determine the most responsive bid to the original specifications, including verifying references and, if necessary, contacting the prospective bidders. Greenleaf Landscaping, Inc. was determined to have submitted the most responsive proposal.

Based on the information provided above and after reviewing the submitted bids references, the recommendation is to award the contract to Greenleaf Landscaping, Inc.

Recommendation: Staff recommends a motion to award a one-year contract with potentially four annual extensions to Greenleaf Landscaping, Inc.

Action required: Motion to award a one-year contract with potentially four annual extensions to Greenleaf Landscaping, Inc.

**PRELIMINARY BUDGET 2014**

- a. PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES**
- b. ORGANIZATIONAL MEMBERSHIPS REVIEW**
- c. 2014 PRELIMINARY BUDGET PRESENTATION**
- d. BOARD DIRECTION TO STAFF**

**Background:**

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to setting property tax levies. The deadline for property tax levy certification is November 30, thus the levy will be certified at the Board of Trustee's regular meeting, November 19, with a public hearing held prior, at the Board's regular meeting held Tuesday, October 15. Background information on the proposed 2014 General Operating Fund revenue follows and will be available to the public as a handout prior to the meeting. Chair Hattenburg has been provided with procedural information to guide the public hearing.

The Memberships in Organizations Policy, last reviewed in April 2012, authorizes organizational memberships consistent with District mission, values and goals. The policy requires annual review and approval of memberships by the Board of Trustees. Following is a list of approved and paid memberships recommended for continuation in 2014.

Chief Financial Officer Bill Sargent will provide the 2014 preliminary budget presentation based on the background provided on the following pages for the 2014 General Operating Fund Budget, with an overview of anticipated revenue and expense changes. The District's message to voters in 2010 regarding the purpose of the levy lid lift, continue to form the basis for budget development. Within existing revenues, libraries have responded to increased member use, Internet access, purchase of popular materials in a variety of formats including e-books and downloadable audio books to meet demand, and providing job searching resources and assistance. Considering the slow recovery in property valuations and low level of new construction, our primary goal for next year is to align resources to implement the 2014-2015 service priorities as defined in the Community Impact Plan.

**Recommendation:** Staff recommends approval of the motion to include the recommended list of organization memberships in the 2014 General Operating Fund.

**Action Required:** Motion to approve funds in the 2014 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2014 General Operating Fund budget.

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## Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2014 budget.

### Professional Organizations:

- Washington Library Association – Includes the institutional membership and personal memberships for each Trustee
- American Library Association – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries & Public Library Association
- Inland Northwest Council of Libraries
- OCLC – fees for services include membership in this non-profit organization run by membership
- Sirsi-Dynix Users Group
- Local Government Personnel Institute (Division of Association of Washington Cities)
- International Public Management Association for Human Resources
- Washington Society of Public Accountants

### Community & Business Organizations:

- MarCom
- Hangman Creek Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane Inc. (GSI)
- Community Minded Enterprises
- Sunrise and Downtown Rotary
- Department of Enterprise Services (State Purchasing Co-operative)

## 2014 Preliminary Budget Presentation

### 2014 GENERAL OPERATING FUND BUDGET

#### OVERVIEW OF ANTICIPATED REVENUE AND EXPENSE CHANGES

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<b>INTRODUCTION</b>
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The District's message to voters regarding the purpose of the 2010 levy lid lift continues to form the basis for 2014 budget development.

#### **Beyond Operational Sustainability**

- Within existing revenues, respond to increased member use, including Internet access, checking out and purchasing popular materials in a variety of formats including e-books and downloadable audio books, and offering job searching resources and assistance.
- Considering the slow recovery in property valuations and low level of new construction, our primary goal is to align resources to implement the 2014-2015 priorities in the Community Impact Plan.

#### **Personnel**

- Staffing levels: As service models shift, strive to maintain current expenditure levels. Evaluate all vacant positions and when appropriate align hours and position levels to support service priorities.
- Salaries: Apply the step increases; salary scale increases equal to the state minimum wage.
- Benefits: Accommodate rate changes for 2014. Changes in the 2014 benefit offerings will be a function of joining the Association of Washington Cities (AWC).

#### **Supplies**

- Accommodate cost increases and additional consumption driven by customer usage.

#### **Services**

- Accommodate identified 2014 cost increases.

#### **Capital**

- Carry out 2014 technology, building maintenance plan, and FF&E projects.

**Library materials**

- Maintain funding levels at least equal to 14% of the total District expense (less library program expenditures and contingency funding)

A summary of the significant budget additions, or deletions are provided below. The preliminary budget uses last year's adopted budget less any one time revenue, expenditure, or inter-fund transfers as the baseline for operating expenditures. Detailed changes within the General Operating Fund, along with explanatory footnotes will be provided as supplementary budget data.

<b>REVENUE</b>
----------------

**Property tax levy -- Total Net Increase \$ 320,628**

- The District's 2014 levy rate will remain at \$0.50 per \$1,000 of A.V.
- Latest assessed valuation from Assessor's Office (09/18/2013) of \$20,638,055,010 includes \$222,122,835 in new construction.
- Personal property valuation anticipated by the end of mid-October and state-assessed values in December; major changes from current values are not anticipated; however, the 2014 Budget includes a \$60,000 "placeholder" to accommodate future additions.
- Net increase of 3.1% from last year.

**Contract fees – Total Net Decrease (\$ 27,936)**

- Two prior City of Spokane annexation mitigation agreements continue to reduce the value of the service agreements, resulting in a (\$34,332) decrease in contract fees. Part of this loss was also due to a modest decrease in the assessed valuation within the Moran Prairie taxing area.
- There is an additional \$6,396 in the Airway Heights' service agreement due to an increase in assessed valuation.

**Other revenue – Total Net Decrease (\$ 18,000)**

- Changes in revenue projections include an increase in timber tax \$5,000 and decreases in leasehold excise tax (\$10,000), E-Rate reimbursements (\$1,000) and interest revenues (\$12,000).

**EXPENSES**

**Salaries – Total Net Increase \$ 166,345**

***Significant salary related budget events:***

- Annualize the mid-year 2013 salary adjustments into the 2014 baseline.
- Salary step increases for eligible employees.
- The September 2012 to August 2013 CPI-W change is 1.455%. This figure forms the basis for the minimum wage and cost-of-living salary adjustments.
- Addition of temporary hours to allow for a part-time Communication Intern position.
- Payment of accumulated vacation and sick leave hours for anticipated 2014 staff retirements.
- Reassignment of duties and hours.
- Implement a general 1% reduction in projected salary expenses to allow for hiring gaps.

Projected incremental costs for salary adjustments:

Annualizing 2013 salary adjustments	\$ 59,822
2014 Step Increases	63,285
Retirement sick & vacation hours payment	30,591
1.455% Cost of Living/Minimum Wage adjustment	82,303
Reassignment of duties & hours	(21,668)
Communications Intern	11,700
General 1% reduction	<u>(59,688)</u>
Total Salary Budget Revisions	<u>\$ 166,345</u>

**Benefits – Total Net Decrease (\$ 30,401)**

***Significant benefit related budget events:***

***Medical, dental, vision and other insurance programs***

- The District joined the Association of Washington Cities Benefit Trust (AWC) for purchasing employee health care benefits. The reason for the change was to secure substantially lower premium costs, for comparable coverage.
- For 2014, the District is offering four health care plans, two will be health maintenance organization (HMO) Plans, and the other two will be Preferred Provider Organization (PPO) Plans. The District will fund up to \$457.50 for each full-time employee’s individual health care plan. This means that three of the four available plans will be fully funded for a full time employee. Group Health will be the HMO provider and Asuris will be the PPO organization. Both the HMO and PPO will offer High Deductible Healthcare Plans (HDHP). For 2014, the District will continue to contribute \$750 per annum into a Health Savings Account (HSA) for qualified plans. With the change to AWC, the initial identified



2014 premium savings are \$151,079. This number is expected to change after the open-enrollment period closes and the actual employee enrollment in each plan is known. The total medical insurance costs could decline if more employees decide to enroll in one of the HDHP programs. Conversely, in consideration of the Affordable Health Care Act, there could be a marked increase in enrollment if the District's currently uninsured part-time employees determine their premium contribution toward the HDHP is reasonable and affords economical access to medical insurance coverage.

- AWC bundles insurance coverage differently than the previous carrier. This created a number of changes to the dental, vision, life insurance, long-term disability, and Employee Assistance Program costs. While the net effect of these various premium changes is an increase of \$38,062, the coverage is the same or better than in prior years.

***Public Employees Retirement System***

- In 2012, The State Actuary established new employer contribution rates for PERS 1, 2, & 3, effective July 1, 2013. The new contribution rate was 9.21%, which was an increase from the previous rate of 7.21%. The rate increase was in effect for only half of 2013. The annualized impact is included in the District's 2014 budget.

***Payroll Taxes***

- Increase to the salaries budget requires a corresponding increase to Social Security Medicare and Retirement contributions.
- The Department of Labor & Industries has announced that there will be a general 2.7% rate increase for worker's Compensation insurance. However, there is still the possibility the District's premium will be adjusted due to recent claim activity.

***General Reduction***

Implement a general a 1% general reduction in projected salary expenses to allow for expected hiring gaps.

Projected incremental costs for benefit adjustments:

Annualizing 2013 salary adjustments	\$ 86,382
2014 Step Increases	10,156
Changes in employee benefits rates & premiums	(113,017)
Retirement sick & vacation hours payment	2,340
1.455% Cost of Living/Minimum Wage adjustment	13,699
Reassignment of duties & hours (Communication Intern)	(13,264)
General 1% reduction	<u>(16,697)</u>
Total Budget of Budget Revisions	<u>(\$ 30,401)</u>

**Supplies – Total Net Increase \$ 129,825**

- Increasing Non-Capitalized FF&E \$137,825 and decreasing Non-Capitalized Data Processing Hardware (\$7,000) comprised the majority of the substantial increases within this category.

**Services – Total Net Decrease (\$ 11,377)**

*Significant changes to the 2014 Budget Baseline include:*

- Reduced historically under-utilized budgets lines by (\$13,250).
- Restored \$14,500 for intrastate business travel and training for Public Services Staff.
- Increased software support costs for Microsoft CALS & moved eVanced calendar maintenance into this account, along with additional software support for Public Services databases \$25,100.
- Changes to prevailing wage will increase custodial costs by \$4,800.
- Annualized costs for upgraded circuits for the WAN at \$2,100.
- Reduced costs for Data Communications – Internet (\$5,700).
- Increase to Rental Leases \$1,700.
- Reduction for telephone expenditures (\$2,600).
- Contractual rate increase for Cataloging and Authority Services, \$1,260.
- Insurance brokers estimate a 6% general increase in premiums, \$4,300.
- Expansion of Public Relations activities, \$3,000.
- Increase in Grounds Maintenance costs, \$1,000.
- Growth in activity for chargeable Interlibrary Loan services, \$370.
- The 2014 Facility Maintenance plan is less extensive than other years, (\$32,000).
- Under the new Financial Management Policy, Library Programs are to be funded at 0.005% of the District's total expenses, resulting in a reduction, (\$15,957).

**Library Materials – Total Net Decrease (\$262,084)**

- In accordance with the Financial Management Policy, library materials will be funded at least 14% of expenses. The current budget for all library materials is \$1,359,216, and of this amount, \$150,000 is allocated for electronic databases.

**Contingency Funds – Total Net Increase + \$ 60,000**

- A supplemental \$60,000 was included in property taxes to serve as a “placeholder” to accommodate any additional property tax revenues. The contingency line was adjusted to provide a compensating expenditure balance.

**Spokane County Library District**

**2014 General Operating Fund Budget**

**Beginning Budget – October 2013**

**Supplementary Budget Data**

Spokane County Library District  
 2014 General Operating Fund Budget --October 15, 2013  
 General Operating Fund (001-861)

	2014			2014		
	<u>Beginning</u>	<u>September</u>		<u>Adjustments</u>	<u>Notes</u>	<u>Budget</u>
	<u>Budget</u>	<u>Adjustments</u>				<u>Budget</u>
PROPERTY TAX -- CURRENT YEAR	10,058,400	320,628	R1,R5			\$10,379,028
TOTAL PROPERTY TAX	10,058,400	320,628				\$10,379,028
CONTRACT CITY - AIRWAY H.	223,900	6,396	R1			\$230,296
CONTRACT CITY - SPOKANE	187,400	(34,332)	R1			153,068
TOTAL CONTRACTED CITIES	411,300	(27,936)				\$383,364
INTERLIBRARY LOANS	200	0				\$200
COPYING & PRINTING	6,000	0				6,000
NONRESIDENT FEES	9,900	0				9,900
FINES & CHARGES	150,000	0				150,000
WEB BASED LIBRARY FEES & CHARGES	78,200	0				78,200
LOST & DAMAGED	24,100	0				24,100
RENTALS	8,300	0				8,300
RETAIL SALES	2,000	0				2,000
TOTAL SERVICES & FEES	278,700	0				\$278,700
TOTAL CONTRACT CITIES, SERVICES & FEES	690,000	(27,936)				\$662,064
LEASEHOLD EXCISE TAX	20,000	(10,000)	R2			\$10,000
TIMBER TAX	4,000	5,000	R2			9,000
EMPLOYEE PROGRAMS - WELLNESS GRANTS & SUMMER APPAREL	3,527	0				3,527
PURCHASE DISCOUNTS	4,000	0				4,000
MISCELLANEOUS	4,000	0				4,000
GIFTS & DONATIONS	18,000	0				18,000
CASHIERS OVER/(SHORT)	0	0				0
SALE OF LIBRARY MATERIALS	26,000	0				26,000
E-RATE REIMBURSEMENT	138,000	(1,000)	R3			137,000
TOTAL MISCELLANEOUS REVENUES	217,527	(6,000)				\$211,527
TOTAL INTEREST REVENUES	36,000	(12,000)	R4			\$24,000
TOTAL REVENUES	11,001,927	274,692				\$11,276,619

2014

Beginning  
BudgetSeptember  
AdjustmentsNotes2014  
Budget

TRANSFER IN - CAPITAL PROJECTS	0	0	\$0
TOTAL REVENUES & TRANSFERS IN	<u>11,001,927</u>	<u>274,692</u>	<u>\$11,276,619</u>
SALARIES: REGULAR HOURS WORKED	4,793,400	104,482	\$4,897,882
SALARIES: TEMPORARY HOURS WORKED	105,000	11,583	116,583
SALARIES: PAID TIME OFF	841,900	50,279	892,179
SALARIES: OVERTIME HOURS WORKED	2,500	0	2,500
TOTAL SALARIES	5,742,800	166,344	\$5,909,144
FICA-SOCIAL SECURITY	355,500	10,276	\$365,776
FICA - MEDICARE	83,200	2,483	85,683
RETIREMENT CONTRIBUTIONS	439,600	68,240	507,840
UNEMPLOYMENT INSURANCE	4,700	(47)	4,653
MEDICAL INSURANCE	640,100	(148,487)	491,613
HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	15,000	593	15,593
HEALTH BENEFITS ADMINISTRATIVE FEE	0	5,019	5,019
VISION INSURANCE	14,900	12,475	27,375
DENTAL INSURANCE	86,400	(3,706)	82,694
LIFE & DISABILITY INSURANCE	2,900	811	3,711
STATE INDUSTRIAL INSURANCE	36,900	782	37,682
LONG TERM DISABILITY INSURANCE	2,400	19,529	21,929
EMPLOYEE ASSISTANCE PROGRAM	1,800	1,630	3,430
TOTAL FRINGE BENEFITS	1,683,400	(30,402)	\$1,652,998
CLEANING & SANITATION SUPPLIES	16,000	2,000	\$18,000
VEHICLE FUEL	11,000	0	11,000
OTHER SUPPLIES	100	0	100
MAINTENANCE SUPPLIES	3,000	0	3,000
EMPLOYEE AWARDS & RECOGNITION	700	0	700
SMALL TOOLS	800	0	800
COST OF RETAIL INVENTORY SOLD	1,100	0	1,100
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	0	137,825	137,825
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	160,000	(7,000)	153,000
OFFICE & LIBRARY SUPPLIES	172,840	(3,400)	169,440
TOTAL SUPPLIES	365,540	129,425	\$494,965
ACCOUNTING & AUDITING SERVICES	0	0	\$0

2014  
Beginning  
Budget

September  
Adjustments

2014  
Budget

Notes

	2014 Beginning <u>Budget</u>	September <u>Adjustments</u>	2014 <u>Budget</u>
LEGAL SERVICES	15,000	0	15,000
DAMAGES, CLAIMS & SETTLEMENTS	0	0	0
OTHER PROFESSIONAL SERVICES	30,000	(4,000)	26,000
BAD DEBT EXPENSE	400	0	400
BANK & POSTAL CHARGES	12,000	0	12,000
SOFTWARE SUPPORT & CONSULTING	203,900	25,100	229,000
WEB CATALOG CONTENT SERVICES	13,600	0	13,600
COLLECTION AGENCY & NOTICE FEES	67,600	0	67,600
DATA COMMUNICATIONS: WAN	157,100	2,100	159,200
DATA COMMUNICATIONS: INTERNET	26,700	(5,700)	21,000
TELEPHONE	22,400	(2,600)	19,800
POSTAGE	23,000	(3,000)	20,000
FREIGHT CHARGES	1,000	0	1,000
COURIER SERVICES	61,000	0	61,000
MILEAGE	20,000	0	20,000
BUSINESS TRAINING & TRAVEL	98,700	14,500	113,200
BOARD TRAINING & TRAVEL	11,000	0	11,000
ADVERTISING & PROMOTION	9,500	0	9,500
RECRUITMENT	12,000	(6,000)	6,000
RENTALS & LEASES: OTHER	3,000	1,700	4,700
RENTAL & LEASES: EQUIPMENT	6,500	0	6,500
INSURANCE	71,400	4,300	75,700
PUBLIC RELATIONS	22,500	3,000	25,500
PRINTING	16,000	0	16,000
HEAT, LIGHT & POWER	132,000	0	132,000
WATER, REFUSE & SEWER	50,000	0	50,000
REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0	4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	41,700	0	41,700
REPAIR & MAINTENANCE: VEHICLES	4,000	0	4,000
REPAIR & MAINTENANCE: BUILDINGS	168,000	(32,000)	136,000
GROUPS MAINTENANCE SERVICES	42,000	1,000	43,000
SECURITY ALARM MONITORING	11,700	0	11,700
SNOW REMOVAL	16,000	0	16,000
CUSTODIAL SERVICES	159,700	4,800	164,500
DUES & MEMBERSHIPS	10,200	0	10,200
WELLNESS SERVICES & PROGRAMS	3,200	0	3,200
LIBRARY PROGRAMS	64,500	(15,957)	48,543
LIBRARY PROGRAM: IRVING FUND	500	0	500
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	2,000	0	2,000

2014

Beginning

Budget

September

Adjustments

Notes

2014

Budget

CATALOGING & AUTHORITY SERVICES	45,800	1,260	E20	47,060
BINDING SERVICES	500	(250)	E21	250
INTERLIBRARY LOAN SERVICES	13,400	370	E22	13,770
<b>TOTAL SERVICES</b>	<b>1,674,500</b>	<b>(11,377)</b>		<b>\$1,662,123</b>
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	40,000	0		\$40,000
VEHICLES	0	0		0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>40,000</b>	<b>0</b>		<b>\$40,000</b>
LIBRARY MATERIALS	1,471,300	(262,084)	E23	\$1,209,216
LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	150,000	0		150,000
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,621,300</b>	<b>(262,084)</b>		<b>\$1,359,216</b>
SHORT TERM INTEREST EXPENSE	500	0		\$500
OPERATIONAL CONTINGENCIES	40,000	60,000	E25	\$100,000
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	0	0		0
<b>TOTAL EXPENSES</b>	<b>11,168,040</b>	<b>51,906</b>		<b>\$11,218,946</b>
TRANSFER OUT - CAPITAL PROJECTS FUND	0	0		\$0
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>11,168,040</b>	<b>51,906</b>		<b>11,218,946</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>	<b>(166,113)</b>	<b>222,786</b>		<b>\$57,673</b>
ESTIMATED BEGINNING FUND BALANCE 1/1/14	4,124,768			\$4,124,768
ESTIMATED ENDING FUND BALANCE 12/31/14	3,958,655			\$4,182,441
(LESS)				
NONSPENDABLE FUNDS -- PREPAID ITEMS	(321,106)			(\$321,106)
NONSPENDABLE FUNDS -- INVENTORY	(51,535)			(\$51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,092)			(\$6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(6,059)			(\$6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	(1,262)			(\$1,262)
<b>ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/13</b>	<b>3,572,601</b>	<b>0</b>		<b>\$3,796,387</b>

**SPOKANE COUNTY LIBRARY DISTRICT  
FOOTNOTES TO 2014 GENERAL OPERATING FUND (LO1) BUDGET  
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
<b>REVENUES:</b>			
R1	PROPERTY TAX -- CURRENT YEAR	Latest A.V. Information per County Assessor	\$ 260,628
R1	CONTRACT CITY - AIRWAY HEIGHTS	Latest A.V. Information per County Assessor	6,396
R1	CONTRACT CITY - CITY OF SPOKANE	Latest A.V. Information per County Assessor & Decline in Mitigation Payments for Annexations	(34,332)
R2	LEASEHOLD EXCISE TAX	Anticipated Collect Rate Base on Historical Collections - 2011 - 2013	(10,000)
R2	TIMBER TAX	Anticipated Collect Rate Base on Historical Collections - 2011 - 2013	5,000
R3	E-RATE REIMBURSEMENT	Decline in Calculated Reimbursements per Information Technology	(1,000)
R4	INTEREST REVENUES	Anticipated Collect Rate Base on Historical Collections - 2011 - 2013	(12,000)
R5	PROPERTY TAX -- CURRENT YEAR	Placeholder to allow for Increase in A.V. -- Offset by Increase in Contingencies	60,000
	TOTAL REVENUES		<u>\$ 274,692</u>

<b>EXPENSES:</b>			
E1	SALARIES: REGULAR HOURS WORKED	Composite Salary & Benefit Changes Per Schedule "A"	104,482
E1	SALARIES: TEMPORARY HOURS	Composite Salary & Benefit Changes Per Schedule "A"	11,583
E1	SALARIES: PAID TIME OFF	Composite Salary & Benefit Changes Per Schedule "A"	50,279
E1	FICA-SOCIAL SECURITY	Composite Salary & Benefit Changes Per Schedule "A"	10,276
E1	FICA - MEDICARE	Composite Salary & Benefit Changes Per Schedule "A"	2,483
E1	RETIREMENT CONTRIBUTIONS	Composite Salary & Benefit Changes Per Schedule "A"	68,240
E1	UNEMPLOYMENT INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	(47)
E1	MEDICAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	(148,487)
E1	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	Composite Salary & Benefit Changes Per Schedule "A"	593
E1	HEALTH BENEFITS ADMINISTRATIVE FEE	Composite Salary & Benefit Changes Per Schedule "A"	5,019
E1	VISION INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	12,475
E1	DENTAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	(3,706)
E1	LIFE INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	811
E1	STATE INDUSTRIAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	782
E1	LONG TERM DISABILITY INSURANCE	Composite Salary & Benefit Changes Per Schedule "A"	19,529
E1	EMPLOYEE ASSISTANCE PROGRAM	Composite Salary & Benefit Changes Per Schedule "A"	1,630
E2	CLEANING AND SANITATION SUPPLIES	Increase based on increased costs for supplies	2,000
E3	NON-CAPITALIZED FF & E	Per 5-Year FF&E Plan -- Public Service = \$136,300 & C/S = \$1,525	137,825
E4	NON-CAPITALIZED IT HARDWARE & SOFTWARE	Reduction in accordance with Technology Five-Year Plan	(7,000)
E5	OFFICE SUPPLIES	Estimated decrease in usage as per Collection Services	(3,400)
E6	OTHER PROFESSIONAL SERVICES	General Decrease based on passed budget usage	(4,000)
E7	SOFTWARE SUPPORT & CONSULTING- INFO. TECH.	Includes 2013 MYR#2 increases (Costs for Microsoft CALS & moving eVanced calendar Maintenance) that were not included in budget baseline and additional software support for Public Services databases	25,100
E8	DATA COMMUNICATIONS - WAN	Increases or based on current expenditures - may be adjusted at MYR#1	2,100
E9	DATA COMMUNICATIONS - INTERNET	2014 Expenses are based on new Five-Year Contract rates.	(5,700)



**SPOKANE COUNTY LIBRARY DISTRICT  
FOOTNOTES TO 2014 GENERAL OPERATING FUND (LO1) BUDGET  
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E10	TELEPHONE	2014 Budget Baseline is adjusted to 2013 Mid-Year #2 budget	(2,600)
E11	POSTAGE	General Decrease based on passed budget usage	(3,000)
E12	BUSINESS TRAINING & TRAVEL	Allows for In-State Conference Attendance -- Public Service	17,500
E13	RECRUITMENT	Decrease is due to decline in recruiting costs in recent years	(6,000)
E14	RENTALS & LEASES - OTHER	Allows for Property Tax payment for Parking Lot annex	1,700
E15	INSURANCE	Estimated 6% premium increase, as per District's Insurance Broker	4,300
E16	REPAIR & MAINTENANCE - BUILDINGS	Decrease due to lower requirements in 5-Year Facility Main. Plan	(32,000)
E17	GROUPS MAINTENANCE SERVICE	Increase due to slightly higher requirements in 5-Year Facility Main. Plan	1,000
E18	CUSTODIAL SERVICES	Increase in prevailing wage rate of 3% will take effect in 2014	4,800
E19	LIBRARY PROGRAMS	Library Programs Budget set at 0.5% of Net District Budget	(15,957)
E20	CATALOGING & AUTHORITY SERVICES	OCLC 2.75% rate increase for cataloging services	1,260
E21	BINDING SERVICES	Proposed Reduction Recommend by Collection Services	(250)
E22	INTERLIBRARY LOAN SERVICES	OCLC 2.75% rate increase for resource sharing services	370
E23	LIBRARY MATERIALS	Library Materials Budget set at 14% of Net District Budget	(262,084)
E24	PUBLIC RELATIONS	Transfer between accounts to allow for increased use of "Mailchimp"	3,000
E24	BUSINESS TRAINING & TRAVEL	Transfer between accounts to allow for increased use of "Mailchimp"	(3,000)
E25	OPERATIONAL CONTINGENCIES	Placeholder to allow for Increase in A.V. -- Offset by Increase in Contingencies	60,000
	TOTAL EXPENSES		<u>\$ 51,906</u>

TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES

\$ 222,786

Schedule A  
Spokane County Library District  
2014 Composite Salary & Benefit Changes

	2013 Changes Annualized into 2014 Baseline	2014 Step Increase	Employee Benefit Rate Increase	Retirement Paid Time Off	1.455% COLA Increase	Reprogramming & Additional Hours	2014 Open Enrollment	General	
								Decrease	1% Increase
Salaries	\$59,822	\$63,285	\$0	\$30,591	\$82,303	(\$9,968)	\$0	(\$59,688)	\$166,345
Hours Worked (Salaries X 86.5%)	51,746	54,742	0	0	71,192	(\$21,668)	\$0	(51,529)	104,482
Temporary Hours	0	0	0	0	0	11,700	\$0	(117)	11,583
Paid Time Off (Salaries x 13.5%)	8,076	8,543	0	30,591	11,111	\$0	\$0	(\$,042)	50,279
<b>Total Salaries</b>	<b>59,822</b>	<b>63,285</b>	<b>0</b>	<b>30,591</b>	<b>82,303</b>	<b>(\$9,968)</b>	<b>\$0</b>	<b>(59,688)</b>	<b>166,345</b>
Social Security	\$4,039	\$3,660	\$0	\$1,897	\$4,993	(\$618)	\$0	(\$3,695)	\$10,276
Medicare	938	918	0	443	1,194	(145)	0	(865)	2,483
Labor & Industries	179	0	1,001	0	0	(17)	0	(381)	782
Retirement Contributions	63,910	5,578	0	0	7,198	(3,316)	0	(5,130)	68,240
Medical Insurance	14,002	0	(151,079)	0	0	(6,444)	0	(4,966)	(148,487)
Health Savings Account	1,500	0	0	0	0	(750)	0	(158)	593
Vision Insurance	(5)	0	13,161	0	0	(404)	0	(277)	12,475
Dental Insurance	1,253	0	(2,877)	0	0	(1,247)	0	(835)	(3,706)
Life Insurance	903	0	0	0	0	(55)	0	(37)	811
Long Term Disability	(213)	0	19,795	0	314	(145)	0	(222)	19,529
Employee Assistance	(124)	0	1,848	0	0	(59)	0	(35)	1,630
State Unemployment	0	0	0	0	0	0	0	(47)	(47)
Benefit Administration Fees	0	0	5,134	0	0	(64)	0	(51)	5,019
<b>Total Benefits</b>	<b>\$86,382</b>	<b>\$10,156</b>	<b>(\$113,017)</b>	<b>\$2,340</b>	<b>\$13,699</b>	<b>(\$13,264)</b>	<b>\$0</b>	<b>(\$16,697)</b>	<b>(\$30,401)</b>
<b>Total Compensation</b>	<b>\$146,204</b>	<b>\$73,441</b>	<b>(\$113,017)</b>	<b>\$32,931</b>	<b>\$96,002</b>	<b>(\$23,232)</b>	<b>\$0</b>	<b>(\$76,385)</b>	<b>\$135,944</b>

**FUTURE BOARD MEETING TENTATIVE AGENDAS: NOVEMBER-DECEMBER 2013*****November 19: Argonne Library (4:00 p.m.)***

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

- Preliminary Budget 2014
- Emergency Closure of Facilities Policy
- Discuss and Select Overview Topics for 2014
- Library Spotlight – Cheney Library
- Overview Broadband
- (Tentative) Trustee Candidate Interviews

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, November 5, for inclusion in the preliminary agenda sent November 6. The meeting packet will be mailed November 13.

***December 17, 2013: Argonne Library (4:00 p.m.)***

- Final Budget 2014
- Nominate and Elect Board Chair and Vice Chair for 2014
- Library Spotlight – Virtual Library Services
- Overview Communication/Awareness
- Recognition of Retiring Trustee Mary Lloyd
- Holiday Gathering

***SPECIAL MEETINGS AND ACTIVITIES***

- |                       |   |
|-----------------------|---|
| <b>October 10</b>     | Spokane is Reading (Spokane Convention Center at 1pm and CenterPlace, Spokane Valley, at 7pm) |
| <b>October 22</b>     | Spokane Valley City Council, Study Session  |
| <b>October 29</b>     | Spokane Valley City Council, Consideration of LCFA Resolution and Site Plan                   |
| <b>November 12</b>    | Millwood City Council, Consideration of LCFA Resolution and Site Plan                         |
| <b>November 20</b>    | GSI Annual Economic Forecast (Spokane Convention Center, 7:30-9:30 a.m.)                      |
| <b>January 24</b>     | WLA Library Legislative Day (Olympia)   |
| <b>April 30-May 2</b> | WLA 2014 Conference (Wenatchee Convention Center)   |

## 2014 BT MEETING SCHEDULE AND LOCATIONS

### Background:

By resolution and bylaws, Board of Trustees meetings are held the third Tuesday of each month at 4:00 p.m. Monthly meetings are held at District libraries on a rotation schedule.

<b>January 21</b>	Moran Prairie Library
<b>February 18</b>	Spokane Valley Library
<b>March 18</b>	Argonne Library/Administrative Offices
<b>April 15</b>	North Spokane Library
<b>May 20</b>	Cheney Library
<b>June 17</b>	Fairfield Library
<b>July 15*</b>	Airway Heights Library (tentative)
<b>August 19*</b>	Airway Heights Library (tentative)
<b>September 16</b>	Medical Lake Library
<b>October 21</b>	Argonne Library/Administrative Offices
<b>November 18</b>	Argonne Library/Administrative Offices
<b>December 16</b>	Argonne Library/Administrative Offices

\*if not canceled

Action: No action is required. This item is for information only.

## 2014 BOARD OF TRUSTEES MEETINGS OVERVIEW PRESENTATIONS

### Background:

Each month staff presents an overview of a service or program offered at Spokane County Library District as a way to inform the Board of Trustees about the scope of services the library provides. If Trustees have particular areas of interest, we are happy to include any topics as part of the overview presentations.

Possible overview topics for 2014

**Community Connections** – This is one of the four service priorities identified in the Community Impact Plan. Staff are using a variety of strategies to connect with the community.

**Community Impact Plan** – The Plan was adopted in February and staff will report on progress made over the past year.

**Explore and Discover** – Another of the four service priorities, staff are expanding program offerings beyond Summer Reading for all ages.

**Washington State Retirement System** – District employees participate in the Washington State Retirement System, a significant budget item for the District.

**Single Service Desk** – This staffing model is being implemented at all libraries to encourage self-service, and allow staff to be both on the floor and out in the community.

**Technology** – Topics that might be of interest include E-Rate, cloud computing and enhancements to digital resource sharing.

**STEM** – Educators are emphasizing Science, Technology, Engineering and Math (STEM) and libraries are adapting programs and services to enable exploration of these topics at an early age.

**Partnerships** – Staff are developing new partnerships to expand community networks and increase programming for the library. One new partnership that may be of interest to Trustees is the effort to provide information on the Washington Health Care Exchange to people who will be required to purchase health insurance in 2014.

Suggestions from the Board are welcome for additional topics that they would like to know more about in the coming year.

Action: No action is required. This item is for discussion only. The Board is encouraged to provide direction for future topics of interest at this time.

## EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2013

### Administration

#### Business Office, Finance and Facilities (Bill Sargent)

The Spokane Valley facility upgrade project is well on track. Furniture, Fixtures & Equipment (FF&E) are on order. The replacement carpet has been ordered, and the installation is scheduled for Veterans Day. The entire project is currently scheduled for completion prior to Thanksgiving.

2013 is the fifth and final year of the agreement with the current Grounds Maintenance & Snow Removal service provider. A new Request for Proposals (RFP) was prepared and published in The Spokesman-Review on September 15. Three firms expressed interest in submitting a proposal. Proposals were due to Administrative Offices by 2:00 p.m., October 1. Following review of the proposals a recommendation to accept one of the proposals will be made at the October 15<sup>th</sup> Board of Trustees meeting. In keeping with the District's policy, an annual service agreement will be signed, with the possibility of four, one-year extensions, for a total of five years.

To support relocation of senior Public Service staff to the Administrative Office, a project is underway to reconfigure existing office spaces. Spaces have been repaired and painted as needed. Working in conjunction with the IT Department telephone & data lines are in place. The new furniture is scheduled to arrive in late October. This project should be completed by early November.

The preliminary 2014 Budget will be presented at the October 2013 Board of Trustees Meeting. Trustees will be asked to provide further direction to staff.

#### Human Resources (Paul Eichenberg)

1. Recruited two Public Services Associate positions and filled a Page position.
2. Long-term Library Supervisor retired and is on Terminal Leave until November 30, 2013; long-term part-time Librarian resigned and is on Terminal Leave until October 12, 2013.
3. Five employees were promoted in September
  - a. Moran Prairie Public Services Associate, promoted to Library Operations Assistant, Spokane Valley
  - b. Moran Prairie Public Services Associate, promoted to Library Supervisor
  - c. North Spokane Public Services Assistant, promoted to Library Supervisor, Cheney
  - d. Moran Prairie Library Supervisor, promoted to Managing Librarian, North Spokane
  - e. Librarian, promoted to Managing Librarian, Spokane Valley
4. Two employees transferred laterally
  - a. Library Supervisor transferred from Cheney Library to Argonne Library
  - b. Library Operations Assistant transferred from Spokane Valley to North Spokane

#### Information Technology (Priscilla Ice)

- The public access Internet computer replacement project was completed.
- E-Rate reimbursement funds were requested for the first half of 2013.
- We hosted a state library training session for the Microsoft IT Academy at Moran Prairie Library.
- Moran Prairie was also the meeting location for the Library Council of Washington September meeting. I continue on the council for my fifth year. Nancy greeted the council at the beginning of the meeting. Mary Ellen Braks made a presentation to the council about how SCLD uses federal grant funds (LSTA) distributed by the state library in our service to children. Her talk was titled Early Learning at Spokane County Library District, from programs to grants.
- Community Connect training was conducted for about 10 SCLD staff, September 26 and 27. This is the product we have purchased to give us detailed demographic and marketing information about our service area.
- The IT Operations Assistant attended a one-day meeting in Redmond called "SharePoint Saturday." She collected a number of ideas and reinforced her network connections with other library users of SharePoint.
- The entire IT Department supported major changes that took place September 16 in Public Services.

#### Collection Services (Andrea Sharps)

- We ordered 1,559 titles and 5,824 copies in September. This is down from last month.
- We processed, added to the system, and sent out to the libraries 5,998 items in September. This is slightly down from last month.
- Downloadable lending in September was down from August. A total of 20,980 audiobook, eBook and music items circulated in September. Members placed a total of 6,047 holds.
- The relocation of the CS Pages and the receiving/distribution area was completed, and the area for the four incoming Library Services Managers was cleared of CS materials.
- We loaned 241 items to other libraries and borrowed 405 items from other libraries for 646 total Interlibrary Loan transactions processed in September.
- On 9/25, Penguin resumed doing business with OverDrive, offering 17,000 Penguin eBooks in a one copy/one user lending model for a one-year term. We immediately started purchasing Penguin content for all ages as Penguin represents many popular authors.

#### Executive Director Report & Community Activities (Nancy Ledeboer)

In lieu of Staff Day, the District is offering several different training initiatives to support the Community Impact Plan. Sandra Nelson and June Garcia led an all-day session for the Innovation Initiative Team. Thirty-four staff are participating in this program, which will run through May 2014. Staff will focus on how to take an idea and develop successful implementation plans based upon the District's service priorities. Eight staff attended training to learn how to use CommunityConnect data to increase outreach to people who may not be using the library. This data will be used to augment development of new service initiatives and to help each library tailor services to fit their community.

As school gets underway the GSI K-12 Roundtable resumed monthly meetings to share information. The Roundtable brings superintendents from area school districts together with business leaders and

other community representatives to develop collaborative programs that support educational attainment and preparation of the local workforce. Dr. Christine Johnson and Dr. Rodolfo Arevalo provided information prepared by the Affinity Network on its work to align K-12 schools with higher education around the newly adopted Common Core Standards. The goal of the Affinity Network is to bring college and high school faculty together to align teaching and create a seamless transition for students matriculating from high school to higher education.

Greater Spokane, Inc., held its annual meeting featuring guest speakers Chancellor Lisa Brown and University of Washington School of Medicine Dean Paul Ramsey. They stressed the importance of continuing to develop the medical school at Riverpoint Campus to fill the need for doctors and health care professionals to serve rural areas. They stressed these programs will attract new businesses and research companies to the Spokane region.

The Spokane Valley Library/Park Site Development Committee met for the final time to review what will be presented in the final Site Plan report. The report will include cost estimates for the various features proposed as well as recommendations for the boundaries of the land that will be transferred to the Library. The Library has paid for 2.5 acres. The current plan, if accepted by the board, would require the District to purchase additional land to provide adequate parking.

The Inland Northwest Coalition of Libraries INCOL affirmed new Bylaws that should make it easier to get a quorum and conduct business. This organization has been around for many years. I attended an informal INCOL lunch to welcome several new library directors. Andrew Chasse is new to the Spokane Public Library, Suzanne Milton is the new director of Eastern Washington University Library and George McAlister is the new Director of North Idaho College Library.

CFO Bill Sargent and I met with department heads to review budget needs for 2014. The preliminary budget will be presented for the Board in October. I attended an online meeting of the Washington Library Association Board. The Board has set strategic goals to increase institutional members and to continue providing professional development opportunities to individual members through conferences, mentorships and scholarships. There was discussion about how to increase the value to institutional members.

I continue to meet with staff around the District as part of my ongoing effort to learn about the District and the communities we serve. I met with Amber Williams and Kris Barnes. As we implement the

Community Impact Plan, a librarian has been assigned to partner with the Library Supervisor of each library. Their goal will be to inventory community assets, identify and develop new partnerships and work together to expand the library's role in the community. Amber has been working with Kris at Deer Park Library. We discussed strategies for expanding their network and how to share what they learn with other libraries. I met with Jason Johnson to discuss his perception of North Spokane Library and his plans for getting to know this new community. We noted there are many similarities between Moran Prairie and North Spokane areas, just as there are many differences. Jason is looking forward to getting to know the North Spokane Friends and community at large.

I presented service pins to Ellen Peters at North Spokane and Tyler Brown at the Argonne Library.

Linda Glenicki, Finance Director for King County Library System sent out information regarding the final outcome of a proposed rule regarding municipal advisors. Last week, the SEC voted on the final



language of the rule, which now exempts appointed officials of governmental entities from the definition of municipal advisor. This is great news for library districts. Many library district trustees signed onto a letter explaining the potential impact this could have on library boards. The final document included a reference to the letter submitted on behalf of library districts.

The District Public Records Policy was reviewed and no revisions are recommended. The Policy has been reformatted with the existing language and there is no need to approve changes.

Staff worked with Koegen Edwards to prepare materials for the Board's consideration related to the Library Capital Facilities Area. Mr. Koegen informed us that Spokane County is considering the formation of an area to be supported with Tax Increment Financing (TIF). Property taxes would be used to provide infrastructure in the hopes of generating private investment. The area being considered includes Beacon Hill. A small portion of the area falls within the District's service area. Should the TIF be approved the District would forego property tax revenue until the TIF ends. The Board is not required to take any action regarding the formation of the TIF by the County.

**ITEM AND TITLE MONTHLY REPORT**  
**September 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	189091	160658	<b>349749</b>		83888	48656	<b>132453</b>
Nonprint	55425	24653	<b>80078</b>		22459	6590	<b>29049</b>
Subtotal	<b>244516</b>	<b>185311</b>	<b>429827</b>		<b>106347</b>	<b>55155</b>	<b>161502</b>
Periodicals	13780	2380	<b>16160</b>		328	43	<b>371</b>
Total	<b>258296</b>	<b>187691</b>	<b>445987</b>		<b>106675</b>	<b>551198</b>	<b>161873</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>17876</b>			<b>15437</b>
Licensed eBOOKS			<b>2779</b>			<b>2779</b>
Audiobooks			<b>14155</b>			<b>11986</b>
Digital music			<b>1694</b>			<b>1694</b>
<b>OverDrive: Total</b>			<b>36504</b>			<b>31896</b>
<b>GRAND TOTAL</b>			<b>482492</b>			<b>193769</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	19984	9020	29004
Nonprint	5586	1695	7281
<b>TOTAL</b>	<b>25570</b>	<b>10715</b>	<b>36285</b>
<b>DELETIONS</b>			
Print	24262	15151	39413
Nonprint	1526	245	1771
<b>TOTAL</b>	<b>25788</b>	<b>15396</b>	<b>41184</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-4278	-6131	<b>-10409</b>
Nonprint	4060	1450	<b>5510</b>
Periodicals	-2003	-232	<b>-2235</b>

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

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

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

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

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

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

## Public Services Report September 2013

### Summary (Patrick Roewe/Doug Stumbough) *Customer Use Analysis*

#### In-Library Circulation

September circulation in the libraries was up +6.7% from the same month in 2012, which brings the 2013 Y-T-D virtually even with last year (+0.03%). Three-quarters of the way through 2013, 1,669,528 items have checked out of the libraries, just 484 more than the same period last year (1,669,044). Fairfield (+20%), Deer Park (+13%) and Spokane Valley (+11%) saw the most significant increases, with only Otis Orchards (-10%) and Medical Lake (-7%) seeing fewer checkouts than last year.

Usage of the self-checkout stations accounted for 45% of all circulation in the libraries, down from last September. Slightly more than half of in-library circulation at North Spokane (53%) and Spokane Valley (52%) came through the self-checkout stations, while most members at Cheney (22%) and Deer Park (27%) showed a preference for staff-assisted checkout.

#### 2013 Measures at a Glance

- Door count through the first nine months of 2013 (1,061,413) is up +2% compared to the same period in 2012 (1,042,230).
- Programming attendance (55,071) is up modestly (5%) compared to last year (52,502), while the number of programs offered increased 6% as well (2,090 in 2013 vs. 1,996 in 2012).
- Total software station bookings are up year-to-date when compared to 2012 (+5%).

#### Selected Self-Service Activity

	2013			2012			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
<b>Total Circulation</b>	224,999		2,098,259	207,848		2,076,037	17,151		22,222
Self-Check	78,579	35%	709,421	77,317	37%	717,804	1,262	-2%	-8,383
Digital Collection	20,980	9%	181,692	15,404	7%	142,025	5,576	2%	39,667
<b>Total Holds</b>	49,813		445,198	41,570		414,927	8,243		30,271
By Customer	37,729	76%	328,131	31,115	75%	303,114	6,614	1%	25,017
Digital Collection	6,047	12%	54,198	4,735	11%	50,173	1,312	1%	4,025
<b>Total Payments</b>	\$20,883.00		\$206,295.66	\$23,009.10		\$229,907.04	-\$2,126.10		-\$23,611.38
Online	\$6,875.31	33%	\$71,739.62	\$7,400.97	32%	\$73,930.70	-\$525.66	1%	-\$2,191.08

#### Security Incident Reports

There were 20 Security Incident reports filed this month, 8 less than last month (28) and 3 more than September 2012 (17). Deer Park had the most incidents reported with 6. The most frequently reported incidents related to potential problems (9), disruptive behavior (7), and vandalism (3). One member at Medical Lake was excluded for a week for repeated disruptive behavior (uninvited conversations).

#### Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, five requests to review blocked websites were received by staff, two fewer than August 2013. One site was determined to be correctly categorized and filtered; we requested that four sites be reclassified to allow access.

## **Adult Services (Stacey Goddard)**

### Support Job Seekers and Local Businesses:

- Spokane Valley Chamber of Commerce Business Resource Class—14 attended.

### Explore and Discover:

- Local Certified Financial Planner Brent Sears gave four Social Security Planning programs, with an average attendance of 18. The largest group was at Spokane Valley Library, with 30 in attendance.
- STCU offered two *Fraud and Identity Theft* programs at SCLD libraries in September, and 18 people attended.
- Local author Bonita Gilbert gave two presentations at Spokane Valley and North Spokane Libraries. There were 8 people at Spokane Valley and 18 at North Spokane.
- The first of *Spokane Symphony Ensembles* series started at Spokane Valley, with 29 in attendance. We are very glad we were able to make this connection.
- Fairfield offered a drop-in cake decorating class this month, and 10 attended. Bev Bergstrom arranged this program, and also taught the class.
- North Spokane, Deer Park, and Spokane Valley libraries continued with their book clubs this month, with a combined attendance of 18.

### Connect Communities:

- Stacey and Gwendolyn (along with other staff) attended the Community Connect training. We are eager to begin delving into the data to better understand the communities we serve.

## **Youth Services (Gwendolyn Haley/Mary Ellen Braks)**

### Develop Young Learners:

- We provided 106 in-library storytimes this month, to a total of 3,515 children and families, an average of 33 per Play and Learn Storytime. Our numbers are up slightly from August.
- We provided 38 out-of-library storytimes this month to a total of 467 children at 14 childcare facilities.
- The Develop Young Learners focus team continued work on the Early Achiever Outreach Partnership Grants. We had a planning meeting to go over last minute details of the programs. Our first four programs were this month at Moran Prairie, Cheney, North Spokane and Deer Park. We were a little disappointed at the attendance at Moran, as all of the flyers had been distributed and more were provided to give out. We had 12 attend the program. Cheney had 24 which was a good turnout for them. North Spokane had 78 attend and Deer Park had 21 attend. The families seemed pleased with the Resource Bags and the evaluations positive overall.

### Explore and Discover:

- Anime Clubs continue at both North Spokane and Spokane Valley libraries. While Spokane Valley maintained its robust attendance (26), North Spokane took a significant attendance dip, dropping to six this month compared to last month's attendance of 26, most likely attributed to the start of school. Anime club averages 17 in attendance throughout the year.
- North Spokane's Tween Club drew a total of eight for a Scratch program. During spring, Tween club averaged about 13. Again, the dip is likely due to the beginning of school, since we traditionally have lower numbers.
- We celebrated Banned Books Week with two presentations by local teen author Chris Crutcher. A combined total of 71 people attended the evening programs.

### Connect Communities:

- Mary Ellen attended the Start Healthy, Start Now Community Momentum meeting. It came up at the meeting that there is free training for the Let's Move model for childcare providers. We will be offering this training for our staff to incorporate the Let's Move model into our Play and Learn storytimes (which is in the grant that we would incorporate movement into our storytimes). The training is scheduled for December.
- Mary Ellen met with Ellen Terry from Humanities Washington to finalize details for the Prime Time Reading Program in October.
- Kelsey Hudson and Debbie Smith (our community coordinator for the Prime Time Family program) went to Opportunity Elementary school's open house. They were able to talk to some of the families that will be participating in the Prime Time Reading Program. Both staff and families from Opportunity Elementary seem excited about the program.
- Gwendolyn and Mary Ellen met with Jim Zahand and Marci Dayton to talk about how to spend the money in the Diane Zahand memorial fund. Marci is a teacher for the Cheney School District who runs its STEM program. She had some great ideas and is interested in doing some programming for us in the summer with tweens. Jim also said if we have any ideas for programming, to write up a proposal and he and the family will look it over.
- Mary Ellen went to Colville with the Inland Northwest Early Learning Alliance for the action team meeting. It was a good meeting with our partners in the Colville region. I also got to meet the new manager of the Chewelah Public Library, Sarah English.

### **Virtual Services (Carlie Hoffman)**

#### Explore and Discover:

- I attended an online meeting with Brainfuse to discuss their products, which include online tutoring. Brainfuse is a possible replacement service to Tutor.com.
- The Virtual Services team tested Book Psychic, a book recommendation service that allows users to rate books to receive suggestions. We will likely be adding the service in the next month.
- I requested and compiled feedback for future technology classes.
- I created a local resources and book clubs page on the new website.

#### Connect Communities:

- I worked on several elements of the new website.
- I attended a webinar for Impact Survey, a survey and reporting service that aims to gather information from community members regarding their technology needs.
- Due to low usage outside of library open hours and to provide a more direct response to member inquiries, we discontinued our participation in the AskWA/QuestionPoint chat and email service. Email will now be answered by SCLD staff directly.
- I attended training on Google Analytics, Search Engine Optimization, Microsoft IT Academy, embedded librarianship, and assisting OverDrive users.

**Circulation services (Judy Luck/Gina Rice)**

<b>IN-LIBRARY CIRC</b>								
	<b>This Month</b>		<b>This month compared to same month</b>			<b>Year – to – Date</b>		
	<b>2013</b>	<b>2012</b>	<b>1-yr ago</b>	<b>3-yrs ago</b>	<b>5-yrs ago</b>	<b>2013</b>	<b>2012</b>	<b>Diff</b>
<u>AH</u>	5923	5833	1.54%	20.48%	30.49%	56953	52962	7.54%
<u>AR</u>	13697	12871	6.42%	-6.18%	11.42%	135805	133485	1.74%
<u>CH</u>	13613	13127	3.70%	-2.47%	9.40%	124233	138627	-10.38%
<u>DP</u>	13607	12012	13.28%	2.81%	18.19%	123311	122282	0.84%
<u>FF</u>	1266	1057	19.77%	-7.18%	-27.62%	12311	11484	7.20%
<u>ML</u>	4316	4623	-6.64%	-12.19%	-10.44%	43560	45253	-3.74%
<u>MP</u>	15029	14991	0.25%	-7.18%	6.81%	155496	151183	2.85%
<u>NS</u>	50628	47154	7.37%	0.56%	18.73%	476881	471997	1.03%
<u>OT</u>	5899	6540	-9.80%	-21.43%	-8.49%	62236	64066	-2.86%
<u>SV</u>	52183	46962	11.12%	1.85%	17.36%	478368	477705	0.14%
<u>TOT</u>	176161	165170	6.65%	-1.18%	13.67%	1669528	1669044	0.03%

<b>BREAKOUT BY CHECKOUT METHOD</b>							
This table highlights how members are choosing to checkout and/or renew items at each library							
	<b>Staff assisted stations</b>		<b>Self-Check stations</b>		<b>Total in-library circulation</b>	<b>Renewals online</b>	<b>Total in-library + online renewals</b>
	<b>Checkouts</b>	<b>Renewals</b>	<b>Checkouts</b>	<b>Renewals</b>			
AH	3516	311	2087	9	5923	791	6714
AR	8080	577	5008	32	13697	2070	15767
CH	10077	609	2914	13	13613	2041	15654
DP	9387	546	3643	31	13607	1673	15280
FF	770	118	371	7	1266	149	1415
ML	2032	249	2004	31	4316	520	4836
MP	8599	462	5947	21	15029	3009	18038
NS	21573	2323	26451	281	50628	8403	59031
OT	3211	177	2482	29	5899	1354	7253
SV	22990	1975	27034	184	52183	7550	59733
TOT*	90235	7347	77941	638	176161	27560	203721

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2096	35.39%	2596	44.51%	-9.12%
AR	5040	36.80%	4463	34.67%	2.12%
CH	2927	21.50%	3215	24.49%	-2.99%
DP	3674	27.00%	3208	26.71%	0.29%
FF	378	29.86%	349	33.02%	-3.16%
ML	2035	47.15%	2449	52.97%	-5.82%
MP	5968	39.71%	5888	39.28%	0.43%
NS	26732	52.80%	27283	57.86%	-5.06%
OT	2511	42.57%	2806	42.91%	-0.34%
SV	27218	52.16%	25060	53.36%	-1.20%
<b>TOTAL</b>	<b>78579</b>	<b>44.61%</b>	<b>77317</b>	<b>46.81%</b>	<b>-2.20%</b>

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	78	1.32%	2657	44.86%	355	5.99%
AR	317	2.31%	4141	30.23%	909	6.64%
CH	327	2.40%	4289	31.51%	827	6.08%
DP	237	1.74%	4683	34.42%	646	4.75%
FF	50	3.95%	440	34.76%	73	5.77%
ML	74	1.71%	1605	37.19%	239	5.54%
MP	367	2.44%	4145	27.58%	1127	7.50%
NS	963	1.90%	14328	28.30%	3235	6.39%
OT	148	2.51%	1813	30.73%	439	7.44%
SV	956	1.83%	16	0.03%	3900	7.47%
<b>TOTAL</b>	<b>3517</b>	<b>2.00%</b>	<b>14720</b>	<b>8.36%</b>	<b>11750</b>	<b>6.67%</b>



Holds	Holds filled Sept-12	% of circulation	Holds filled Sept-13	% of circulation	% Difference 2012 to 2013	Note: Zsupport holds added in 2013. No data is available for 2012. This impacts the percentage increase on the total only.
AH	1217	20.86%	1485	25.07%	4.21%	
AR	2415	18.76%	2491	18.19%	-0.58%	
CH	2520	19.20%	2768	20.33%	1.14%	
DP	2373	19.76%	2628	19.31%	-0.44%	
FF	217	20.53%	289	22.83%	2.30%	
ML	962	20.81%	1114	25.81%	5.00%	
MP	2891	19.28%	3500	23.29%	4.00%	
NS	8339	17.68%	9998	19.75%	2.06%	
OT	1589	24.30%	1693	28.70%	4.40%	
SV	8083	17.21%	9367	17.95%	0.74%	
Zsupport			1004			
Total	30606	18.53%	36337	20.63%	2.10%	

	New customer registrations September 2012	New customer registrations September 2013	% Difference September 2012/ 2013
AH	71	63	-11.27%
AR	122	120	-1.64%
CH	142	158	11.27%
DP	78	91	16.67%
FF	5	6	20.00%
ML	26	43	65.38%
MP	101	114	12.87%
NS	316	398	25.95%
OT	53	56	5.66%
SV	424	460	8.49%
TOTAL	1338	1509	12.78%

September Cash Collection				
Payments received	2012	2013	Difference 2012 to 2013	%change 2012 to 2013
CASH	\$10,703.13	\$10,090.71	\$612.42	-5.72%
CHECK	\$4,905.00	\$3,916.98	\$988.02	-20.14%
CREDIT	\$7,400.97	\$6,875.31	\$525.66	-7.10%
TOTAL	\$23,009.10	\$20,883.00	\$2,126.10	-9.24%

## Library Reports

### **Airway Heights: Stacy Hartkorn**

#### Develop Young Learners:

- September Play and Learn Storytime served a total of 109 people, which continues the trend of higher attendance in 2013 compared to 2012 (September 2013 averaged 27.25 versus September 2012's average of 19.8 people).

#### Support Job Seekers and Local Businesses:

- I worked with Ellen Peters to create a West Plains Chamber of Commerce e-mail spotlight about SCLD.

#### Explore and Discover:

- Great Northern School District's 5<sup>th</sup> / 6<sup>th</sup> grade classroom resumed monthly field trips to the library and during their visit I provided a tutorial for the 15 students about how to use the catalog and information databases.

#### Connect Communities:

- The display case featured wood carvings from the Spokane Carvers Association.
- A total of 9 groups used the meeting room this month, which is an increase of 3 bookings compared to September 2012.
- I attended an Airway Heights Kiwanis Club meeting where Hygiene Kits were assembled for local middle school students. (Hygiene Kits contain person care items such as soap, shampoo, etc., and are distributed to low-income middle school students via their school counselor.)
- I am collaborating with the Sunset Elementary School Librarian to possibly coordinate a Sunset Family Night at the Airway Heights Library during the upcoming school year.

### **Argonne: Pat Davis**

#### Develop Young Learners:

- Play and Learn Storytime attendance was up this year, averaging 31.25 compared to 23 last year.
- 11 heard stories at the Wishing Well Learning Center.

#### Explore and Discover:

- *Savvy Social Security Planning* attracted 17.

#### Support Job Seekers and Local Businesses:

- A member needed assistance in doing a resume. Staff directed her to the resume software and assisted her in getting started.

#### Connect Communities:

- Argonne Friends of the Library held their fall book sale. After the sale, they enjoyed a potluck dinner for the volunteers at the Blue Table.
- Danielle Marcy promoted library services at the Ness Elementary Back to School Night.
- The Friends held a short meeting to recap the sale and discuss possible program ideas. I had an opportunity to meet several of the friends at the meeting.

### **Cheney: Catherine Nero Lowry**

#### Develop Young Learners:

- Baby Play and Learn averaged attendance increased slightly to 21.75 from 17 last September.
- Toddler Plan and Learn was up, averaging 46.75 compared to 31.75 in September 2012.
- Preschool Play and Learn is slightly down, averaging 37.25 compared to 39.5 in September of last year.
- Lori, our PSA, presented story times at Giggling Guest Too for five classes, infant to PreK.
- We had an attendance of 24 for the Love Talk Play Soup.

#### Explore and Discover:

- We have a reoccurring Diabetes Workshop that runs from Sept – Dec. and is a collaboration between Owl Pharmacy and WSU.

Support Job Seekers and Local Businesses:

- We proctored 4 exams in September.
- We assisted a member with online job applications.

Connect Communities:

- Vanessa Strange and Catherine Nero Lowry participated in the EWU Neighbor Festival. We interacted with 330 students, staff, and festival attendees' sharing location information and library services and promotional materials.
- Seven members attended *Savvy Social Security Planning* presented by Brent Sears.
- 12 members were in attendance for *STCU: Prevent Fraud & Identity Theft* presented by Lance Kissler.
- 24 groups used the meeting room this month, increased from 12 last year.

**Deer Park: Kris Barnes**

Develop Young Learners:

- Our total storytime attendance of 178 experienced a slight decrease compared to last year's total of 203.
- Our *Love, Talk, Play, Soup* program attracted 21 participants. I stepped in to watch this program and was bowled over by the positive energy emitted by the participants and presenters.

Support Job Seekers and Local Businesses:

- We proctored five exams this month compared to last year's total of four.
- I attended the Deer Park Chamber of Commerce meeting this month with Amber Williams. Amber and I listened to a presentation by Deer Park's new superintendent Travis Hanson, focusing on the STEM initiative.

Explore and Discover:

- The Adult Book Club attracted 8 attendees who met to discuss the book *The Light Between Oceans* by M.L. Stedman.

Connect Communities:

- The Friends of the Library had another book sale this month at the Deer Park Auto Freight building.
- 17 groups used our meeting room this month compared to last year's total of 18.
- WSU extension is offering an eight-week course on small forest management at our library. Only 4 weeks into the course, we have noticed the meeting room is packed each week.
- Spokane County Emergency Management used our meeting room to offer emergency preparedness training to members of our community.
- Public Services Associate Mandy conducted a tour to seven Cub Scouts and their parents.

**Fairfield: Bev Bergstrom**

Develop Young Learners:

- Storytime attendance almost dropped in half from an average of 16 last September to this September's average of nine.

Support Job Seekers and Local Businesses:

- Bev proctored one test.

Explore and Discover:

- We hosted a cake decorating class that brought in 10 members. The adults enjoyed learning how to make roses and the kids enjoyed designing and eating lots of frosting.

Connect Communities:

- The weather held for our participation in the Southeast Spokane County Fair Parade in Rockford. The streets were crowded with viewers.
- North by Northwest filmed for two days in Fairfield for the soon-to-be-released movie, *West of Redemption*. Because they filmed on Main Street, we're pretty sure the library will be in some of the footage.

## **Medical Lake: Laura Baird**

### Develop Young Learners:

- Storytime attendance averaged 24, up from 19 in September 2012.

### Support Job Seekers and Local Businesses:

- I attended the West Plains Chamber breakfast with Pat Davis and Ellen Peters, held at the Ambassadors Building near the airport. Amy Johnson from the Association of Washington Business Institute was guest speaker. She shared information about the economic impact of current legislative actions. SCLD was the featured business of the month and Ellen presented an overview of the Community Impact Plan.

### Explore and Discover:

- 32 people attended the *One Trail, Many Voices* program and four people attended the *Emergency Preparedness* program.
- One Book A Librarian was used by a member this month.

### Connect Communities:

- The Boy Scouts troop in Medical Lake displayed an array of badges, books, and beads in the case to promote interest for membership in their organization.
- Becky Hansen, Public Affairs Manager, for K-LOVE Air1 radio, interviewed me for a community spot that aired September 22<sup>nd</sup> that highlighted the Medical Lake Library services and programs.
- A neighbor across the street talked to me about her concerns about the group of six teens congregating outside the building after hours and on days when the library is closed. A SCOPE member also talked to me about the same group. I was able to connect the two people who met later at a SCOPE meeting to set up a Block Watch program for the neighbors.
- Seven groups used the meeting room this month compared to two last September.

## **Moran Prairie: Danielle Marcy**

### Develop Young Learners:

- Toddler Play and Learn storytime averaged 53 attendees this month. This is a decrease from last month's and last September's averages of 60.
- Preschool Play and Learn storytime had an average attendance of 31, down from 37 last month, but up from 24 in September 2012.
- Baby Play and Learn storytime averaged 31, up from 25 last month and 26 in August 2012.
- *Love Talk Play Soup* had 12 attendees.

### Support Job Seekers and Local Businesses:

- We proctored four exams this month.

### Explore and Discover:

- *STCU: Prevent Fraud & Identity Theft* attracted 6 attendees.
- *Savvy Social Security Planning* had 19 attendees.
- The Moran Prairie Book Club had six people on hand this month. Attendees chose the selections for the Spring 2014 quarter..

### Connect Communities:

- 50 groups utilized out meeting rooms this month, down from 55 in September 2012.
- Aileen Luppert is now our librarian assigned to the Moran Prairie community.

## **North Spokane: Jason Johnson**

### Develop Young Learners:

- 953 children and their parents and caregivers attended early learning programs this month. This is a 6% increase over September 2012.
- Baby Play and Learn Storytime averaged 35 attendees. This is down four from last month's average, but up seven from September 2012.

- Family Play and Learn Storytime had an average attendance of 20 this month. This is equal to last month's average and slightly down from September 2012's average of 22.
- Preschool Play and Learn Storytime averaged 49 attendees. This is down 4 from last month and down 9 from September 2012.
- Toddler Play and Learn Storytime attracted an average attendance of 37. This is up from 31 last month and 32 in September 2012.
- Staff performed outreach storytimes for 172 children this month.
- *Love Talk Play Soup* attracted 78 attendees.

Support Job Seekers and Local Businesses:

- Four exams were proctored in the library this month

Explore and Discover:

- 23 members attended 2 adult programs: 18 for *Beyond Books: Building for War* and 5 for the *North Spokane Book Club*.
- 45 tween/teen members attended 3 programs this month: 31 for *Banned Books with Chris Crutcher*, eight for *Tween Club*, and six for *Anime Club*.

Connect Communities:

- 66 groups used the meeting rooms this month, up 40% from September 2012 (47).
- Paintings by local artist Eric Deniston have been displayed in the library this month.
- 19 North Wall Street School kids came to the library for a tour.

**Otis Orchards: Bev Bergstrom**

Develop Young Learners:

- Our September average Storytime attendance (19) decreased by two from September 2012. Afterschool Special numbers stayed the same at 15.

Support Job Seekers and Local Businesses:

- A novel-writing group that meets in our meeting room regularly includes at least two published authors. We get frequent reports from one gentleman who is thrilled to be doing book-signings all over the Northwest.

Explore and Discover:

- Making my first contact with the Liberty Lake Elementary School staff, I sent emails to the librarians inviting their children to our Explore and Discover programs.

**Spokane Valley: Sonia Gustafson**

Develop Young Learners:

- Three of the four regular storytimes had quite an increase in average attendance from last September.
  - Our monthly average for preschool play and learn was 46 (35 last September).
  - Our average for toddlerplay and learn was 50 (41 last September).
  - Our family play and learn average went down; it was 11 this month and 26 last year at this time.
  - Our baby lapsit had the highest jump, average 43 this month and only 19 last year at this time. Many new families have started coming regularly after I went to the Mommy and Me group at the Valley Hospital. I'll visit them quarterly for a storytime visit.
- Staff visited 6 childcare facilities and provided storytime for 229 children.

Support Job Seekers and Local Businesses:

- We proctored exams for 7 students.
- Kandy and Vanessa presented to the SV Chamber of Commerce business resource class.
- Annette told me a story of a gentleman who told her he's been meaning to write us a letter in thanks. His business is off the ground due to the free Internet and business resources he found here at the library.

Explore and Discover:

- Ruth visited South Pines Elementary and book talked new children's books to 78 students.
- The symphony program was well-attended with 29.

- *Savvy Social Security* brought in 30 attendees.
- Chris Crutcher brought in 41 people.
- The Anime club continues to be popular, with 26 attending this month.

Connect Communities:

- We had a booth at Valleyfest, and chatted with several hundred attendees (our tally was 630). We put out the flannel board for kids to play with, and handed out brochures and pamphlets of upcoming programs and services. We also had posted the large-scale map and photos of the proposed library, which was met with interest and support from several members the public.
- The book cart drill team participated in the Valleyfest parade which is always fun with lots of support and cheering from the crowd.

## Department Restructuring Follow up

### Background

The major reorganization of Public Services of which Nancy shared details in last month's Executive Director Report went into effect on September 16, 2013. The following provides additional information on position title changes and the new department reporting structure.

### Position Title Changes

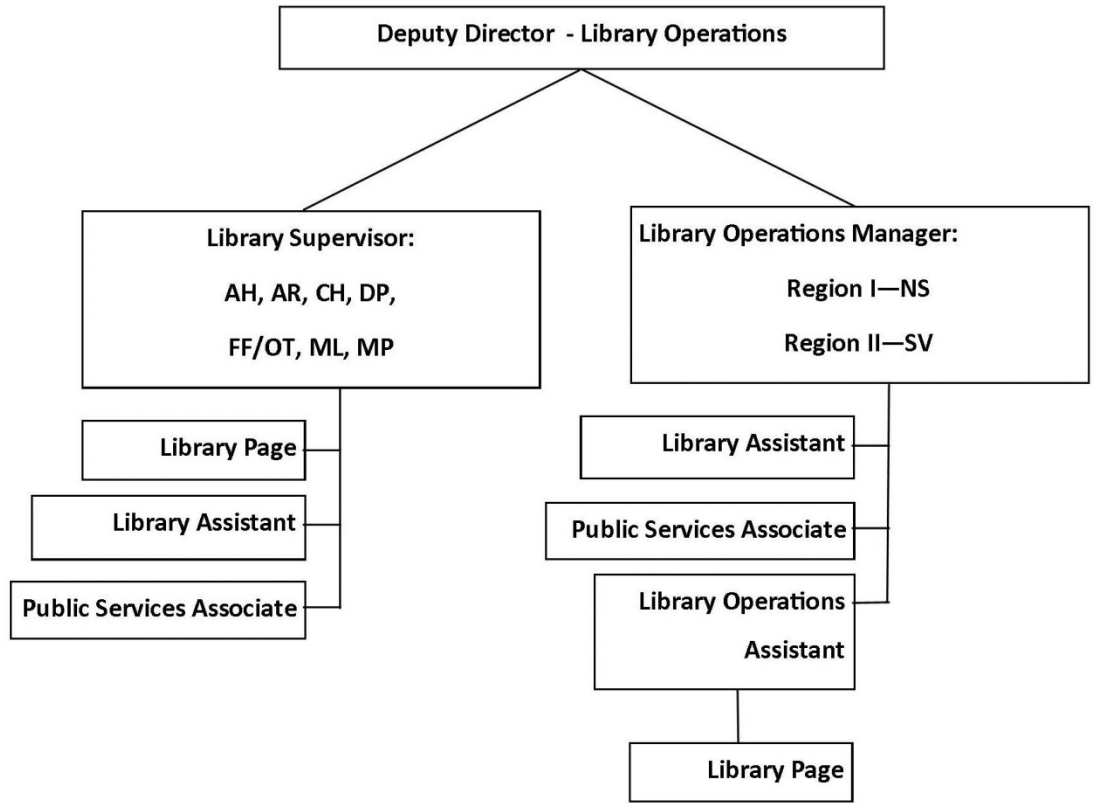
The primary intent driving the updates in position titles was to shift from using outmoded terms that no longer accurately reflected the position (e.g., "clerk") and/or reflected industry jargon that means little to members (e.g., "branch," "circulation," "information").

<b>Previous Title</b>	<b>New Title</b>
Library Page	Library Page
Circulation Clerk	Library Assistant
Public Services Clerk	Public Services Associate
Branch Services Assistant	Library Services Assistant
Circulation Services Assistant	Library Operations Assistant
Information Specialist	Public Services Specialist
Branch Supervisor	Library Supervisor
Librarian	Librarian
Circulation Supervisor	Library Operations Manager
Lead Librarian	Managing Librarian
Adult/Youth/Virtual Services Manager	Library Services Manager
Branch Services Manager	Deputy Director

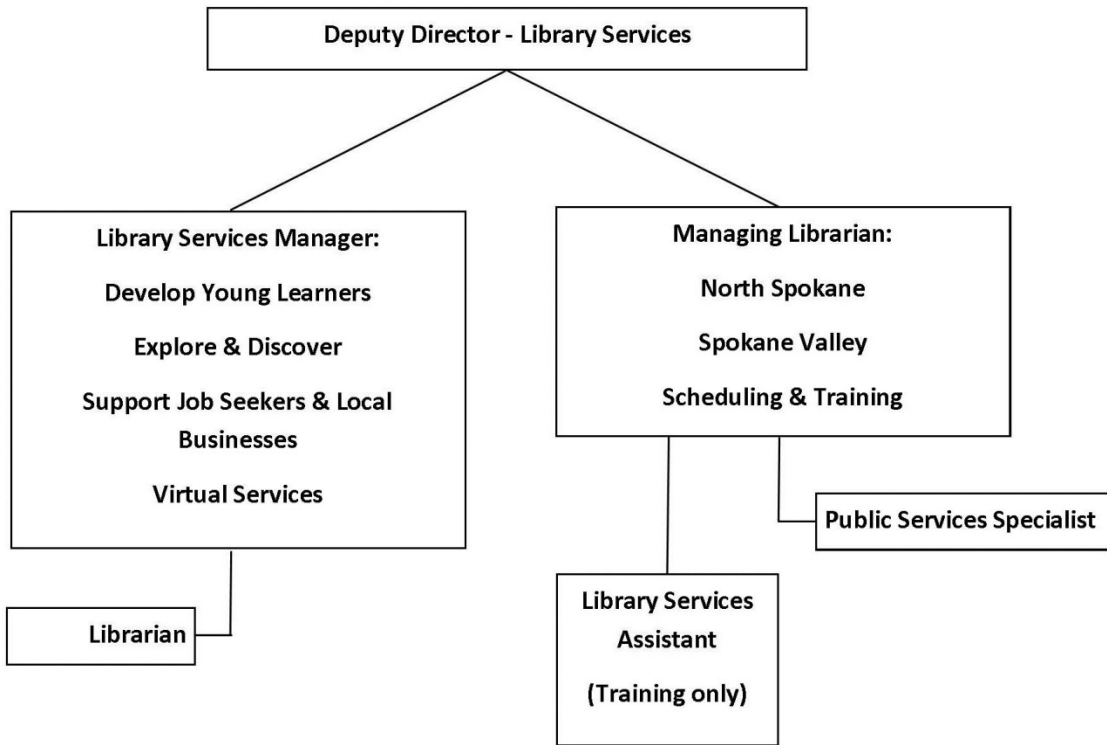
### Reporting Structure

The following is the reporting structure by position title for both the Operations and Services sides of the Public Services Department. Where appropriate, locations and areas of responsibility have been denoted.

**Library Operations**



**Library Services**





**Public Use Measures**

**September 2013**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,322	119,115		-2%	
Door count	115,456	103,515	1,061,413	2%	1%
Circulation	224,999	207,848	2,098,259	1%	1%
Digital Media Catalog	20,980	15,404	181,692	28%	31%
<b>Programs</b>					
Number	196	202	2,090	6%	7%
Attendance	5,595	5,153	55,071	5%	5%
<b>Group Visits</b>					
Number	3	2	35	192%	169%
Attendance	41	32	873	388%	340%
Software Station bookings	20,612	17,712	174,028	5%	3%
Meeting room bookings	316	256	2,710	5%	3%
<b>Holds placed</b>					
By customers	37,729	31,115	328,131	8%	6%
By staff	6,037	5,720	62,869	2%	1%
Digital Media Catalog	6,047	4,735	54,198	8%	10%
<b>Database use</b>					
Searches	98,955	18,265	807,711	374%	289%
Retrievals	26,423	22,012	343,324	61%	58%
<b>Website use (Remote)</b>					
User sessions	75,131	81,697	740,014	-4%	-1%
Page views	173,930	250,227	1,926,642	-21%	-12%
Catalog	53,034	64,817	517,202	-13%	-9%
Database Access	3,765	3,778	45,244	0%	-12%
<b>Interlibrary loans</b>					
Loaned	241	151	2,585	22%	17%
Borrowed	405	300	3,730	11%	10%

**Public 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.*

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## Communication Report September 2013

### Traditional Media

- SCLD in the news:
  - Sep 4 – Deer Park Tribune: Storytimes
  - Sep 4 - KREM.com: Spokane Valley leaders consider expanding park, adding library
  - Sep 5 – Cheney Free Press: Medical Lake book club Sept. 8
  - Sep 6 – Spokane Valley News Herald: Little Free Library placed at Balfour
  - Sep 6 – Spokane Valley News Herald: Spokane County Library Board meeting
  - Sep 7 – Spokesman-Review: Joint Balfour Park/Library Conceptual Site Open House
  - Sep 8 – Spokesman-Review: Spokane Novelists Group meeting
  - Sep 9-16 – Clear Channel radio: September is Library Card Sign-up Month\*
  - Sep 11 – Deer Park Tribune: Storytimes
  - Sep 12 – Spokesman-Review: County panels seek new members
  - Sep 13 – Spokesman-Review: Love Talk Play Soup
  - Sep 13 - KXLY.Com – Students get souped up library cards
  - Sep 13 – Spokesman-Review: Tween Club
  - Sep 13 – KXLY.Com: Little Library represents plans for Spokane Valley development
  - Sep 13 – Spokane Valley News Herald: September at libraries
  - Sep 14 – Spokesman-Review: City unveils Balfour design
  - Sep 14 – Spokanevalleyonline: Volunteer group places Little Free Library on proposed park/library site
  - Sep 15 – Spokesman-Review: Friends of the Library Book Sale
  - Sep 16 – Spokesman-Review (blog): Saturday's highlights
  - Sep 19 – Cheney Free Press: Book club meets Sept. 24
  - Sep 19 – Spokesman-Review: Family calendar (Friends of the Library Argonne book sale, Fall music program)
  - Sep 20 – Spokesman-Review: What's happening (Friends of the Library book sale, Argonne)
  - Sep 20 – Spokesman-Review kids and family: Spokane Symphony Ensembles at select Spokane County libraries
  - Sep 21 – Spokesman-Review: Library hinges on bond vote
  - Sep 22 – Spokesman-Review: Literary calendar: Banned Books Week with Chris Crutcher
  - Sep 22 – Spokesman-Review: Book Notes: Spotlight on Crutcher during Banned Books Week
  - Sep 23 – Spokesman-Review(blog): Saturday's highlights: Spokane County Library District in final stages of deciding whether to put a bond on the ballot in April
  - Sep 24 – FoxSpokane.biz: Spokane County Library District presents Spokane Symphony Ensembles
  - Sep 25 – Deer Park Tribune: Storytimes
  - Sep 25 – Deer Park Tribune: Symphony plans DP Library concert
  - Sep 26 – Cheney Free Press: What's Happening on the West Plains

- Sep 27 – Spokesman-Review: Kids and family: Love Talk Play Soup
- Sep 29 – Spokesman-Review: Literary Calendar: Friends of the Library book sale, Spokane Valley

**Estimated media value:**

Approximate media value for SCLD in the news: \$2000

\*Not included in estimate

**Press Releases**

Sep 3 - Volunteer Group places Little Free Library on proposed park/library site

Sep 24 – Accepting applications for Spokane County Library District Board of Trustees

**E-Marketing (Website, Social Media, Email)**

- Social Media:
  - Facebook: # of fans: 1787
  - Twitter: # followers: 601
  - Pinterest: followers: 600
- Email: next eNewsletter set to go out in November.
- Website updates:
  - Sep 13 – Mother Goose on the Loose!
  - Sep 13 – Science Saturdays with Mobius
  - Sep 16 – Unexplained Evidence
  - Sep 17 – Beyond Books: Spirited Travelers
  - Sep 20 – Applications for Board of Trustees

**Community Involvement**

Sep 20 – Spokane Valley Chamber of Commerce Meeting with speaker Grant Forsyth, Economist for Avista

**Current & Upcoming Projects**

Friends of the Library Book Sales

Otis Orchards, Saturday, November 16, 10am-1pm

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND  
 INCOME STATEMENT - "FINAL"  
 AS OF SEPTEMBER 30, 2013  
 [PERCENT OF YEAR = 75.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,102,674	\$ 10,058,400	100.44%
CONTRACTED CITIES, SERVICES & FEES	473,096	690,000	68.56%
MISCELLANEOUS REVENUES	138,249	217,527	63.55%
INTEREST EARNINGS	17,730	36,000	49.25%
TRANSFERS IN	164,100	164,100	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 10,895,849</b>	<b>\$ 11,166,027</b>	<b>97.58%</b>
<b>EXPENSES:</b>			
SALARIES	\$ 4,247,394	\$ 5,742,800	73.96%
FRINGE BENEFITS	1,219,859	1,683,400	72.46%
SUPPLIES	300,589	550,125	54.64%
SERVICES	1,158,541	1,701,000	68.11%
CAPITAL EXPENDITURES	13,241	70,000	18.92%
LIBRARY MATERIALS	1,145,336	1,621,300	70.64%
INTEREST EXPENSE	6	500	1.20%
OPERATIONAL CONTINGENCIES	-	282,375	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 8,084,966</b>	<b>\$ 11,651,500</b>	<b>69.39%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 2,810,883</b>	<b>\$ (485,473)</b>	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 2,810,883	\$ (485,473)
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568
<b>ENDING FUND BALANCE - 9/30/13 &amp; ESTIMATED BALANCE 89/30/</b>	<b>\$ 6,474,451</b>	<b>\$ 3,178,095</b>

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND  
 BALANCE SHEET - "FINAL"  
 AS OF SEPTEMBER 30, 2013

ASSETS:	
CASH	\$ 2,480,768
ACCOUNTS RECEIVABLE	503
TAXES RECEIVABLE	4,311,418
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	189,657
<b>TOTAL ASSETS</b>	<b>\$ 7,033,890</b>
<b>LIABILITIES:</b>	
ACCOUNTS PAYABLE	\$ 352,009
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	207,420
<b>TOTAL LIABILITIES</b>	<b>\$ 559,429</b>
<b>GENERAL FUND BALANCE:</b>	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 321,106
NONSPENDABLE FUNDS -- INVENTORY	51,535
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,262
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,093
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	6,059
UNASSIGNED FUND	6,088,396
<b>ENDING FUND BALANCE 09/30/13</b>	<b>\$ 6,474,451</b>
<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 7,033,880</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - 09/30/13</b>	<b>\$ 1,135,442</b>

**OVERVIEW EXPLORE AND DISCOVER/LIFE AFTER 50**

Library Services Manager Gwendolyn Haley and Librarian Sherrie Prentice will provide an overview of District programming in support of Explore and Discover and Life after 50.

Action: No action is required. This item is for your information/discussion only.