

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

November 19, 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 October 15, 2013, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of October 2013 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    1. Sprague Avenue Library and Park Project Update [4:05-4:08]
    2. Final Request for Establishment of SVLCFA, pursuant to Resolution 13-05: Approval recommendation
    3. 2014 Overview Topics Determination [4:08-4:10]
    4. 2014 Preliminary Budget [4:10-4:30]
      - a. 2014 Revenue and Expenses: Preliminary budget message update
      - b. Adopting a 2014 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 13-07): Approval recommendation
      - c. Authorizing 2013 Property Tax Levy Increase for Collection in 2014 (Resolution No. 13-08): Approval recommendation
      - d. Levying the Regular Property Taxes for Spokane County Library District for Collection in 2014 (Resolution No. 13-09): Approval recommendation
      - e. Board Direction to Staff
  - D. New Business [4:30-4:35]
    1. Emergency Closure of Facilities Policy: Approval Recommendation
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Future Board Meeting Agenda Items [4:35-4:40]
- V. REPORTS**
  - A. Trustees [4:40-4:45]
  - B. Executive Director [4:45-4:50]
    - Administrative
    - Community Activities
  - C. Public Services [4:50-4:55]
  - D. Communication [4:55-5:00]
  - E. Fiscal [5:00-5:05]
  - F. Spotlight Cheney Library [5:05-5:15]
  - G. Overview Broadband Internet [5:15-5:35]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 35 minutes, plus public comment.]

***This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 11/19/13***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 15, 2013**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, October 15, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:05 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

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Sonia Gustafson, Managing Librarian; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Deb Park, Adult Collection Development Librarian; Ellen Peters, Librarian; Sherrie Prentice, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Mr. Hattenburg moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF SEPTEMBER 17, 2013, REGULAR MEETING MINUTES**

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

**APPROVAL OF SEPTEMBER 2013 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 44811 through 44947 and W00137-W00142 totaling	\$ 516,784.04
	Payroll numbers: 09102013PR and 09252013PR totaling	\$ 334,126.14
	Total	\$ 850,910.18
L08	Capital Projects Fund: 9514 City of Spokane Valley	1,224.28
	9515 Spokane County Treasurer	186.18
	Total	\$ 1,410.46

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

FINAL SITE PLAN FOR SPRAGUE AVENUE LIBRARY AND PARK PROJECT. Mr. Hattenburg moved and Mr. Morrow seconded approval of the provisional Sprague Avenue Library and Park Project site plan. Ms. Ledebor reminded Trustees the conceptual site plan completion deadline is October 31, with final deliverables due by November 8. The 30,000 sq. ft. library with associated parking fits within the 2.5 acres purchased by the District. To ensure adequate parking, however, and a place for buses to drop off students, consultants recommend the District purchase an additional 0.32 acres. Architect Gary Bernardo visually presented the extra land segment between current parcels. He said 125 spaces will serve most parking demand. However, there could be times of high demand when vehicles will need to circle for three to four minutes to find an open space. With Board approval, staff will work with City of Spokane Valley to negotiate the land purchase in accordance with the interlocal agreement approved by the Board last year. The transfer of property will take place during the week of January 6, 2014, making an amendment to the current budget unnecessary. In response to Mr. Davis, Ms. Ledebor clarified the additional third acre is for parking only.

REQUESTING ESTABLISHMENT OF AND FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA. Mr. Hattenburg moved and Ms. Lloyd seconded that Resolution 13-05, Requesting Establishment of and Funding for Spokane Valley Library Capital Facility Area, be adopted.

#### 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 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.

Attorney Roy Koegen said he has been in contact with the City of Millwood and Spokane Valley attorneys. Both SV and Millwood have revised the resolution and are now ready for

Council consideration. If the Board approves to proceed as planned, Resolution 13-05 begins the process to create SVLCFA. Mr. Koegen reviewed the subsequent process to create LCFA, bond issue and place the issue on the ballot. Once the area is formed, the Board of Trustees becomes ex officio of the LCFA. Ms. Ledebor pointed out the importance of Section 5 of the resolution, which states the Board chair and vice chair can modify the interlocal agreement, and designates who owns and pays for the property.

ASSOCIATION OF WASHINGTON CITIES INTER-LOCAL AGREEMENT. Mr. Morrow moved and Mr. Johnson seconded approval of the Association of Washington Cities Inter-local Agreement, be adopted.

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; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Eichenberg explained it was necessary to complete this resolution for District benefits eligibility now that AWC Employee Benefits Trust has moved to a self-funded model. Under the Affordable Care Act, a self-funded model is more cost efficient tax-wise for AWC. AWC was able to avoid an estimated 6% increase for 2014 by becoming self-funded. In response to Ms. Lloyd, Mr. Eichenberg said though its stop loss isn't known at this time, AWC has 15 million in its reserve fund, and the interlocal agreement states it will payout should the District choose to leave the group. Ms. Ledebor noted the larger group means less risk for the District.

NEW BUSINESS

PERSONNEL POLICY. Mr. Hattenburg moved and Mr. Davis seconded that the Personnel Policy be revised as written. Chief Human Resources Officer Paul Eichenberg said the potential for liability has been substantially reduced since March 2005 when use of Terminal Leave was approved as an acceptable alternative against excess compensation. It is now more economically sound to payout sick leave in a terminating employee's final paycheck. With Board approval, Personnel Policy Terminal Leave will be replaced by Sick Leave Cashouts, effective January 1. Staff will soon be notified to exercise their options, if interested, before December 31. In response to a Trustee's question, Mr. Eichenberg said only one District employee is enrolled in PERS I.

There was no further discussion.

The motion was unanimously approved.

NATIONAL LIBRARY WEEK FOOD FOR FINES AMNESTY PROGRAM. Mr. Davis moved and Mr. Hattenburg seconded that the National Library Week Food for Fines Amnesty Program be approved. Deputy Director Patrick Roewe reviewed program structure, 2013 results and suggested preparation to implement during the week of April 13-19, 2014. This year's total amount of forgiven fines was \$4,069.32, with 5,017 pounds of food donated. Mr. Roewe noted members often contributed more than required to forgive fines. We partner with 2<sup>nd</sup> Harvest, which fills in any gaps in communities where there isn't a food bank, and partners with all local food banks. Donated food stays local in whatever community it is donated. Ms. Ledeboer said this program ultimately benefits community and speaks to people's generosity. Ms. Lloyd said it brings people back into library too. Mr. Roewe said with Board approval, next steps are logistical arrangements with 2<sup>nd</sup> Harvest, design and implementation of a marketing campaign to inform members and notification of staff.

DISTRICT BOOK SALES. Mr. Davis moved and Ms. Lloyd seconded that the District Book Sales structure be revised as written. Deputy Director Doug Stumbough provided background of book sales, as related to the Disposal of Surplus Property Policy. Payments for book sales are handled by staff as a book sale item. Total sales revenue for 2012 was \$27,805.00. Current prices have been in place for at least 10 years. To ensure a reasonable return for value, staff proposed increases to \$1/hardcovers, .50/paperbacks, and .25/magazines, up from \$ .50, .35 and .10. New prices remain economical for most consumers. With Board approval, announcement materials will be designed for posting at all libraries.

There was no further discussion.

The motion was unanimously approved.

GROUNDS MAINTENANCE SERVICE CONTRACT. Ms. Lloyd moved and Mr. Hattenburg seconded that the Grounds Maintenance Service Contract award be approved. Ms. Ledeboer said services currently provided are satisfactory and we are pleased to again award the District contract to Greenleaf. Mr. Roewe added their efficiency is impressive. In response to a Trustee's question, Mr. Sargent said the Business Office determined the criteria for light, moderate, or heavy snow removal. Though some ratios remain in effect regardless, Mr. Sargent confirmed we will pay accordingly if the season is light.

There was no further discussion.

The motion was unanimously approved.

## 2014 BUDGET

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Hattenburg called the Public Hearing on Authorized 2014 Property Tax Revenue and Other Revenues to order at 4:53 p.m. and called for public testimony. There was none; the hearing closed at 4:54 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Mr. Hattenburg seconded that organizational memberships be approved for 2014 General Operating Fund budget inclusion. There were no questions or discussion.

2014 PRELIMINARY BUDGET PRESENTATION. Chief Financial Officer Bill Sargent reviewed line item budget information including preliminary revenue and expenditure changes for the 2014 budget, using comparisons to 2013. Mr. Sargent said as in the past, the budget was built on a baseline, plus any one-time additions or deletions. He reported current revenues without transfers-in are \$57,000 above expenses, yet there remain unknowns. Ms. Ledeboer commented the goal is to have a balanced budget where we do not spend over what is brought in. Property taxes, assessed valuation, and new construction increased slightly. Contract fees will decrease because of mitigation agreements. Minimum wage will increase 1.455%. Overall, salary will increase 4.4%, which includes step increases, realignment of hours related to reorganization, and a temporary part-time Communication Intern. In accordance with policy, library materials will be 14% of net expenses. Software support services will increase by \$25,000. Based on the five-year plan, building repairs and maintenance will decrease by \$5,000, along with non-capital tech equipment. Employee health and welfare benefits will decrease by \$82,000 because of the District's move to a new provider, Association of Washington Businesses Employee Benefits Trust. Mr. Sargent noted anticipated election costs have been added to the Capital Budget. He added he does not anticipate significant changes before the final budget is presented in December.

BOARD DIRECTION TO STAFF. Trustees provided no additional direction to staff regarding the 2014 budget process. There was consensus to proceed as planned.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

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

Mr. Hattenburg reviewed the list of upcoming tentative agenda items distributed prior to the meeting. Trustee candidate interviews will be postponed for a special meeting later this month, since neither Mr. Davis nor Mr. Johnson are unavailable to attend the November meeting.

### **2014 BOARD MEETING SCHEDULE AND LOCATIONS**

Mr. Hattenburg reviewed meeting dates and locations for 2014. The trip to Fairfield was canceled this year to accommodate a presentation by Bernardo Wills Architects. A meeting is planned at Fairfield Library for June of next year.

### **2014 OVERVIEW TOPICS**

Trustees briefly reviewed suggested overview topics. Mr. Hattenburg noted with interest single-service desk model, STEM, and community partnerships. Ms. Ledeboer said depending on Trustees' interests, topics can be added or repeated throughout next year.

## **REPORTS**

### **TRUSTEES**

No reports this month.

**EXECUTIVE DIRECTOR**

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer noted the District hosted the Library Council of Washington at Moran Prairie Library, for which Priscilla Ice is a member/representative. The Council is a catalyst for dealing successfully with library-related issues of statewide concern, and also advises the State Librarian and Office of the Secretary of State on statewide library issues and expenditure of federal funds. On other subjects, Ms. Ledeboer reported Overdrive has resumed carrying Penguin titles, and HR is conducting open enrollment for District staff health and welfare benefits. A representative from Association of Washington Cities was on-site for meetings with high staff turnout.

**PUBLIC SERVICES**

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report for September 2013 prior to the meeting, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's query, Spokane Valley Managing Librarian Sonia Gustafson said many new families regularly attend Baby Lapsit since she attended the Mommy and Me Club, a social group for all moms, babies and moms-to-be, held at Valley Hospital. Ms. Gustafson will continue quarterly visits to the hospital to present storytime to the club. Also, Deputy Director Patrick Roewe, pointed out the new organizational and reporting structure was included in the October report.

**COMMUNICATION**

Communication & Development Officer Jane Baker provided a written report for September 2013 communication activities prior to the meeting. Ms. Ledeboer noted the media coverage of recent library events: Author Chris Crutcher, who spoke at libraries during Banned Books Week, and Spokane is Reading.

**FISCAL**

Revenue and Expenditure Statement through September 30, 2013.

Fund 001

Revenues	\$ 10,895,849
Expenditures	\$ 8,084,966
Ending Fund Balance	\$ 6,474,451
Fund Budget Expended	69.39%

Looking ahead, Mr. Sargent said upon confirmation from SAO auditors, he will send an email to invite trustees to the audit entrance briefing scheduled for later this month. Mr. Hattenburg said he plans to attend.

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

Library Services Manager Gwendolyn Haley and Librarian Sherrie Prentice provided an overview of programming for the service priority, Explore and Discover, and Life after 50. Ms. Ledeboer noted though the District has always offered adult programming, there is now more emphasis resulting from Community Impact Plan goals. Ms. Haley introduced Amber Williams and Ellen Peters, librarians at North Spokane, and Spokane Valley Librarian

Kelsey Hudson. Each District librarian now also has a community assignment. Ms. Williams, Ms. Peters, Ms. Prentice, and Ms. Hudson support development of programming at Deer Park, Airway Heights, Otis Orchards, and Argonne libraries, respectively.

Ms. Prentice reviewed the team's goal and objectives, and programming results. As of September 30, 32 community experts have shared their knowledge at library programs; 116 opportunities have been provided to attend community interest-driven programs, and 10,877 children (K-12) have attended a library program. Ms. Prentice pointed out the District has partnered with Mobius Science Center to bring Science Saturdays back to all 10 libraries, October through November.

In support of job seekers and small businesses, Ms. Haley said local groups and small businesses provide key collaborative programs for topics that overlap with explore and discover. Toward the six-times-per-year check-out goals for library items and learning tools, digital resources increased by 44%. The jump was attributed to Zinio and Overdrive; however, check out of other resources also increased.

The Institute of Museum and Library Services (IMLS) offered a competitive Western Regional Fellowship, Transforming Life after 50, for 2010-2011. It was granted to Librarian Ellen Peters. The goal of the Fellowship was to develop public library leaders committed to working with and serving mid-life adults, ages 50+. Ms. Haley noted aging is changing. Boomers are healthy and vital, with interests geared toward volunteering, lifelong learning, financial security, and staying healthy and active. There have been huge jumps in program attendance resulting from not necessarily more but selective edutainment programming. The Civil War and music series have been especially popular. Overall program attendance is anticipated to exceed 2012. On the horizon is the spring arrival of the Hope in Hard Times exhibit at North Spokane. Area classroom work is anticipated to coincide with the exhibit.

In support of science, technology, engineering and math (STEM) enrichment programs, the District partnered with Mobius Science Center to offer relevant programming at all 10 libraries. The District also partners with Opportunity Elementary School to utilize a Humanities Washington Prime Time Family Reading grant. Families visit the library for dinner and reading time together. Prime Time curriculum emphasizes the importance of families reading together and creates long-term library users. Ms. Haley said 90% of the families continue to use the library after the program.

Ms. Haley noted District staff is excited and eager for additional program offerings underway. Mr. Hattenburg extended thanks for all the staff effort—creative and otherwise—as well as fun offered to members. Ms. Lloyd expressed thanks to staff for its shift flexibility in support of programming.

## **PUBLIC COMMENT**

There were no public comments.

## **ADJOURNMENT**

The meeting adjourned at 6:11 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 October 31, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$891,192.92 and that we are authorized to authenticate and certify these claims.

DATE: November 1, 2013

SIGNED: *M. Mayans*

SIGNED: *Nancy Leadbow*

TITLE: *Chief Financial Officer*

TITLE: *Executive Director*

VOUCHER NUMBER	GENERAL OPERATING FUND	DESCRIPTION	VOUCHER AMOUNT
044948	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	\$ 87.50
044949	AVISTA UTILITIES	UTILITIES	3,435.73
044950	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	118.60
044951	BLACK BOX NETWORK SERVICES	D. P. HARDWARE & SOFTWARE	1,832.13
044952	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	26.07
044953	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	277.27
044954	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	66.21
044955	CENTURYLINK	TELEPHONE	81.72
044956	CENTURYLINK	TELEPHONE	41.98
044957	CENTURYLINK	TELEPHONE	144.89
044958	CITY OF SPOKANE	UTILITIES	936.02
044959	US POSTAL SERVICE	PREPAID POSTAGE	5,000.00
044960	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	48.20
044961	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	372.42
044962	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	594.01
044963	E-LEARN LIBRARIES	TRAINING & TRAVEL	7,175.07
044964	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,113.56
044965	KATHRYN L. YOUNGREN	LIBRARY MATERIALS	50.00
044966	FRONTIER COMMUNICATION	TELEPHONE	102.85
044967	FRONTIER COMMUNICATION	TELEPHONE	405.00
044968	GALE/CENAGE LEARNING	LIBRARY MATERIALS	454.67
044969	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	100.00
044970	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	43.51
044971	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,361.66
044972	MIDWEST TAPE	LIBRARY MATERIALS	7,224.34
044973	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,689.65
044974	NEW YORK TIMES	LIBRARY MATERIALS	49.20
044975	NORTH BY NORTHWEST	SOFTWARE SUPPORT	3,150.00
044976	OVERDRIVE, INC.	LIBRARY MATERIALS	5,654.82
044977	RECORDED BOOKS, LLC	LIBRARY MATERIALS	247.61
044978	RELIANCE LABEL SOLUTIONS, INC.	OFFICE/LIBRARY SUPPLIES	2,359.11
044979	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,825.98
044980	UPS	FREIGHT	10.17
044981	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	442.75
044982	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,171.76
044983	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,247.42
044984	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,735.37
044985	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044986	ALLIED SAFE & VAULT CO, INC.	SECURITY AND SAFETY SERVICES	1,266.60

044987	AUNTIES, INC.	LIBRARY MATERIALS	14.13
044988	AVISTA UTILITIES	UTILITIES	2,795.87
044989	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	95.31
044990	A+ PRINTING, INC	PRINTING	130.44
044991	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	51.20
044992	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	232.53
044993	CENTURYLINK	TELEPHONE	90.82
044994	CENTURYLINK	TELEPHONE	1,999.20
044995	CITY OF AIRWAY HEIGHTS	UTILITIES	499.41
044996	CITY OF CHENEY	UTILITIES	1,013.36
044997	CITY OF DEER PARK	UTILITIES	171.66
044998	CITY OF MEDICAL LAKE	UTILITIES	159.99
044999	COMMUNITY AND ECONOMIC RESEARCH	LIBRARY MATERIALS	165.00
045000	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	4,323.82
045001	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	426.11
045002	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,392.00
045003	EMPIRE DISPOSAL INC.	UTILITIES	17.98
045004	EWI, SPOKANE CHAPTER	ADVERTISING	355.00
045005	THE FIG TREE	LIBRARY MATERIALS	60.00
045006	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
045007	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
045008	GALE/CENAGE LEARNING	LIBRARY MATERIALS	520.08
045009	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,169.01
045010	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,718.47
045011	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,393.57
045012	BRAD LANE	LIBRARY PROGRAMS	100.00
045013	MIDWEST TAPE	LIBRARY MATERIALS	1,858.88
045014	OVERDRIVE, INC.	LIBRARY MATERIALS	13,523.30
045015	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	315.20
045016	PRESSWORKS	OFFICE/LIBRARY SUPPLIES	1,532.67
045017	PROVISIO LLC	D. P. HARDWARE & SOFTWARE	1,872.00
045018	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,241.37
045019	QWEST CORPORATION	TELEPHONE	2,071.38
045020	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,253.53
045021	SPOKANE COUNTY UTILITIES	UTILITIES	317.08
045022	COWLES PUBLISHING CO	LIBRARY MATERIALS	328.70
045023	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
045024	RACHEL TUPPER	LIBRARY PROGRAMS	1,500.00
045025	U.S. BANK	H S A ACCOUNT EXPENSES	54.00
045026	WHITWORTH WATER DISTRICT #2	UTILITIES	183.73
045027	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
045028	AVISTA UTILITIES	UTILITIES	502.73
045029	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	35.35
045030	A+ PRINTING, INC	PRINTING	626.93
045031	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION, LIFE INS.	78,798.17
045032	CLEAR CHANNEL BROADCASTING INC	OFFICE/LIBRARY SUPPLIES	1,734.00
045033	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
045034	CENTURYLINK	TELEPHONE	90.42
045035	CENTURYLINK	TELEPHONE	86.91
045036	CENTURYLINK	TELEPHONE	34.70
045037	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	736.99
045038	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,496.34
045039	VOID VOUCHER	VOID VOUCHER	-
045040	EARTHWORKS RECYCLING,INC	UTILITIES	216.00
045041	GALE/CENAGE LEARNING	LIBRARY MATERIALS	170.38
045042	GREATER SPOKANE INCORPORATED	TRAINING & TRAVEL	350.00
045043	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,195.56
045044	KELLY MILNER HALLS	LIBRARY PROGRAMS	1,350.00

045045	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	18,818.89
045046	COREY JENKINS	LIBRARY PROGRAMS	2,135.00
045047	THE LARGE PRINT BOOK COMPANY	LIBRARY MATERIALS	24.06
045048	LEARNER PUBLISHING GROUP	LIBRARY MATERIALS	86.79
045049	MIDWEST TAPE	LIBRARY MATERIALS	8,861.10
045050	RACO INDUSTRIES, INC.	D. P. HARDWARE & SOFTWARE	1,031.00
045051	RECORDED BOOKS, LLC	LIBRARY MATERIALS	48.68
045052	SPOKANE COUNTY UTILITIES	UTILITIES	144.51
045053	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	213.19
045054	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,055.79
045055	UPS	FREIGHT	28.82
045056	VERIZON WIRELESS	TELEPHONE	276.17
045057	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	578.61
045058	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	20.97
045059	***Void Voucher/Check***	VOID VOUCHER	-
045060	***Void Voucher/Check***	VOID VOUCHER	-
045061	STATE OF WASHINGTON	LEASEHOLD EXCISE TAXES	290.16
045062	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,253.77
045063	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,030.25
045064	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
045065	AMSAN CUSTODIAL SUPPLY	CLEANING & SANITATION SUPPLIES	118.44
045066	AVISTA UTILITIES	UTILITIES	492.33
045067	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	398.00
045068	CLASSIC VENTURES LTD	LIBRARY MATERIALS	27.16
045069	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	33.71
045070	CENTURYLINK	TELEPHONE	59.85
045071	CENTURYLINK	TELEPHONE	90.91
045072	CENTURYLINK	TELEPHONE	130.50
045073	CENTURYLINK	TELEPHONE	9,219.04
045074	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	3,361.69
045075	DOWN TO EARTH SPRINKLER SERV	GROUNDS MAINTENANCE	521.76
045076	FIBERLINK	SOFTWARE SUPPORT	1,950.00
045077	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	112.48
045078	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,380.00
045079	GARETH STEVENS PUBLISHING LLP	LIBRARY MATERIALS	92.19
045080	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	4,411.76
045081	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	280.72
045082	HER INTERACTIVE, INC.	LIBRARY MATERIALS	89.96
045083	JIM HUNT	LIBRARY PROGRAMS	800.00
045084	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,463.07
045085	INTEGRA	TELEPHONE	2,258.32
045086	INLAND POWER AND LIGHT	UTILITIES	1,199.63
045087	MIDWEST TAPE	LIBRARY MATERIALS	3,505.08
045088	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,471.51
045089	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	102.97
045090	PER PUBLICATIONS, INC.	LIBRARY MATERIALS	535.01
045091	OVERDRIVE, INC.	LIBRARY MATERIALS	4,726.84
045092	THOMAS S SMITH	PARKING LOT LEASE	200.00
045093	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	960.01
045094	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	32.61
045095	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,466.47
045096	ROSEN PUBLISHING GROUP, INC	LIBRARY MATERIALS	111.65
045097	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
045098	BRIAN A. SMITH	CUSTODIAL SERVICES	350.00
045099	NANCY STEWART	LIBRARY PROGRAMS	1,000.00
045100	TUTOR.COM	LIBRARY MATERIALS	6,500.00
W00143	US BANK	H S A CONTRIBUTIONS	1,405.83
W00144	ELEC FEDERAL TAX PAYMENT SYS	FEDERAL PAYROLL TAXES	57,535.06

W00145	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,027.35
W00146	ELEC FEDERAL TAX PAYMENT SYS	FEDERAL PAYROLL TAXES	60,500.64
W00147	US BANK	H S A CONTRIBUTIONS	<u>1,405.83</u>
<b>Total Non-Payroll General Operating Fund</b>			<b>\$ 539,028.69</b>
<b>PAYROLL VOUCHERS</b>			
10102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 174,241.07
10252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>177,923.16</u>
<b>Total Payroll General Operating Fund</b>			<b>\$ 352,164.23</b>
<b>TOTAL GENERAL OPERATING FUND</b>			<b><u>\$ 891,192.92</u></b>

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

**No Credit Card Payments Were Made in October 2013**

	<u>Card Category</u>	<u>Amount</u>
General Purchases		\$ -
Maintenance		\$ -
Travel		\$ -
Acquisitions		\$ -
Information Technolgy		\$ -
Outreascch		\$ -
Total Purchases		<u>\$ -</u>

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

### Background:

The final report from Bernardo Wills Architects, which will be distributed at the meeting, includes estimated costs for various elements identified in the site plan. At its October regular meeting, the Board authorized staff to negotiate purchase of the additional 0.32 acre from City of Spokane Valley. We have agreed to complete the purchase and title transfer in January. Funding is included in the 2014 Capital Budget.

Should voters approve funding for the library, the District will go out to bid for architectural services to design the library and manage construction of the building. The Parks Department will release its own RFQ for professional services to complete the park design approved by Spokane Valley City Council. We believe it is in the best interests of the community for both parties to work together closely to ensure cost-effective completion of these projects.

Doug Stumbough and I met with Mike Stone to discuss our mutual intention to coordinate the design and construction of the library building and surrounding park. We will develop a written agreement stating this intention. Once the projects are complete, we will enter into an agreement with the City for grounds maintenance. This is how we handle maintenance for other libraries situated on a campus owned or shared with other cities.

The inter-local agreement for purchasing the property stated that both parties will share the cost of frontage improvements along Herald Road and Main Avenue. We intend to share costs for some additional elements that benefit both the library and park. This may include the reading garden, plaza, heritage grove, the water feature and/or public art. These features may not be sited on the portion of the property owned by the library; however, we anticipate library members will use these features and the library will partner with the City Parks Department to host programs in these outdoor areas.

**Recommendation:** The Board has been informed of the process used to develop the site plan. The final report is a summary of recommendations resulting from that process. The final report identifies estimated costs related to developing the Sprague Avenue property. Cost estimates for site improvements that will be the District's responsibility will be used to prepare requests for proposals should voters approve funding to build a new library.

**No Action Required:** This is for information and discussion only.

## **2014 BOARD OF TRUSTEES MEETINGS AND PRESENTATIONS**

### **Background:**

Potential overview topics were reviewed at the October meeting. The following list provides meeting dates, location, policy review and overview for each meeting.

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



## 2014 Trustee Meeting Schedule

Month	Location	Policy Review	Overview
January	Moran Prairie	Volunteer Program	Community Connections
February	Spokane Valley	Facility Use for Political Purposes	CIP Year One
March	Argonne	Code of Conduct	On Line Learning
April	North Spokane	Memberships in Organizations	Affordable Care Act
May	Cheney	Personnel & Access Public Art in District Facilities	Single Service Desk
June	<i>Fairfield</i>	Computer Software Control Membership Privileges and Responsibilities	Washington State Retirement System
July/August	Airway Heights	Annexation of Cities& Towns to Library District	(Technology/STEM)
September	Medical Lake	Social Media Financial Management	Explore & Discover
October	Argonne*	Collection Development Personnel	Young Learners
November	Argonne**	Computer, Wireless Network and Computer Use	Jobs & Business
December	Argonne***	Library Meeting Room Use Bulletin Boards & Community Interest Publications	Community Partnerships
<b>Spotlight</b>	* Otis Orchards ** Deer Park *** Virtual Library		

**2014 PRELIMINARY BUDGET  
NOVEMBER UPDATE**

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**General Operating Fund: \$11,255,612**

(\$395,888 Reduction from 2013)

**BUDGET GOALS**

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 customer use, including Internet access, checking out and purchasing popular materials in a variety of formats, including e-books and downloadable audio books, and offering job searching resources and assistance.
- 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 of the Community Impact Plan.

**SUMMARY**

The November line item 2014 budget presented here is virtually complete. The only outstanding question in revenue is the District's final Assessed Valuation (A.V.). Per advice provided from the Spokane County Assessor's Office, any last-minute changes in A.V. would be "nominal." On the expense side, it is the District's premium rates for Workers' Compensation coverage, and any changes in the IRS authorized mileage reimbursement rate. The potential impact in either of these rates is nominal and would be accommodated in 2014 Mid-Year Review #1.

On the revenue side, there are modest increases within all elements that comprise the District's Assessed Valuation. Real property values have shown a 2.33% increase over 2013. Similarly, Local Personal Property A.V. and State Assessed A.V. have also increased from 2013 by 6.38% and 8.67% respectively. The value of new construction A.V. has shown an increase of \$ 10,597,079, or 5.02% from 2013. The City of Spokane annexation/mitigation agreement payments continue to decline by 20% per annum.

For expenses, the largest increases are personnel-related. As directed in October, this budget includes a 1.455% salary scale adjustment for non-minimum wage positions and a mandatory minimum wage increase. Library materials expenditures are budgeted at a level identical to 14% of the District's net expenses, plus an additional \$51,000. Library programs expenditures are budgeted at a level equal to 0.5% of the District's net expenses.

A summary of the November budget additions or deletions is provided below. Detailed changes within the General Operating Fund, along with explanatory footnotes will be provided as Supplementary Budget Data.

**ESTIMATED 2014 REVENUE: \$11,256,694**

**REVENUE CHANGES FROM THE 2014 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.**

The 2014 revenue projection is \$19,929 less than what was shown in the October budget. Overall the

2014 budgeted revenue is \$90,667 more than the final 2013 budget.

**Property taxes:** On November 12, , the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2013 assessed valuation (AV) to be used to determine the property tax levy for collection in 2014. In 2014, the District's levy is again limited to the statutory maximum of 50¢ per \$1,000 of AV. Applying the full 50¢ levy rate to \$20,719,403,268 assessed valuation estimate – which includes new construction and changes in personal property values and state-assessed values – the estimated levy to be certified for collection in 2014 will be \$10,359,702. The 101% levy lid limit is \$10,985,315.

Subsequent information received from the Spokane County Assessor's office indicates a further increase of projected property taxes of \$ 40,674. This increase is countered with the elimination of the earlier adjustment of \$60,000, which allowed for potential increases to the District's assessed valuations. The new effect of these two changes is \$ 19,326 in the Property Tax budget.

In that the Spokane County Assessor's Office and State Department of Revenue are more quickly identifying changes affecting the property tax levy, there is no need to include the \$60,000 increase in the current levy estimate to ensure the highest possible levy amount in the event there is an increase in state-assessed values. Consequently, the \$60,000 added to the October version of the 2014 budget has been removed.

**City contract fees:**

Two cities will be paying contract fees in 2014.

- Airway Heights: Subsequent information received from the Spokane County Assessor's Office indicates a further decrease of projected property taxes of \$653.
- City of Spokane: Subsequent information received from the Spokane County Assessor's Office indicates an increase of \$54 in projected property taxes.

## **ESTIMATED 2014 EXPENSES: \$11,255,612**

**EXPENSE CHANGES FROM THE 2014 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.**

The 2014 expense projection is currently \$36,366 higher than what was presented at the October Board Meeting. The proposed 2014 budget for expenses is \$395,888 less than the final 2013 budgeted expenses.

**Salaries:** There is a \$9,466 increase since the October budget version. The increases are attributed to minor adjustments to the Public Services staffing model. The 2014 salaries budget is \$175,810 greater than in 2013.

**Benefits:** There was a \$14,105 reduction in employee benefits. The current budget reflects the results of the District's "Open Enrollment" for the 2014 Health Care Plans. Changes in the employees' decisions to opt for medical coverage accounts for \$12,751 of this increase. While the "High-Deductible Health Plans" offered some attractive and low cost options for providing health insurance to an employee's family, there was only a net gain of three employees enrolled in these plans. Currently, the 2014 budget of \$1,667,103 is \$16,297 less than 2013.

**Supplies:** The 2014 supplies budget of \$494,965 is \$55,160 less than the 2013 budget.

*Services:* The November 2014 preliminary budget reflects an additional \$15,265 above the October budget. The \$1,633,701 services budget decreased \$34,612 below the 2013 budget. The significant changes in service expenses since the October budget that was presented are:

- Postage: The USPS requested and received approval for a 2014 rate increase. For first-class mail, there will be a \$0.03 increase to \$0.49. This represents a 6.5% rate increase. The estimated cost to the District is \$1,500.
- Software Support: As historical expenditures were reviewed and previously unclassified support requirements were identified, this budget item is being increased by \$26,860. Of this amount, \$13,500 is a new item for software support associated with Electronic Library Services. The other \$13,360 reprogrammed from "Cataloging & Authority Services" to reclassify a portion of the annual OCLC invoice to "Software Support."
- An additional \$265 was added to the "Library Programs" budget line, which now represents the direct 0.5% of net District expenses.

*Capital Expenditures:* There is no increase to the current Capital Expenditures budget of \$40,000.

*Library Materials:* There is an increase in Library Materials of \$ 57,830. The 2014 budget for library materials now equals the mandated 14% of net District expenses, PLUS an additional \$51,000.

*Operational Contingencies:* The normal baseline is \$40,000.

*Transfers out:* No Transfers Out is planned for 2014.

### **Capital Projects Fund: \$220,000**

The intent of the Capital Projects Fund is to accumulate a reserve that can be used to accommodate unforeseen Capital expenses, support the District's infrastructure plans, and for any capital projects that are beyond the scope of the General Operating Fund. Revenue for this fund comes from General Operating Fund transfers-in and investment interest.

#### **Revenues & Transfers In: \$10,000**

- Interest Earnings: \$10,000
- Transfer In from General Operating Fund: \$ -0-

#### **Expenses & Transfers Out: \$220,000**

- **Professional Services & Land: \$220,000**
  - Projected Election Costs
  - Purchase of the additional (approximately) 1/3 acre
  - Other potential costs arising from successful SVLCFA bond levy
- Transfer Out to General Operating Fund: \$ -0-

#### **Fund Balance**

The estimated ending, unassigned fund balance for 2014 is \$868,249.

<b>Exhibit A</b>		
<b>Spokane County Library District</b>		
<b>2014 General Operating Fund Budget -- Preliminary</b>		
<b>General Operating Fund (001-861)</b>		
<b>Summary</b>		
<b>REVENUES &amp; TRANSFERS IN:</b>		
TOTAL PROPERTY TAX	\$ 10,359,702	
TOTAL CONTRACT CITIES, SERVICES & FEES	661,465	
TOTAL MISCELLANEOUS REVENUES	211,527	
TOTAL INTEREST REVENUES	24,000	
TOTAL REVENUES		\$ 11,256,694
TOTAL TRANSFERS IN		\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>		<b>\$ 11,256,694</b>
<b>EXPENSES &amp; TRANSFERS OUT:</b>		
TOTAL SALARIES	\$ 5,918,610	
TOTAL FRINGE BENEFITS	1,667,103	
TOTAL SUPPLIES	494,965	
TOTAL SERVICES	1,677,388	
TOTAL CAPITAL EXPENDITURES	40,000	
TOTAL LIBRARY MATERIALS	1,417,046	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	40,000	
TOTAL EXPENSES		\$ 11,255,612
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>		<b>\$ 11,255,612</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>		<b>\$ 1,082</b>
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2014		\$ 4,124,768
REVENUES OVER/(UNDER) TOTAL EXPENSES		1,082
SUBTOTAL		\$ 4,125,850
<b>LESS:</b>		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(321,106)
NONSPENDABLE FUNDS -- INVENTORY		(51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		(6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,262)
<b>ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2014</b>		<b>\$ 3,739,796</b>

**Exhibit B**  
**Spokane County Library District**  
**2014 Budget**  
**Capital Projects Fund (008-661)**  
**Summary**

<b>Revenues</b>		
	Interest Earnings	\$ 10,000
	Transfer in from General Fund	-
	<b>Total Revenues &amp; Transfers In</b>	<b>\$ 10,000</b>
<b>Expenses</b>		
	Election Costs & Other Services - Proposed Spokane Valley LCFA	\$ 220,000
	<b>Total Expenses</b>	<b>\$ 220,000</b>
	Transfer Out to General Operating Fund	\$ -
	<b>Total Transfers Out</b>	<b>\$ -</b>
	<b>Total Expenses &amp; Transfers Out</b>	<b>\$ 220,000</b>
	Excess of Revenues Over (Under) Expenses	<b>\$ (210,000)</b>
	<b>Estimated Beginning Assigned Fund Balance 1/1/14</b>	<b>\$ 1,078,249</b>
	<b>Estimated Ending Assigned Fund Balance 12/31/14</b>	<b>\$ 868,249</b>

**Spokane County Library District**

**2014 General Operating Fund Budget**

**Preliminary Budget – November 2013**

**Supplementary Budget Data**

Spokane County Library District  
 2014 General Operating Fund Budget -- Preliminary  
 General Operating Fund (001-861)

	2014 Beginning Budget	October Adjustments	Notes	2014 Budget	November Adjustments	Notes	Preliminary 2014 Budget
PROPERTY TAX -- CURRENT YEAR	\$10,058,400	\$320,628	R1,R5	\$10,379,028	(\$19,326)	R6	\$10,359,702
TOTAL PROPERTY TAX	\$10,058,400	\$320,628		\$10,379,028	(\$19,326)		\$10,359,702
CONTRACT CITY - AIRWAY H.	\$223,900	\$6,396	R1	\$230,296	(\$653)	R6	\$229,643
CONTRACT CITY - SPOKANE	187,400	(34,332)	R1	153,068	54	R6	153,122
TOTAL CONTRACTED CITIES	\$411,300	(\$27,936)		\$383,364	(\$599)		\$382,765
INTERLIBRARY LOANS	\$200	\$0		\$200	\$0		\$200
COPYING & PRINTING	6,000	0		6,000	0		6,000
NONRESIDENT FEES	9,900	0		9,900	0		9,900
FINES & CHARGES	150,000	0		150,000	0		150,000
WEB BASED LIBRARY FEES & CHARGES	78,200	0		78,200	0		78,200
LOST & DAMAGED	24,100	0		24,100	0		24,100
RENTALS	8,300	0		8,300	0		8,300
RETAIL SALES	2,000	0		2,000	0		2,000
TOTAL SERVICES & FEES	\$278,700	\$0		\$278,700	\$0		\$278,700
TOTAL CONTRACT CITIES, SERVICES & FEES	\$590,000	(\$27,936)		\$662,064	(\$599)		\$661,465
LEASEHOLD EXCISE TAX	\$20,000	(\$10,000)	R2	\$10,000	\$0		\$10,000
TIMBER TAX	4,000	5,000	R2	9,000	0		9,000
EMPLOYEE PROGRAMS -	3,527	0		3,527	0		3,527
PURCHASE DISCOUNTS	4,000	0		4,000	0		4,000
MISCELLANEOUS	4,000	0		4,000	0		4,000
GIFTS & DONATIONS	18,000	0		18,000	0		18,000
CASHIERS OVER/(SHORT)	0	0		0	0		0
SALE OF LIBRARY MATERIALS	26,000	0		26,000	0		26,000
E-RATE REIMBURSEMENT	138,000	(1,000)	R3	137,000	0		137,000
TOTAL MISCELLANEOUS REVENUES	\$217,527	(\$6,000)		\$211,527	\$0		\$211,527
TOTAL INTEREST REVENUES	\$36,000	(\$12,000)	R4	\$24,000	\$0		\$24,000
TOTAL REVENUES	\$11,001,927	\$274,692		\$11,276,619	(\$19,925)		\$11,256,694
TRANSFER IN - CAPITAL PROJECTS	\$0	\$0		\$0	\$0		\$0
TOTAL REVENUES & TRANSFERS IN	\$11,001,927	\$274,692		\$11,276,619	(\$19,925)		\$11,256,694
SALARIES: REGULAR HOURS WORKED	\$4,793,400	\$104,482	E1	\$4,897,882	\$8,188	E26	\$4,906,070
SALARIES: TEMPORARY HOURS WORKED	105,000	11,583		116,583	0		116,583
SALARIES: PAID TIME OFF	841,900	50,279	E1	892,179	1,278	E26	893,457
SALARIES: OVERTIME HOURS WORKED	2,500	0		2,500	0		2,500
TOTAL SALARIES	\$5,742,800	\$166,344		\$5,909,144	\$9,466		\$5,918,610



	2014		2014		November		Preliminary	
	Beginning	October	2014	Adjustments	Adjustments	Budget	Notes	Budget
	Budget	Adjustments	Budget					
FICA-SOCIAL SECURITY	\$355,500	\$10,276	\$365,776		\$587	E26	\$366,363	
FICA - MEDICARE	83,200	2,483	85,683		137	E26	85,820	
RETIREMENT CONTRIBUTIONS	439,600	68,240	507,840		(816)	E26	507,024	
UNEMPLOYMENT INSURANCE	4,700	(47)	4,653		0		4,653	
MEDICAL INSURANCE	640,100	(148,487)	491,613		12,751	E26	504,364	
HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	15,000	593	15,593		1,485	E26	17,078	
HEALTH BENEFITS ADMINISTRATIVE FEE	0	5,019	5,019		98	E26	5,117	
VISION INSURANCE	14,900	12,475	27,375		(199)	E26	27,176	
DENTAL INSURANCE	86,400	(3,706)	82,694		100	E26	82,794	
LIFE & DISABILITY INSURANCE	2,900	811	3,711		(100)	E26	3,611	
STATE INDUSTRIAL INSURANCE	36,900	782	37,682		47	E26	37,729	
LONG TERM DISABILITY INSURANCE	2,400	19,529	21,929		(5)	E26	21,924	
EMPLOYEE ASSISTANCE PROGRAM	1,800	1,630	3,430		20	E26	3,450	
TOTAL FRINGE BENEFITS	\$1,683,400	(\$30,402)	\$1,652,998		\$14,105		\$1,667,103	
CLEANING & SANITATION SUPPLIES	\$16,000	\$2,000	\$18,000	E2	\$0		\$18,000	
VEHICLE FUEL	11,000	0	11,000		0		11,000	
OTHER SUPPLIES	100	0	100		0		100	
MAINTENANCE SUPPLIES	3,000	0	3,000		0		3,000	
EMPLOYEE AWARDS & RECOGNITION	700	0	700		0		700	
SMALL TOOLS	800	0	800		0		800	
COST OF RETAIL INVENTORY SOLD	1,100	0	1,100		0		1,100	
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	0	137,825	137,825	E3	0		137,825	
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	160,000	(7,000)	153,000	E4	0		153,000	
OFFICE & LIBRARY SUPPLIES	172,840	(3,400)	169,440	E5	0		169,440	
TOTAL SUPPLIES	\$365,540	\$129,425	\$494,965		\$0		\$494,965	
ACCOUNTING & AUDITING SERVICES	\$0	\$0	\$0		\$0		\$0	
LEGAL SERVICES	15,000	0	15,000		0		15,000	
DAMAGES, CLAIMS & SETTLEMENTS	0	0	0		0		0	
OTHER PROFESSIONAL SERVICES	30,000	(4,000)	26,000	E6	0		26,000	
BAD DEBT EXPENSE	400	0	400		0		400	
BANK & POSTAL CHARGES	12,000	0	12,000		0		12,000	
SOFTWARE SUPPORT & CONSULTING	203,900	25,100	229,000	E7	26,860	E27	255,860	
WEB CATALOG CONTENT SERVICES	13,600	0	13,600		0		13,600	
COLLECTION AGENCY & NOTICE FEES	67,600	0	67,600		0		67,600	
DATA COMMUNICATIONS: WAN	157,100	2,100	159,200	E8	0		159,200	
DATA COMMUNICATIONS: INTERNET	26,700	(5,700)	21,000	E9	0		21,000	
TELEPHONE	22,400	(2,600)	19,800	E10	0		19,800	
POSTAGE	23,000	(3,000)	20,000	E11	1,500	E28	21,500	
FREIGHT CHARGES	1,000	0	1,000		0		1,000	
COURIER SERVICES	61,000	0	61,000		0		61,000	
MILEAGE	20,000	0	20,000		0		20,000	
BUSINESS TRAINING & TRAVEL	98,700	14,500	113,200	E12,E24	0		113,200	
BOARD TRAINING & TRAVEL	11,000	0	11,000		0		11,000	
ADVERTISING & PROMOTION	9,500	0	9,500		0		9,500	
RECRUITMENT	12,000	(6,000)	6,000	E13	0		6,000	
RENTALS & LEASES: OTHER	3,000	1,700	4,700	E14	0		4,700	

	2014 Beginning Budget	October Adjustments	Notes	2014 Budget	November Adjustments	Notes	Preliminary 2014 Budget
RENTAL & LEASES: EQUIPMENT	6,500	0		6,500	0		6,500
INSURANCE	71,400	4,300	E15	75,700	0		75,700
PUBLIC RELATIONS	22,500	3,000	E24	25,500	0		25,500
PRINTING	16,000	0		16,000	0		16,000
HEAT, LIGHT & POWER	132,000	0		132,000	0		132,000
WATER, REFUSE & SEWER	50,000	0		50,000	0		50,000
REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0		4,000	0		4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	41,700	0		41,700	0		41,700
REPAIR & MAINTENANCE: VEHICLES	4,000	0		4,000	0		4,000
REPAIR & MAINTENANCE: BUILDINGS	168,000	(32,000)	E16	136,000	(1,000)	E29	135,000
REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	1,000	0		0	1,000	E29	1,000
GROUPS MAINTENANCE SERVICES	42,000	1,000	E17	43,000	(8,000)	E30	35,000
SECURITY ALARM MONITORING	11,700	0		11,700	0		11,700
SNOW REMOVAL	16,000	0		16,000	0		16,000
CUSTODIAL SERVICES	159,700	4,800	E18	164,500	8,000	E30	24,000
DUES & MEMBERSHIPS	10,200	0		10,200	0		10,200
WELLNESS SERVICES & PROGRAMS	3,200	0		3,200	0		3,200
LIBRARY PROGRAMS	64,500	(15,957)	E19	48,543	265	E31	48,808
LIBRARY PROGRAM: IRVING FUND	500	0		500	0		500
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	2,000	0		2,000	0		2,000
CATALOGING & AUTHORITY SERVICES	45,800	1,260	E20	47,060	(13,360)	E32	33,700
BINDING SERVICES	500	(250)	E21	250	0		250
INTERLIBRARY LOAN SERVICES	13,400	370	E22	13,770	0		13,770
TOTAL SERVICES	\$1,674,500	(\$11,377)		\$1,662,123	\$15,265		\$1,677,388
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE VEHICLES	\$40,000	\$0		\$40,000	\$0		\$40,000
TOTAL CAPITAL EXPENDITURES	\$40,000	\$0		\$40,000	\$0		\$40,000
LIBRARY MATERIALS	\$1,471,300	(\$262,084)	E23	\$1,209,216	\$57,830	E33	\$1,267,046
LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	150,000	0		150,000	0		150,000
TOTAL LIBRARY MATERIALS	\$1,621,300	(\$262,084)		\$1,359,216	\$57,830		\$1,417,046
SHORT TERM INTEREST EXPENSE	\$500	\$0		\$500	\$0		\$500
OPERATIONAL CONTINGENCIES	\$40,000	\$60,000	E25	\$100,000	(\$60,000)	E34	\$40,000
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	0	0		0	0		0
TOTAL EXPENSES	\$1,168,040	\$51,906		\$1,218,946	\$36,666		\$1,255,612
TRANSFER OUT - CAPITAL PROJECTS FUND	\$0	\$0		\$0	\$0		\$0
TOTAL EXPENSES & TRANSFERS OUT	11,168,040	51,906		11,218,946	\$36,666		\$11,255,612
REVENUES OVER/(UNDER) TOTAL EXPENSES	(\$166,113)	\$222,786		\$57,673	(\$56,591)		\$1,082
ESTIMATED BEGINNING FUND BALANCE 1/1/14	\$4,124,768			\$4,124,768			\$4,124,768
ESTIMATED ENDING FUND BALANCE 12/31/14	\$3,958,655			\$4,182,441			\$4,125,850

	2014 Beginning Budget	October Adjustments	Notes	2014 Budget	November Adjustments	Notes	Preliminary 2014 Budget
(LESS)							
NONSPENDABLE FUNDS -- PREPAID ITEMS	(\$321,106)			(\$321,106)			(\$321,106)
NONSPENDABLE FUNDS -- INVENTORY	(51,535)			(51,535)			(51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,092)			(6,092)			(6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(6,059)			(6,059)			(6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	(1,262)			(1,262)			(1,262)
ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/13	3,572,601	0		\$3,796,387	\$0		\$3,739,796

**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
R6	PROPERTY TAX -- CURRENT YEAR	Latest A.V. Information per County Assessor 11/07/13	(19,326)
R6	CONTRACT CITY - AIRWAY HEIGHTS	Latest A.V. Information per County Assessor 11/07/13	(653)
R6	CONTRACT CITY - CITY OF SPOKANE	Latest A.V. Information per County Assessor 11/07/13	54
	TOTAL REVENUES		<u>\$ 254,767</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

**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>
E9	DATA COMMUNICATIONS - INTERNET	2014 Expenses are based on new Five-Year Contract rates.	(5,700)
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
E26	SALARIES: REGULAR HOURS WORKED	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	8,188
E26	SALARIES: PAID TIME OFF	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	1,278
E26	FICA-SOCIAL SECURITY	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	587
E26	FICA - MEDICARE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	137
E26	RETIREMENT CONTRIBUTIONS	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	(816)
E26	MEDICAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	12,751
E26	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	1,485
E26	HEALTH BENEFITS ADMINISTRATIVE FEE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	98
E26	VISION INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	(199)
E26	DENTAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	100
E26	LIFE INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	(100)
E26	STATE INDUSTRIAL INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	47
E26	LONG TERM DISABILITY INSURANCE	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	(5)
E26	EMPLOYEE ASSISTANCE PROGRAM	Composite Salary & Benefit Changes Per Schedule "A" (11/8/13)	20
E27	SOFTWARE SUPPORT & CONSULTING	Software Support for Public Services (\$13,500) & Collections Services (\$13,360)	26,860
E28	POSTAGE	Estimated increase resulting from USPS proposed increase for 2014	1,500
E29	REPAIR & MAINTENANCE - BUILDINGS	Funds maintenance requirements for Upriver Drive Property	(1,000)
E29	REPAIR & MAINTENANCE - UPRIVER DRIVE	Funds maintenance requirements for Upriver Drive Property	1,000
E30	GROUPS MAINTENANCE SERVICE	Realigns costs based on Contractor's 2014 fee schedule	(8,000)
E30	SNOW REMOVAL	Realigns costs based on Contractor's 2014 fee schedule	8,000
E31	LIBRARY PROGRAMS	Adjusts library programs to 0.5% of net expenditures	265
E32	CATALOGING & AUTHORITY SERVICES	Transferred to "Software Maintenance" for Collection Services	(13,360)
E33	LIBRARY MATERIALS	Adjusts library materials to 14% of net expenditures PLUS \$51,000	57,830

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>
E34	OPERATIONAL CONTINGENCIES	Removal of placeholder to allow for Increase in A.V.	(60,000)
	TOTAL EXPENSES		<u>\$ 88,572</u>
	TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES		<u>\$ 166,195</u>

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 & Reprog. Open Enrollment	General 1% Decrease	Total Increase
Salaries	\$59,822.00	\$63,285.00	\$0.00	\$30,591.00	\$82,303.00	(\$9,968.00)	\$9,561.00	(\$59,783.94)	\$175,810.06
Hours Worked (Salaries X 86.5%)	\$51,746.03	\$54,741.53	\$0.00	\$0.00	\$71,192.10	(\$21,668.00)	\$8,270.27	(\$51,611.90)	\$112,670.01
Temporary Hours	0.00	0.00	0.00	0.00	0.00	11,700.00	0.00	(117.00)	11,583.00
Paid Time Off (Salaries x 13.5%)	8,075.97	8,543.48	0.00	30,591.00	11,110.91	0.00	1,290.74	(8,055.04)	51,557.05
<b>Total Salaries</b>	<b>\$59,822.00</b>	<b>\$63,285.00</b>	<b>\$0.00</b>	<b>\$30,591.00</b>	<b>\$82,303.00</b>	<b>(\$9,968.00)</b>	<b>\$9,561.00</b>	<b>(\$59,783.94)</b>	<b>\$175,810.06</b>
Social Security	\$4,039.00	\$3,660.00	\$0.00	\$1,897.00	\$4,993.00	(\$618.00)	\$593.00	(\$3,700.64)	\$10,863.36
Medicare	938.00	918.00	0.00	443.00	1,194.00	(145.00)	139.00	(866.87)	2,620.13
Labor & Industries	179.00	0.00	1,001.00	0.00	0.00	(17.00)	47.00	(381.10)	828.90
Retirement Contributions	63,910.00	5,578.00	0.00	0.00	7,198.00	(3,316.00)	(825.00)	(5,121.45)	67,423.55
Medical Insurance	14,002.00	0.00	(151,079.00)	0.00	0.00	(6,444.00)	12,880.00	(5,094.59)	(135,735.59)
Health Savings Account	1,500.00	0.00	0.00	0.00	0.00	(750.00)	1,500.00	(172.50)	2,077.50
Vision Insurance	(5.00)	0.00	13,161.00	0.00	0.00	(404.00)	(202.00)	(274.50)	12,275.50
Dental Insurance	1,253.00	0.00	(2,877.00)	0.00	0.00	(1,247.00)	101.00	(836.30)	(3,606.30)
Life Insurance	903.00	0.00	0.00	0.00	0.00	(55.00)	(101.00)	(36.47)	710.53
Long Term Disability	(213.00)	0.00	19,795.00	0.00	314.00	(145.00)	(6.00)	(221.45)	19,523.55
Employee Assistance	(124.00)	0.00	1,848.00	0.00	0.00	(59.00)	20.00	(34.85)	1,650.15
State Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(47.00)	(47.00)
Benefit Administration Fees	0.00	0.00	5,134.00	0.00	0.00	(64.00)	99.00	(51.69)	5,117.31
<b>Total Benefits</b>	<b>\$86,382.00</b>	<b>\$10,156.00</b>	<b>(\$113,017.00)</b>	<b>\$2,340.00</b>	<b>\$13,699.00</b>	<b>(\$13,264.00)</b>	<b>\$14,245.00</b>	<b>(\$16,839.41)</b>	<b>\$16,298.41</b>
<b>Total Compensation</b>	<b>\$146,204.00</b>	<b>\$73,441.00</b>	<b>(\$113,017.00)</b>	<b>\$32,931.00</b>	<b>\$96,002.00</b>	<b>(\$23,232.00)</b>	<b>\$23,806.00</b>	<b>(\$76,623.35)</b>	<b>\$159,511.65</b>

**RESOLUTION NO. 13-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2014 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2014 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

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

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

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

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

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

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2014 maintenance and operation of the District, which is reflected in a 2014 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2014 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

**Section 1: ADOPTION OF 2014 PRELIMINARY BUDGET**

The Board adopts a 2014 Preliminary Budget as follows:



General Operating Fund (001-661): \$ 11,255,612  
Capital Projects Fund (008-661): \$ 220,000

**Section 2: CERTIFICATION OF 2014 PRELIMINARY BUDGET**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2014 Preliminary Budget (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), which includes estimates of the 2014 beginning and ending cash balances.

**Section 3: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19<sup>th</sup> day of November 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

<b>Exhibit A</b>		
<b>Spokane County Library District</b>		
<b>2014 General Operating Fund Budget -- Preliminary</b>		
<b>General Operating Fund (001-861)</b>		
<b>Summary</b>		
<b>REVENUES &amp; TRANSFERS IN:</b>		
TOTAL PROPERTY TAX	\$ 10,359,702	
TOTAL CONTRACT CITIES, SERVICES & FEES	661,465	
TOTAL MISCELLANEOUS REVENUES	211,527	
TOTAL INTEREST REVENUES	24,000	
TOTAL REVENUES		\$ 11,256,694
TOTAL TRANSFERS IN		\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>		<b>\$ 11,256,694</b>
<b>EXPENSES &amp; TRANSFERS OUT:</b>		
TOTAL SALARIES	\$ 5,918,610	
TOTAL FRINGE BENEFITS	1,667,103	
TOTAL SUPPLIES	494,965	
TOTAL SERVICES	1,677,388	
TOTAL CAPITAL EXPENDITURES	40,000	
TOTAL LIBRARY MATERIALS	1,417,046	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	40,000	
TOTAL EXPENSES		\$ 11,255,612
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>		<b>\$ 11,255,612</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>		<b>\$ 1,082</b>
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2014		\$ 4,124,768
REVENUES OVER/(UNDER) TOTAL EXPENSES		1,082
SUBTOTAL		\$ 4,125,850
<b>LESS:</b>		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(321,106)
NONSPENDABLE FUNDS -- INVENTORY		(51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		(6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,262)
<b>ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2014</b>		<b>\$ 3,739,796</b>

**Exhibit A-2  
Spokane County Library District  
2014 Budget  
Capital Projects Fund (008-661)  
Summary**

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**Revenues**

Interest Earnings	\$ 10,000
Transfer in from General Fund	-
<b>Total Revenues &amp; Transfers In</b>	<b><u>\$ 10,000</u></b>

**Expenses**

Election Costs, Land Purchase & Other Services - Proposed Spokane Valley LCFA	\$ 220,000
<b>Total Expenses</b>	<b><u>\$ 220,000</u></b>

Transfer Out to General Operating Fund	\$ -
<b>Total Transfers Out</b>	<b><u>\$ -</u></b>

<b>Total Expenses &amp; Transfers Out</b>	<b><u>\$ 220,000</u></b>
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Excess of Revenues Over (Under) Expenses	<b><u>\$ (210,000)</u></b>
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<b>Estimated Beginning Assigned Fund Balance 1/1/14</b>	<b><u>\$ 1,078,249</u></b>
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<b>Estimated Ending Assigned Fund Balance 12/31/14</b>	<b><u>\$ 868,249</u></b>
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**RESOLUTION NO. 13-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2013 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2014 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$10,563,303; and

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

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 15, 2013, to consider the District's current expense budget for the 2014 fiscal year, pursuant to RCW 84.55.120; and

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

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

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

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2013 levy to be collected in 2014 in the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the

value of state-assessed property, any annexations that have occurred and any refunds made.

**Section 2: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19<sup>th</sup> day of November 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

**RESOLUTION NO. 13-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2014 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2014 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

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

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

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2014 maintenance and operation of the District, which is reflected in the 2014 Preliminary General Operating Fund budget adopted by Resolution No. 13-07;

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

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 15, 2013, to consider the District's current expense budget for the 2014 fiscal year, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2014 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2013 property tax levy for collection in 2014 in the amount of \$10,359,702.

**Section 2: CERTIFICATION OF 2014 PROPERTY TAX LEVY**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2013 property tax levy for collection in 2014.

**Section 3: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19<sup>th</sup> day of November 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

## **EMERGENCY CLOSURE OF FACILITIES**

### **BACKGROUND:**

The primary policy revision was to draw specific attention to inclement weather-related closures by making it a separate condition, as that is by far the most frequent reason for emergency closures.

A new purpose statement and general policy preamble were added. Small-scale wording changes were made to improve clarity of intent. The new policy format was also applied.

For comparison, the suggested draft policy is followed by the current existing policy below.

Recommended Action: Motion to approve the Emergency Closure of Facilities as revised.



SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

**POLICY: Emergency Closure of Facilities**

Approval Date: August 18, 1983

Revision Date: November 19, 2013

RELATED POLICIES:

None

**Purpose**

To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

**General Policy**

In the event that normal operations of Spokane County Library District are disrupted due to events outside of District control, it may be necessary to close some or all facilities. Such events may include weather-related emergencies, natural or man-made disasters, long-term power outages, a declared health emergency, or other events that inhibit the ability to conduct normal activities.

District facilities may be closed under any of the following emergency conditions:

1. When weather conditions make travel to or operation of a library impractical or unsafe. Because weather and other conditions vary within the District, individual libraries may be closed while others remain open.
2. When an emergency has been declared by appropriate public officials and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or water/sewer service, heating/air conditioning system failure, or the existence of some type of dangerous or unhealthy working condition.

When employees are unable to work because facilities have been closed, employees may be reassigned to work at another facility, if practical. When employees are reassigned, they shall report to the temporary assignment or use approved leave time. In situations in which it is not possible to reassign employees, regularly scheduled employees may be paid for the time they were scheduled for work up to a maximum of three business days.

The Executive Director or designee shall make all closure decisions.

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

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

SPOKANE COUNTY LIBRARY DISTRICT  
**POLICY: EMERGENCY CLOSURE OF FACILITIES**

District facilities may be closed under the following emergency conditions:

1. If an emergency has been declared by appropriate public officials, all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed. Because weather and other conditions vary within the District, individual branches may be closed while others remain open.
2. If there is an individual building emergency such as loss of electrical power or water/sewer service, heating/air conditioning system failure, or the existence of some type of dangerous or unhealthy working condition.

When employees are unable to work because facilities have been closed and area travel has been restricted, regularly scheduled employees may be paid for the time they were scheduled for work during the closure to a maximum of three business days.

If an individual facility is closed due to a building emergency, employees may be reassigned to work at another facility, if practical. When employees are reassigned, they shall report to the temporary assignment or use approved leave time. In situations in which it is not possible to reassign employees, regularly scheduled employees may be paid for the time they were scheduled for work up to a maximum of three business days.

The Executive Director or Manager in Charge shall make all closure decisions. The Executive Director is responsible for establishing administrative procedures necessary to carry out this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: AUGUST 18, 1983  
LAST REVISION AND REAFFIRMED: JULY 19, 2011

**FUTURE BOARD MEETING TENTATIVE AGENDAS: DECEMBER 2013-JANUARY 2014*****December 17: 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 December regular Board of Trustees' meeting.

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

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, December 3, for inclusion in the preliminary agenda sent December 4. The meeting packet will be mailed December 11.

***January 21, 2014: Moran Prairie Library (4:00 p.m.)***

- Welcome Incoming Trustee
- Volunteer Program Policy
- Friends of the Library Recognition
- Finalize Sprague Avenue Property Purchase
- Library Spotlight – Moran Prairie Library
- Overview Connect with Communities

**SPECIAL MEETINGS AND ACTIVITIES**

- |                       |  |
|-----------------------|--|
| <b>November 26</b>    | Special Meeting (Argonne Library, 4pm); Trustee Candidate Interviews   |
| <b>November 12</b>    | Spokane Valley (6 pm) and Millwood City Council (7 pm); consideration of LCFA Resolution   |
| <b>November 12</b>    | Cheney Library 25 <sup>th</sup> Anniversary Celebration (4-6 or 5-7pm)   |
| <b>November 20</b>    | GSI Annual Economic Forecast (Spokane Convention Center, 7:30-9:30 a.m.)   |
| <b>December 3</b>     | Board of County Commissioners CEO Briefing; consideration of LCFA Resolution (Public Works Building, Commissioners Assembly Rm, 9:00 a.m.) |
| <b>January 24</b>     | WLA Library Legislative Day (Olympia)  |
| <b>April 26</b>       | Second Annual Friends Helping Friends Day (Moran Prairie, time TBD)  |
| <b>April 30-May 2</b> | WLA 2014 Conference (Wenatchee Convention Center)  |

## EXECUTIVE DIRECTOR'S REPORT OCTOBER 2013

### Administration

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

The preliminary 2014 budget has been completed and was presented at the October 2013 Board of Trustees' meeting. At that time the Board Chair, when asked to provide further budget guidance to the staff, advised to continue with the existing budget process. Once Open Enrollment concludes, the budget will be adjusted to reflect staff selection of benefit plans.

State auditors began work the week of October 28. They will remain on site through mid-November to conduct the audit for 2011 and 2012.

#### Human Resources (Paul Eichenberg)

Beverly Lakey, from AWC, was here for two days to assist with Open Enrollment. She presented information to over 80 employees on the health plans that will be offered through AWC for 2014, answered questions, and assisted individuals with their personal insurance issues. Open Enrollment is almost complete. The Human Resources Analyst has reviewed all the forms for accuracy and completeness and suggested to individuals who wrote "same as last year" or "no changes" on their enrollment form, that they might want to revisit the health insurance offerings for 2014. Although enrollment forms will be sent to AWC for input into their system, the HR Analyst isn't able to make changes in our system, ABRA, until after the December 31 payroll is completed.

The Safety Committee held its 2013 third-quarter meeting. Annual fire drills are now underway. The Committee also included its annual warning regarding snow and ice on library premises, and reminded staff that assisting members by pushing, pulling, or digging out a snowbound vehicle, are neither required nor encouraged.

The Chief Information Officer convened a meeting regarding electronic security of our records and other confidential information. Although the topic was to address electronic security and storage, the HR Analyst raised the issue of confidential or sensitive information being sent unsecured via courier through interoffice mail. Performance evaluations, enrollment forms for insurance or PERS, changes for direct deposit, beneficiary information, etc. Consequently, we will now begin using locked bags for shipment.

#### Information Technology (Priscilla Ice)

- Intensive work continued on the new website.
- eResource Central was installed. IT and Collection Services staff received training in preparation for an early December launch. This product will provide better catalog integration for downloadable media such as Overdrive downloadable audiobooks, music and e-books.
- Assisted Public Services staff in office moves, furniture installations and numerous other changes related to the reorganization.
- Worked with Public Services on preparations for the IT Academy launch in November.
- Prepared for the Spokane Valley moves scheduled for November.
- Made numerous changes to the server infrastructure in preparation for an equipment upgrade to take place in early December.
- Donated 85 used PCs to Mead School District.

- Completed filing for e-rate reimbursements for the 2012 e-rate year.
- Met with staff working on the Podium project to plan technology support. This included purchasing a workstation computer suitable for more efficient video-editing.

#### Collection Services (Andrea Sharps)

- We ordered 1,885 titles and 6,510 copies in October. This is up from last month.
- We processed, added to the system, and sent out to the libraries 7,464 items in October. This is up from last month.
- Downloadable lending in October was down slightly from September. A total of 20,377 audiobook, eBook and music items circulated in October. Members placed a total of 6,392 holds.
- We loaned 265 items to other libraries and borrowed 409 items from other libraries for 674 total Interlibrary Loan transactions processed in October
- Youth Collection Development Librarian Sheri Boggs is participating in a six-week ALA online course on the 'Common Core' in which she is reading three youth nonfiction books a week and picking three appropriate common core goals for each title, describing how she would assist a classroom teacher in achieving/teaching that core skill. Participants also complete weekly modules on common core issues/criticism, readability formulas, the difference between series nonfiction and literary nonfiction, and the Sibert Award. Sheri posts three reviews a week to the online module and posts four comments a week to classmates' work.
- Deputy Director Patrick Roewe and I served as the tour guides/chauffeurs for the 2013 Spokane Is Reading author Maria Semple. The SIR committee had dinner with Ms. Semple on 10/9 at Clover and all had a thoroughly delightful time. The two author presentations on 10/10 were well attended and audience response was overwhelmingly positive to both the author and her novel, Where'd You Go, Bernadette. Ms. Semple nicely sent each committee member a handwritten thank-you note. The SIR committee meets on 11/18 to celebrate our success, share a box of chocolates Ms. Semple left for the group, debrief as to what went well and what could have been done differently, and start planning for the 2014 event.

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

Several staff began new roles in September. Subsequently, I met with Jason Johnson, Managing Librarian for North Spokane, and Sonia Gustafson, Managing Librarian for Spokane Valley, to discuss with each of them about their approach to their new roles. Both are enthusiastic about getting to know the community to build partnerships to advance the Community Impact Plan. In addition to managing the libraries, both Jason and Sonia have District-wide responsibilities related to collection development and public awareness. Catherine Nero-Lowry, Cheney Library Supervisor, and I took a tour of Eastern Washington University Library. Its library dean, Suzanne Milton, took us on a tour and shared her vision for how the library connects to the University community.

Other community meetings I attended included the Greater Spokane, Inc., K-12 meeting, Inland NW Early Learning Leadership Team, and a presentation on the Green Economy, featuring Governor Jay Inslee, presented by GSI. I attended the Spokane Valley Candidate Forum and was pleased that most of the candidates are aware of the partnership we have established with the City of Spokane Valley. Four positions are up for election and the outcome of the election could change the level of support we have received for the library park project. Mike Stone, Parks and Recreation Director, briefed the Spokane Valley City Council about the park/library project at its meeting, October 22; City Attorney Cary Driscoll

provided background on the proposed resolution to form the SVLCFA. The Council voted unanimously in favor of accepting the Library Park Site Development Plan on October 29 and is scheduled to vote on the SVLCFA resolution on November 12.

Jane Baker and I attended Friends of the Library meetings for Deer Park, Moran Prairie, and Cheney. Deer Park Friends enthusiastically supported funding requests presented to them by Kris Barnes, and voted to contribute \$500 to the Lego Build program. Moran Prairie Friends agreed to work toward hosting book sales next year. They did not have any sales this year, so this was a big step toward re-energizing the group. They have subsequently secured storage space to begin storing books. Cheney Friends reviewed requests presented by Catherine Nero-Lowry and asked staff to look into the cost to purchase light-weight tables for the meeting room. Cheney Friends want to celebrate the 25<sup>th</sup> Anniversary of the library, which will be November 12. Catherine will work with the Friends to host a reception and ask if the Cheney Free Press would cover the event and write about the history of the library.

Many of our Friends groups supported Spokane is Reading this year. The two sessions of readings with author Maria Semple were both well attended and people enjoyed her humor and wit. This has been an annual event held in collaboration with the Spokane Public Library and Auntie's bookstore. SCLD staff assisted with the planning and hosted the author by taking her around town and to the two presentations.

Staff were invited to attend two open enrollment meetings with a representative from AWC. They could also sign up for individual meetings to discuss personal requirements and concerns.

The Early Learning Public Library Partnership (ELPLP) steering committee held a phone conference to discuss renewal of the contract for 2014. Participating libraries have agreed to continue this partnership with a focus on raising awareness of the role public libraries play in serving families, children, and caregivers who are outside the formal childcare system. We have contracted with the Foundation for Early Learning (FEL) for several years, to serve as a voice for public libraries with the Department of Early Learning. FEL is merging with Thrive by Five Washington, which is another non-profit focused on preparing youth to enter school prepared to learn. Through ELPLP we hope that libraries will continue to be viewed as significant partners in creating systems that prepare children for school across the state.

**ITEM AND TITLE MONTHLY REPORT**  
**October 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	188212	161341	<b>349553</b>		83638	48787	<b>132425</b>
Nonprint	55728	24709	<b>80437</b>		22612	6617	<b>29229</b>
Subtotal	<b>243940</b>	<b>186050</b>	<b>429990</b>		<b>106250</b>	<b>55404</b>	<b>161654</b>
Periodicals	14047	2409	<b>16456</b>		326	42	<b>368</b>
Total	<b>257987</b>	<b>188459</b>	<b>446446</b>		<b>106576</b>	<b>55446</b>	<b>162022</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>18275</b>			<b>15787</b>
Licensed eBOOKS			<b>2871</b>			<b>2871</b>
Audiobooks			<b>14332</b>			<b>12136</b>
Digital music			<b>1700</b>			<b>1700</b>
<b>OverDrive: Total</b>			<b>37178</b>			<b>32494</b>
<b>GRAND TOTAL</b>			<b>483624</b>			<b>194516</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	23181	13397	36578
Nonprint	6682	2511	9193
<b>TOTAL</b>	<b>29863</b>	<b>15908</b>	<b>45771</b>
<b>DELETIONS</b>			
Print	28338	18845	47183
Nonprint	2319	1005	3324
<b>TOTAL</b>	<b>30657</b>	<b>19850</b>	<b>50507</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-5157	-5448	<b>-10605</b>
Nonprint	4363	1506	<b>5869</b>
Periodicals	-1736	-203	<b>-1939</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 October 2013

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

#### In-Library Circulation

Circulation at the libraries in October was down slightly from the same month in 2012 (-0.27%). Through the first ten months of the year, 1,852,875 items have checked out of the libraries, just 4 items fewer than the same period last year (1,852,879). Fairfield (+45%) experienced the most significant increase over last October, while Medical Lake was down -9%.

Use of self-checkout stations accounted for 45% of all circulation in the libraries, down -2% from last October. Slightly more than half in-library circulation at North Spokane (52%), and Spokane Valley (52%) came through the self-checkout stations, while most members at Cheney (25%) and Deer Park (26%) show a preference for staff-assisted checkout.

#### 2013 Measures at a Glance

- Door count through the first ten months of the year (1,185,742) is up from the same period in 2012 (1,161,054; +2%).
- Programming attendance is up compared to last year (+5%) as is the number of offerings (+6%).
- Total software station bookings remain up when compared to 2012 (+6%).

#### -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>	233,092		2,331,351	229,143		2,305,174	3,949		26,177
Self-Check	82,133	35%	160,712	85,703	37%	163,020	-3,570	-2%	-2,308
Digital Collection	20,377	9%	202,069	15,649	7%	157,674	4,728	2%	44,395
<b>Total Holds</b>	51,168		496,366	42,704		457,631	8,464		38,735
By Customer	38,285	75%	366,416	31,539	74%	334,653	6,746	1%	31,763
Digital Collection	6,392	12%	60,590	4,421	10%	54,594	1,971	2%	5,996
<b>Total Payments</b>	\$21,121.83		\$227,417.49	\$22,657.79		\$252,564.83	\$1,535.96		\$25,147.34
Online	\$7,386.83	35%	\$79,126.45	\$7,057.92	31%	\$80,988.62	\$328.91	4%	-\$1,862.17

#### Security Incident Reports

There were 25 Security Incident reports filed this month, five more than last month (20) and two less than October 2012 (27). Airway Heights and Medical Lake had the most incidents reported with seven each. The most frequently reported incidents related to disruptive behavior (10), and general Code of Conduct violations (7). Two situations involving physical confrontations in library parking areas were reported, one at North Spokane and one at Spokane Valley. Law Enforcement was contacted for both incidents. One juvenile member at Medical Lake was excluded for a week for disruptive behavior and threatening another member.

#### 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 September 2013. One site was determined to be correctly categorized and filtered; we requested that four sites be reclassified to allow access.

### **Support Job Seekers and Local Business (Stacey Goddard)**

- Spokane Valley Library hosted the first in a series of educational sessions designed to provide information on Washington Health Plan Finder, for both individuals and small business owners. Ten people attended. This session will be repeated once a month, and will alternate between Spokane Valley and North Spokane. Sessions will run through March 2014.
- We did 68 Book-a-Librarian (BaL) sessions this month throughout the District, up substantially from September's 35. In talking with Kristy Bateman, managing librarian in charge of training, I believe we can attribute this increase to the universal skills training all Public Services staff received in September/October. During that training, Kristy reviewed the BaL process with the staff, reminding them that when they spend 30 minutes one-on-one with a member working on an eReader or other issue, we want to capture the interaction as a BaL. As a result, 13 of the October BaL sessions were actually retroactively reported for September interactions.
- We proctored 26 tests for members throughout the District in October, up from 25 in September.

### Connect Communities:

- Public Services Specialists Aaron Miller, Julianne Turner, Kathryn Illbeck, and Salena Wold, along with Librarians Aileen Luppert, Debra Park, Kristy Bateman, and myself, attended two half-day training sessions to become certified In-Person Assisters (IPAs). IPAs, or Navigators, are trained to assist individuals who want help exploring their health insurance options on the Washington State Health Plan Finder site.
- On October 25, KHQ had a phone bank to offer help with Washington Health Plan Finder questions, and we quickly discovered they gave out SCLD's name and number as a Navigator location. We took requests for seven Navigator appointments that day alone. Although we've had to reschedule many of the appointments due to site outages (some of them at the federal level), individuals continue to call and email in requests for assistance.
- Librarians Vanessa Strange, Michael Sierra, and Kandy Brandt each attended one, and Michelle Booth attended two, of WorkSource's weekly Biz Buzz meetings this month.

### **Develop Young Learners (Mary Ellen Braks)**

- We provided 116 in-library storytimes to 3,974 children and families. Our average attendance per Play and Learn storytime is 34, which is up slightly from September.
- We provided 38 out-of-library storytimes to a total of 708 children and providers at 19 child care facilities.
- The Develop Young Learners focus team continued work on the Early Achiever Outreach Partnership Grants. Our last six programs were this month at Spokane Valley, Argonne, Airway Heights, Medical Lake, Fairfield and Otis Orchards. I had anticipated a higher turnout at Spokane Valley, which was 36, yet it was a gorgeous fall day. The rest of the libraries had attendance numbers that I expected: Fairfield 11, Otis Orchards 28, Airway Heights 24, Medical Lake 10, and Argonne 18. The families seemed pleased with the Resource Bags and the evaluations indicated that everyone had a good time. We even had a write up in the Spokesman Review before the programs at Medical Lake and Airway Heights. We had one family from the City of Spokane go to Airway Heights because they had read about it in the paper.
- The Washington State Library hosted a workshop called "Sing into Reading", presented by Nancy Stewart. We filled the room with 49 participants, mostly our SCLD staff and library staff from neighboring communities. Nancy Stewart had some great ideas for incorporating music into storytime and how to plan special music programs which included a community assessment.
- We were fortunate to have Nancy Stewart stay the weekend and do 3 children's concerts for us called "Mother Goose On the Loose." Concerts were held at three libraries: North Spokane (attendance 70), Cheney (68) and Spokane Valley (49). Although the attendance was lower than we hoped, it was the first time we have done a children's program on Sunday.

### Connect Communities:

- I attended the INELA (Inland Northwest Early Learning Alliance) Leadership team meeting and the action team meeting this month.
- I attended the Success by Six meeting at KHQ.
- I had a conference call with FEL (Foundation of Early Learning) about feedback for the "Uni" that we had at Unity in the Community in August. The "Uni" is a structure of cubbies that house hands-on science and math activities for children 0-5 and parents/caretakers. This was so successful that FEL is looking at loaning out the Uni to libraries for a week at a time. All the libraries involved from across the state were very enthusiastic about this idea.

- I met with Jill Johnson from Community Minded Enterprises and Paula Salzano from KHQ to discuss possible Love Talk Play Spots on Q6.
- Amber Williams, Gwendolyn Haley and I attended the STEM breakfast this month at the McKristy building. The speaker was Marcelo Morales, CEO of Jubilant Hollister-Stier, an integrated life sciences organization focused on providing comprehensive manufacturing, drug development and product-based solutions to the global pharmaceutical and biotechnology industry.
- Staff from Cheney Library attended the Ready for Kindergarten program at Salnave Elementary and Snowden Elementary, talking to parents about library services.

### **Explore and Discover (Gwendolyn Haley)**

#### Elementary (K-5) programs:

- *Kids Explore and Discover Club* (for kids in grades K-5) kicked off in October. We invited children's nonfiction author Kelly Milner Halls to share her collection of dinosaur fossils. We had 148 children participate at 9 libraries. We no longer offer the program at Fairfield, opting to focus on the community center as a connection instead. The average attendance for all of spring 2013 After School Specials was 10, while the average attendance for this month was 18.
- 168 kids attended MOBIUS Science programs in October. Attendance has been a little lower than last spring, and we wonder if members expected to see the same show as for spring and summer. We will see what the total numbers are after the last shows this weekend.

#### Tween/Teen Programs:

- 104 tweens and teens participated in our *Ghoulish Gourds* program. Pumpkins were donated by local growers. We find that even though our regularly scheduled monthly programs are geared for kids in grades K-5, we really don't see many of the 4<sup>th</sup> grade and up audience, unless they accompany a younger sibling. Programs geared for an older audience, where we don't open it up to younger children, are very attractive to this age group.
- The Spokane Valley's *Anime Club* maintains a strong following, with 29 in attendance this month. North Spokane's club had only 6 in attendance, which continues a low attendance trend from September. January-August of this year, attendance averaged 20, and never dropped below 10. We will be investigating the reason for the drop. It may be time to consider a different type of program at North Spokane.
- *T.W.I.N.E.* (Teen Writers of the Inland Empire) had 2 in attendance this month. While this program has not had very high attendance, we know that teens in all of our communities have expressed interest in creative writing programs. Sheri Boggs and I have are discussing ways to open up the T.W.I.N.E. program online, now that the new website has launched. We would like to have teens from all over Spokane County participating.
- Deer Park Library's *Game On* had 10 in attendance.
- Cindy Ulrey brought a magnet-making program to the Fairfield Community Center and interacted with 16 participants.

#### Adult Programs:

- Spokane Symphony Ensembles performed at the Airway Heights and Cheney libraries, with 13 in attendance at each program.
- Beyond Books featured authors Jim and Linda Hunt who presented *Bold Spirited Travelers* at North Spokane, Cheney, Argonne, and Spokane Valley. 14 attended at North Spokane, but attendance was low at the other libraries, for a total combined attendance of 22.
- Spokane Teachers Credit Union continues to provide regular financial literacy programs at our libraries, and in October, there were 17 in attendance at two "Becoming Debt Free" programs.
- The final *Social Security Planning* program brought 33 to the North Spokane Library. Brent Sears, CFP, provided these programs for free, and we will be very happy to work with him again.
- 19 members participate in books clubs at North Spokane, Spokane Valley, Deer Park, and Moran Prairie.
- Only 4 members attended the *Unexplainable Evidence* program at the Deer Park Library. We had originally planned the program while applying for the "Pushing the Limits" grant that explores STEM topics with adults through works of fiction. The grant was aimed at small and rural libraries. While we did not receive the grant, we thought the supplemental programming would be worth a shot. Spokane Paranormal Team gave a great presentation, and it might be fun to have them back as part of a Halloween themed program, focusing on local hauntings, like the purported Davenport ghost.
- We visited 46 facilities in October, the same as the previous month. Residents checked out 1967 items—up from last month's circulation of 1870 items.

#### Connect Communities:

- I attended the STEM Forward breakfast, with Mary Ellen Braks and Amber Williams.

- I met with community member Andrew Jorgensen to discuss a 3D printing demo and workshop, as well as a potential monthly club.
- I attended a Northwest Alliance for Responsible Media event. The presenter, a vice principal at Shadle Park High School, talked about online bullying and the impact it has had on his school. There may be opportunities to have larger community conversations about bullying and social media in the coming year.
- I met with Heather Havens, Principal at Shiloh Hills Elementary about participating in Primetime Family Reading next year.
- I wrote a letter of support for Whitworth University Library's application for the "Changing America: The Emancipation Proclamation, 1863 and the March on Washington, 1963."
- We are coordinating with area middle schools to distribute student cards to all incoming 6<sup>th</sup> and 7<sup>th</sup> graders.

**Virtual Services (Carlie Hoffman)**

- Due to an increase in usage, I upgraded the license with Tutor.com to purchase 500 additional sessions.
- I incorporated Google Analytics statistics in the Community Impact Plan measurements to measure visits to community pages.
- I coordinated with Communication and IT to complete website work in preparation for its launch the first Monday of November
- I renewed the ReferenceUSA and World Book subscriptions. ReferenceUSA will now include data visualization and heat mapping functionality.
- I purchased a Book Display widget that creates an improved way to view book lists.
- I purchased Book Psychic, a rating system that provides personalized recommendations.
- I worked with the Communication and Development Officer to write talking points for staff in the event they receive questions or comments from members regarding the new website.
-

**Library Operations Managers (Judy Luck/Gina Rice)**

Support Job Seekers and Local Businesses:

- Two interns from Next Generation Zone (part of WorkSource) are learning some behind-the-scenes duties as they put in 150 hours each with Public Services staff at NS, under the guidance of Managing Librarian Jason Johnson and currently assisted by Robi, Library Operations Assistant. Under Robi's direction, they are learning tasks that make up the Page and Library Assistant positions.

<b>IN-LIBRARY CIRC</b>								
	This Month		This month compared to same month			Year – to – Date		
	2013	2012	1-yr ago	3-yrs ago	5-yrs ago	2013	2012	Diff
AH	7336	6763	8.47%	53.09%	60.95%	64289	59725	7.64%
AR	14831	15019	-1.25%	-0.47%	18.67%	150636	148504	1.44%
CH	13495	13838	-2.48%	-6.64%	6.45%	137728	152465	-9.67%
DP	14087	13251	6.31%	2.35%	11.75%	137398	135533	1.38%
FF	1864	1290	44.50%	33.14%	-8.58%	14175	12774	10.97%
ML	4819	5591	-13.81%	-3.23%	-1.27%	48379	50844	-4.85%
MP	15308	16479	-7.11%	-8.23%	3.94%	170804	167662	1.87%
NS	52173	53182	-1.90%	4.29%	21.69%	529054	525179	0.74%
OT	6701	6927	-3.26%	-7.78%	-8.48%	68937	70993	-2.90%
SV	52733	51495	2.40%	1.47%	16.50%	531101	529200	0.36%
TOT	183347	183835	-0.27%	1.73%	14.99%	1852875	1852879	0.00%

<b>BREAKOUT BY CHECKOUT METHOD</b>							
This table highlights how members are choosing to checkout and/or renew items at each library							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	4199	465	2660	12	7336	845	8181
AR	8846	544	5387	54	14831	2173	17004
CH	9473	614	3399	9	13495	2167	15662
DP	9563	771	3733	20	14087	1818	15905
FF	1111	108	643	2	1864	113	1977
ML	2303	158	2310	48	4819	584	5403
MP	8261	599	6412	36	15308	3072	18380
NS	22414	2532	26937	290	52173	9081	61254
OT	3852	271	2562	16	6701	1345	8046
SV	22703	2427	27402	201	52733	7843	60576
TOT*	92725	8489	81445	688	183347	29041	212388

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2672	36.42%	3101	45.85%	-9.43%
AR	5441	36.69%	5004	33.32%	3.37%
CH	3408	25.25%	3159	22.83%	2.43%
DP	3753	26.64%	3611	27.25%	-0.61%
FF	645	34.60%	473	36.67%	-2.06%
ML	2358	48.93%	2940	52.58%	-3.65%
MP	6448	42.12%	6471	39.27%	2.85%
NS	27227	52.19%	30292	56.96%	-4.77%
OT	2578	38.47%	3045	43.96%	-5.49%
SV	27603	52.34%	27607	53.61%	-1.27%
<b>TOTAL</b>	82133	44.80%	85703	46.62%	-1.82%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	124	1.69%	3126	42.61%	346	4.72%
AR	396	2.67%	3966	26.74%	1089	7.34%
CH	321	2.38%	4461	33.06%	855	6.34%
DP	248	1.76%	5200	36.91%	698	4.95%
FF	82	4.40%	623	33.42%	90	4.83%
ML	82	1.70%	1737	36.04%	278	5.77%
MP	371	2.42%	4347	28.40%	1117	7.30%
NS	991	1.90%	15050	28.85%	3170	6.08%
OT	222	3.31%	2210	32.98%	552	8.24%
SV	1034	1.96%	15310	29.03%	3784	7.18%
<b>TOTAL</b>	3871	2.11%	56030	30.56%	11979	6.53%

Holds	Holds filled Oct-12	% of circulation	Holds filled Oct-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	1195		1823	24.85%	7.18%	
AR	2667		2842	19.16%	1.41%	
CH	2586		2989	22.15%	3.46%	
DP	2550		2633	18.69%	-0.55%	
FF	265		527	28.27%	7.73%	
ML	1078		1226	25.44%	6.16%	
MP	3344		3671	23.98%	3.69%	
NS	9004		10698	20.50%	3.57%	
OT	1688		1971	29.41%	5.05%	
SV	8987		9895	18.76%	1.31%	
Zsupport			1120	20.88%		
<b>Total</b>	33364		39395	21.49%	3.34%	

New customer registrations			
	October 2012	October 2013	% Difference
AH	64	80	25.00%
AR	152	114	-25.00%
CH	89	131	47.19%
DP	82	92	12.20%
FF	10	14	40.00%
ML	43	43	0.00%
MP	140	117	-16.43%
NS	320	395	23.44%
OT	43	68	58.14%
SV	455	477	4.84%
TOTAL	1398	1531	9.51%

October Cash Collection				
Payments received	2012	2013	Difference 2012 to 2013	%change 2012 to 2013
CASH	10554.84	10584.59	29.75	0.28%
CHECK	5045.03	3150.41	-1894.62	-37.55%
CREDIT	7057.92	7386.83	328.91	4.66%
TOTAL	22657.79	21121.83	-1535.96	-6.78%

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- October 2013 Play and Learn Storytimes averaged an attendance of 35, a 40% increase compared to October 2012 (25). This continues the 2013 trend of higher attendance in 2013 compared to 2012.
- The West Plains ECEAP morning and afternoon classes visited the library for their quarterly Storytime, bringing a combined total attendance of 27.
- A total of 24 people participated in the Love Talk Play Soup program, and the leftover Love Talk Play bags are being distributed to parents at Play and Learn Storytimes.

#### Explore and Discover:

- A total of 13 people attended the Spokane Symphony Ensemble, which is on par with the average attendance for adult programming in 2013 (12.6), but lower than the average attendance for music programs in 2013 (21.3).
- Kids Explore and Discover Club's October *Duct Tape* program attracted a total of 17 participants, which is an increase compared to the current 2013 average (12.3), but a smaller group compared to an attendance of 25 for last October's *Color Explosion* program.
- 10 people attended *Mobius Science Saturday*, which is a noticeable decrease compared to an audience of 26 at February's *Science Saturday*.
- During their monthly field trip to the Airway Heights Library, Great Northern School District's 5<sup>th</sup> / 6<sup>th</sup> grade students chose a historical fiction book to checkout after their classroom teacher and library staff facilitated a conversation with students about the elements of a historical fiction book.

#### Connect Communities:

- I attended one Airway Heights Kiwanis Club meeting which included event planning for October's "Trunk or Treat" and December's "Airway Heights Winter Festival."

- I spoke about library programming and early literacy at Sunset Elementary's fall Ready for Kindergarten event, reaching an audience of 13 people.
- I participated in the second annual Airway Heights Parks and Recreation "Trunk or Treat" event with the Airway Kiwanis Club at Sunset Elementary School. The Kiwanis Club gave away 1 book per child from the Kiwanis Book Bank. We also handed out SCLD color change pencils and coupons for a free book from the Airway Heights Friends of the Library book sale. At least 250 pencils were distributed to children, and the free books were a big hit with both children and their parents. I also helped to judge the community and corporate entries for the "Best Decorated" award, including entries from the Airway Heights Fire Department, Police Department, and Parks and Recreation.
- I met with the Sunset Elementary Librarian, Beth Toulou to finalize plans for a Library Open House event in November at the Airway Heights Library for students from Sunset and Snowdon Elementary Schools (both are part of Cheney School District).
- I contacted Sunset Elementary regarding the continuation of a "Sunset Elementary Art Wall" in the Airway Heights Library for the 2013-2014 school year.
- I attended the October Airway Heights Friends of the Library meeting. Highlights from the meeting included:
  - A discussion about how the Friends could apply for tax-exempt status.
  - The Friends expressed interest in supporting SCLD's Food for Fines program by offering a free book at its book sale in exchange for a food donation during the same week.
  - Members of the Airway Heights Friends planned to meet with a group from Reardan Memorial Library to offer insight into the process of forming a Friends group.
- A total of 4 meeting room reservations were created in October 2013 which is a decrease of 2 compared to 6 reservations in October 2012.

**Argonne: Pat Davis**

Develop Young Learners:

- Play and Learn Storytime attendance doubled this month, averaging 39.3 compared to 17.8 last October.
- Love Talk Play Soup was attended by 18 people.
- Storytimes for the two Millwood ECEAP classes totaled 33 and 46.
- Storytime at the Westwood Co-op Preschool had an audience of 13.

Explore and Discover:

- *Ghoulish Gourds* attracted 6 participants.
- Kids Explore and Discover Club had an attendance of eight.
- *Bold Spirited Travelers* attracted two high school students who chose to attend the presentation as part of a high school assignment.
- We had three Book a Librarian appointments this month and assisted members with E books, setting up email and navigating email functions.

Support Job Seekers and Local Businesses:

- We assisted two members with resumes.
- We proctored two exams.
- We assisted a member with an online job application.
- We assisted a member setting up an email for an online job application.

Connect Communities:

- Our display case featured the Inland Empire Stamp Club. To celebrate 50 years of zip codes, they also borrowed Zippy, a wooden stand up postal character, from the Spokane Valley Heritage Museum.
- 74 groups or individuals used the conference or meeting rooms compared to 66 uses last year.



## **Cheney: Catherine Nero Lowry**

### Develop Young Learners:

- Baby Play and Learn attendance decreased slightly by .25% from October 2012.
- Toddler Play and Learn was up, with an average attendance of 51, compared to 41.40 in October 2012.
- Preschool Play and Learn attendance is down, with an average attendance of 42.6, compared to 51.25 in October of last year.
- We had 52 in attendance at *Mobius Science Saturday*.
- *Nancy Stewart - Mother Goose on the Loose* had an attendance of 68.

### Explore and Discover:

- We had 19 people in attendance for the *Kids Explore and Discover Club*.
- *Ghoulish Gourds* was attended by 13 children.
- *Bold Spirited Travelers* had an attendance of 4.
- *Spokane Symphony Ensembles Riverside Trio* was attended by 13.

### Support Job Seekers and Local Businesses:

- We proctored 1 exam this month.

### Connect Communities:

- We gave interactive library tours to two 2<sup>nd</sup> grade groups from Salnave Elementary, 70 children in attendance between the two groups.
- We had 23 groups using our meeting room in comparison to 13 in October 2012.
- We have a local art display noted as a "Roaming Art Collection" and made from pieces created during Winterfest and Mayfest here in Cheney.
- STCU offered a lunch break opportunity *Become Debt Free* there was an attendance of 7.
- We participated in the Ready for Kindergarten Program with Snowdon Elementary and talked about our library services with 27 parents.
- We also participated in the Ready for Kindergarten Program with Salnave Elementary and talked with 35 parents.
- We received a nice thank-you and donation from a local community group thanking the library for being here to meet its needs.
- Stacy Hartkorn and I attended the West Plains Chamber Breakfast held at the Hargreaves Hall Powers Reading Room on the EWU Campus. This was the annual membership meeting. The focus of the meeting was the State of the Cities and the Chamber, the Keynote Speakers were Mayor Patrick Rushing from Airway Heights, City Administrator Doug Ross from Medical Lake, Mayor Tom Trulove from Cheney, and the Chamber President Latisha Hill.

## **Deer Park: Kris Barnes**

### Develop Young Learners:

- Our storytime attendance of 275 experienced a decrease in attendance from last October's total of 413.

### Support Job Seekers and Local Businesses:

- We proctored 11 exams this month compared to last October's total of 3.

### Explore and Discover:

- 6 members attended the adult book discussion group to discuss the book "Where'd you go, Bernadette" by Maria Semple.
- 4 members attended our *Unexplainable Evidence* program.
- Our tween *Game On* program attracted 10 tweens.
- I conducted a tour and provided some book talking to three 3<sup>rd</sup> grade classes with their animal assignments. I worked with the teachers and received a list of animals that the students needed material on and floated those items to us prior to the visit so that the students had plenty of books to choose from. We were able to meet the needs of most of the students.
- Our *Ghoulish Gourds* program attracted 16 pumpkin enthusiasts.
- Our *Kids Explore and Discover Club* attracted 23 attendees, compared to last October's *After School Special* attendance of 29.

### Connect Communities:

- We had 11 Arcadia Elementary classes visit. All of the teachers either signed up for new cards or updated their cards from last year.
- I conducted tours and worked with two of the Arcadia Elementary classes for help on their "boo-ography" assignments. The students were assigned a biography to read. They were then supposed to dress up as that person for their presentation on Halloween.

- 23 groups used our meeting room this month compared to last October's total of 18. Groups who used our room ranged from a ham radio instruction class to the local teacher's philanthropic education group.
- Friends of the Deer Park library met this month to debrief regarding all book sales held from June through October. They also firmed up plans for the January book sale that coincides with community Winterfest events.
- I attended the Deer Park Chamber of Commerce meeting. We heard a presentation from entrepreneur John Crow who talked about his vision of his off-the-grid closed loop organic farm. Mr. Crow spoke passionately about his vision of this farm which would be 100% energy efficient, employ local residents, and provide fresh seasonal produce for our community. Mr. Crow said the farm would function solely by producing its own energy as well. You can read more on their website: [www.estellafarms.com](http://www.estellafarms.com).
- I met with the Deer Park Tourism committee this month. I volunteered to verify upcoming local events for the community calendar as well as continue to be a note taker and act as communication liaison for the group.

### **Fairfield: Bev Bergstrom**

#### Develop Young Learners:

- For the first time, I traveled to Freeman Elementary and gave two storytimes to the preschool classes.
- During our storytime *Play and Learn*, Brenda had a library scavenger hunt. This familiarized the kids with where items are in our library. With help, they were able to find the board books, the name of the library and the location of a favorite picture book. The last question on the hunt list asked for the name of the "librarian." Apparently, the correct answer was "grandma" as two children gave this answer.

#### Explore and Discover:

- Our *Mobius Science Saturday* program was enjoyed by 33 members. Our previous attendance for Mobius programs was 23 and 14.

#### Connect Communities:

- Cindy Ulrey brought a tween/teen program to the Thursday Thing, an event held in the community center and sponsored by the town. Mixed in with food and fun, she helped the kids make marble magnets. Attendance was 16. We are learning that if kids aren't coming to us, we need to take programming to them.
- The Hangman Creek Chamber of Commerce met in Latah and discussed methods of supporting the local food bank. We were also treated to a slide show of a Liberty High School Spanish class on their trip to Spain last summer. The chamber financially supported this first-ever trip which was so successful, the teacher is already working on the next one.

### **Medical Lake: Laura Baird**

#### Develop Young Learners:

- Storytime attendance averaged 26, up from 19 in October 2012.
- The *Love, Talk, Play* program had 10 attendees.
- I attended the Sing With Our Kids program that Nancy Stewart put on for staff.

#### Explore and Discover:

- 27 people attended our children's programs, compared to 11 last October.
- Four people attended our first *Kids Explore and Discover Club* program this month, compared to nine who attended the After School Special program in October 2012.
- 10 people attended *Mobius Science Saturday*.
- 13 Tween/Teens decorated pumpkins at the *Ghoulish Gourd* program.

#### Connect Communities:

- Friends of the Library held its semi-annual book sale and netted a record profit. This was the first time they didn't price items and instead just asked for a donation, an idea they borrowed from Deer Park Friends. It was much less work and people often donated much more than what the group has charged in the past.
- A local farmer donated 16 pumpkins for the *Ghoulish Gourds* program.
- A homeschool mother came into the library asking about Medical Lake history. She was pleased that we house the Historical Society pictures and was interested in the Hallett House. I contacted one of the tenants who has been involved in the renovation of the historic house and he agreed to give the family a tour.
- 14 groups used the meeting room this month compared to nine last October.

### **Moran Prairie: Danielle Marcy**

#### Develop Young Learners:

- *Toddler Play and Learn* storytime averaged 69 attendees this month. This is an increase from last month. Last October's average was the same--69.
- *Preschool Play and Learn* storytime had an average attendance of 29, down from 31 last month and 30 in October 2012.
- *Baby Play and Learn* storytime averaged 24, down from 31 last month and 30 in October 2012.
- The Friends have agreed to donate funds to purchase new puppets and stuffed animals for our children's area interactive discovery station.

Explore and Discover:

- *Mobius Science Saturdays* had 28 attendees.
- Teen and Tween program *Ghoulish Gourds* had 8 attendees.
- Kids Explore and Discover *Dinosaurs* had 15 attendees.
- The Moran Prairie Book Club had 8 attendees.

Support Job Seekers and Local Businesses:

- We proctored 1 exam this month.

Connect Communities:

- Friends of Moran Prairie Library held its annual meeting. Jane, Nancy, and I attended on behalf of Spokane County Library District. The Friends have set May 17 for a book sale. A local storage company has donated a unit for the Friends to use to store books. The Friends have a bin in the foyer to receive donations and have also cleared shelves in the workroom. The Deer Park Friends have been in contact and the groups may be working together in the future to share books. Officers were elected for the year. The Friends have agreed to donate funds to purchase a staff coffee maker and funds to purchase puppets and stuffed animals to replace the current collection.
- 76 groups utilized out meeting rooms this month, up from 50 last month.
- STCU: *Become Debt Free* attracted 10 attendees.

**North Spokane: Jason Johnson**

Develop Young Learners:

- 1172 children and their parents and caregivers attended early learning programs this month. This is a -3% decrease compared to October 2012.
- *Baby Play and Learn Storytime* averaged 36 attendees. This is up 1 from last month's average, and up 9 from October 2012.
- *Family Play and Learn Storytime* had an average attendance of 18 this month. This is down 2 from last month's average and down 15 from October 2012's average of 33.
- *Preschool Play and Learn Storytime* averaged 48 attendees. This is down 1 from last month and down 12 from October 2012.
- *Toddler Play and Learn Storytime* attracted an average attendance of 43. This is up from 37 last month and 41 in October 2012.
- 70 people attended the Nancy Stewart program: *Mother Goose is on the Loose*.
- Staff provided outreach storytimes for 172 children this month.

Explore and Discover:

- 57 members attended 3 adult programs: 33 for *Savvy Social Security Planning*, 14 for *Bold Spirited Travelers* and 10 for the North Spokane Book Club.
- 23 tween/teen members attended 2 programs this month: 17 for *Ghoulish Gourds* and 6 for *Anime Club*.

Support Job Seekers and Local Businesses:

- 1 exam was proctored in the library this month.

Connect Communities:

- 68 groups used the meeting rooms this month, up 15% from October 2012 (59).
- Friends of the North Spokane Library held another successful book sale this month.

**Otis Orchards: Bev Bergstrom**

Develop Young Learners:

- We had 28 members at our *Love, Talk, Play* program.
- Attendance at storytime decreased from 22 last October to 14 for October 2013.

Explore and Discover:

- Our *Mobius Science Saturday* program brought in 35 members.
- We were very disappointed that no one showed up at our tween/teen *Ghoulish Gourds* program.

- Attendance at our Explore and Discover program was 28, which is a 400% increase over last year's number (7).

Connect Communities:

- I emailed the principal of Otis Elementary to let her know about our *Mobius Science* program. While she didn't hear back from the principal, our larger-than-normal attendance at the program was a good indicator that promotion happened in some fashion.

**Spokane Valley: Sonia Gustafson**

Develop Young Learners:

- Average attendance for toddler and preschool storytime was just about the same as last year's averages during October. We had an average of 46 at our toddler storytime and 36 at our preschool storytime.
- Family storytime attendance was small again, averaging only 10 per session. We're optimistic that it's on the rise, as we have a few enthusiastic families coming every week.
- Baby Lapsit continues to be very well attended, averaging 39 every week. Last October's average was only 15.
- Staff visited 8 daycare and preschool facilities and provided storytime for 241 children.
- The Nancy Stewart concert drew a crowd of 49.
- The Love, Talk, Play Soup party drew 36 attendees.

Explore and Discover:

- The *Kids Explore and Discover Club* had an attendance of 34, which is double what we had last October. It was a great draw and connection to have local author Kelly Milner Halls attend and talk about some of her dinosaur books.
- We had 22 attend the *Ghoulish Gourds* decorating program for tweens. Only a few of them were age appropriate—we had many other family members attend so we may want to try it as an all-ages program next year.
- Anime Club had 29 attendees.
- The Friends donated funds to be used to buy Legos for next year's build program.

Support Job Seekers and Local Businesses:

- I was contacted by a local high school senior who wants to do some shadowing and interviewing as she explores working in a library as a potential career.

Connect Communities:

- Kelsey said she saw one of our Prime Time Family Reading families at that week's Mobius presentation. One of the goals is to have the families in the program start using the library, so seeing them at Mobius was exciting.
- We had 45 different groups use our meeting or conference room this month, as opposed to 30 last year at this time.

**Public Use Measures**

**October 2013**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,941	119,163		0%	
Door count	124,329	118,824	1,185,742	2%	1%
Circulation	233,092	229,143	2,331,351	1%	1%
Digital Media Catalog	20,377	15,649	202,069	28%	30%
<b>Programs</b>					
Number	241	226	2,331	6%	7%
Attendance	6,379	5,877	61,450	5%	5%
<b>Group Visits</b>					
Number	5	3	40	167%	165%
Attendance	160	37	1,033	378%	372%
Software Station bookings	22,170	19,895	196,198	6%	4%
Meeting room bookings	360	282	3,070	7%	6%
<b>Holds placed</b>					
By customers	38,285	31,539	366,416	9%	7%
By staff	6,491	6,744	69,360	1%	0%
Digital Media Catalog	6,392	4,421	60,590	11%	12%
<b>Database use</b>					
Searches	110,927	20,797	918,809	381%	325%
Retrievals	28,214	17,537	371,638	61%	64%
<b>Website use (Remote)</b>					
User sessions	77,278	88,989	817,292	-5%	-3%
Page views	177,939	276,238	2,104,581	-22%	-16%
Catalog	52,023	60,877	569,225	-13%	-11%
Database Access	4,317	4,174	49,561	0%	-7%
<b>Interlibrary loans</b>					
Loaned	265	182	2,850	24%	22%
Borrowed	409	388	4,139	11%	11%

**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.*

## Communication Report October 2013

- **Traditional Media**
- SCLD in the news:
  - Oct 1 – Examiner.com: Seven superb steampunk novels at Spokane County Library
  - Oct 2 – Deer Park Tribune: Storytimes
  - Oct 3 – Spokesman-Review: Family calendar: various events at MP, AH, CH, ML
  - Oct 3 – Cheney Free Press: ML library book sale Oct 4-5
  - Oct 4 – Spokesman-Review: Kids and family: ML & SV Friends of the Library Book sale
  - Oct 6 – KXLY.com: Little Library represents plans for Spokane Valley development
  - Oct 6 – Spokesman-Review: Literary Calendar
  - Oct 7 – 14: Clear Channel Radio run – Overall SCLD\*
  - Oct 8 – KXLY.com: County libraries answer your healthcare questions
  - Oct 8 – Examiner.com: Government shutdown reading suggestions from Spokane County Library District
  - Oct 9 – Deer Park Tribune: Storytimes
  - Oct 10 – Spokane Valley News Herald: Questions answered about health-care requirements under new Obamacare
  - Oct 10 – Spokesman-Review: Story times
  - Oct 10 – Spokesman-Review: Family calendar: Kids Explore & Discover Club/Science Saturdays
  - Oct 10 – Cheney Free Press: ML book club meets Oct 14
  - Oct 11 – Spokesman-Review: Kids and Family: various events
  - Oct 12 – Spokesman-Review Valley Voice: Story times
  - Oct 15 – Spokesman-Review: Health Bulletin Board: WaHealthPlanFinder sessions
  - Oct 16 – Spokane Valley Online: Volunteer groups places Little Free Library on proposed park/library site
  - Oct 16 – Deer Park Tribune: Storytimes
  - Oct 16 – Deer Park Tribune: DP Library to host Science Saturday
  - Oct 17 – Cheney Free Press: Cheney book club Oct. 22
  - Oct 17 – Spokesman-Review: New listings Health Insurance Information
  - Oct 18 – Spokesman-Review: Nurturing parents' teaching skills
  - Oct 18 – Spokesman-Review: Kids and Family: various events
  - Oct 18 – Spokesman-Review: Halloween events: Ghoulish Gourds
  - Oct 18 – Spokesman-Review: Features: Love Talk Play Soup
  - Oct 18 – Spokane Valley News Herald: Gustafson Promoted
  - Oct 18 – Spokesman-Review: Nurturing parents' teaching skills
  - Oct 23 – Deer Park Tribune: Storytimes
  - Oct 24 – Spokesman-Review: Spokane Valley Council vote to create a capital facilities area
  - Oct 24 – Spokesman-Review: Family calendar: Bold Spirited Travelers
  - Oct 24 – Journal of Business: People-Johnson & Gustafson promotions
  - Oct 25 – Spokesman-Review: kids and family: Story times
  - Oct 27 – Spokesman-Review: Literary Calendar: Mother Goose on the Loose
  - Oct 30 – Spokesman-Review: Culinary calendar: Let's Decorate Cakes!
  - Oct 30 – Deer Park Tribune: Storytimes
  - Oct 31 – Spokesman-Review: Family calendar: Storytimes

**Estimated media value: \$1600**

Approximate media value for SCLD in the news

\*Not included in estimate

**Press Releases**

Oct 8 - Confused about the new health insurance requirements? Get help at your local county library.

Oct 29 – Spokane Valley Library temporary closure in November.

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

- Social Media:
  - Facebook: # of fans: 1808
  - Twitter: # followers: 628
  - Pinterest: followers: 626
- Email: Enewsletter begins monthly in November
  
- Website updates: (old site)
  - Oct 1 – Washington Health Plan Finder
  - Oct 21 – Online Voters Guide
  - Oct 31 – City of SV Press Release: Balfour Park-Library Plan Approved

**Community Involvement**

October 10 - Spokane Is Reading

October 18 – Spokane Valley Chamber of Commerce meeting. Featured speaker Coach Kelly Graves

**Current & Upcoming Projects**

Friends of the Library Book Sales

- Cheney Friends of the Library Book Sale: Saturday, November 2
- Otis Orchards Friends of the Library Book Sale: Saturday, November 16



SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

INCOME STATEMENT - "FINAL"

AS OF OCTOBER 31, 2013

[PERCENT OF YEAR = 83.3%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,100,617	\$ 10,058,400	100.42%
CONTRACTED CITIES, SERVICES & FEES	495,278	690,000	71.78%
MISCELLANEOUS REVENUES	157,145	217,527	72.24%
INTEREST EARNINGS	19,009	36,000	52.80%
TRANSFERS IN	164,100	164,100	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 10,936,149</b>	<b>\$ 11,166,027</b>	<b>97.94%</b>
<b>EXPENSES:</b>			
SALARIES	\$ 4,747,787	\$ 5,742,800	82.67%
FRINGE BENEFITS	1,367,823	1,683,400	81.25%
SUPPLIES	325,401	550,125	59.15%
SERVICES	1,256,294	1,712,000	73.38%
CAPITAL EXPENDITURES	13,241	70,000	18.92%
LIBRARY MATERIALS	1,269,055	1,621,300	78.27%
INTEREST EXPENSE	6	500	1.20%
OPERATIONAL CONTINGENCIES	-	271,375	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 8,979,607</b>	<b>\$ 11,651,500</b>	<b>77.07%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 1,956,542</b>	<b>\$ (485,473)</b>	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 1,956,542	\$ (485,473)
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568
<b>ENDING FUND BALANCE - 10/31/13 &amp; ESTIMATED BALANCE 10/31</b>	<b>\$ 5,620,110</b>	<b>\$ 3,178,095</b>

SPOKANE COUNTY LIBRARY DISTRICT

GENERAL OPERATING FUND

BALANCE SHEET - "FINAL"

AS OF OCTOBER 31, 2013

ASSETS:	
CASH	\$ 5,059,713
ACCOUNTS RECEIVABLE	503
TAXES RECEIVABLE	867,570
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	190,684
<b>TOTAL ASSETS</b>	<b>\$ 6,170,014</b>
<b>LIABILITIES:</b>	
ACCOUNTS PAYABLE	\$ 356,668
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	193,236
<b>TOTAL LIABILITIES</b>	<b>\$ 549,904</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	5,234,055
<b>ENDING FUND BALANCE 10/31/13</b>	<b>\$ 5,620,110</b>
<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 6,170,014</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - 10/31/13</b>	<b>\$ 1,136,179</b>

## **Spotlight Cheney Library**

Library Supervisor Catherine Nero Lowry and Librarian Sherrie Prentice will share highlights about Cheney Library and the community it serves.

Recommended Action: This item is for your information with no formal action required.

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