

**MISSION**

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

**Board of Trustees Regular Meeting**

September 20, 2011 4:00 p.m. Otis Orchards Library

**P R E L I M I N A R Y   A G E N D A**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. ACTION ITEMS**
  - A. Approval of July 19, 2011, regular meeting minutes [4:00-4:05]
  - B. Approval of July and August bill payment vouchers [4:05-4:10]
  - C. Unfinished Business
    - None
  - D. New Business
    - 1. 2012 Budget [4:10-4:40]
      - a. Preparation schedule
      - b. Overview of anticipated major revenue and expense changes from 2011
      - c. Board direction to staff
    - 2. Gifts Policy (Reaffirmation): Approval recommendation [4:40-4:45]
    - 3. City of Spokane annexation mitigation agreement: Approval recommendation [4:45-4:55]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. November special meeting dates/times: Executive Director candidate screening and preliminary interviews [4:55-5:00]
  - B. Future board meeting agenda items [5:00-5:05]
- V. REPORTS**
  - A. Trustees [5:05-5:15]
  - B. Director [5:15-5:25]
  - C. Fiscal [5:25-5:30]
  - D. Overview: Infrastructure maintenance and upgrade plans [5:30-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: 1 hour 45 minutes plus public comment]

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

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JULY 19, 2011**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held July 19, 2011, in the public meeting room at Medical Lake Library, 321 East Herb Street, Medical Lake, WA. Vice Chair Mary E. Lloyd called the meeting to order at 4:02 p.m. and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

Tim Hattenburg - Chair

Also Present: Laura Baird, Branch Supervisor Medical Lake; Paul Eichenberg, Human Resources Manager; Judy Luck, Circulation Supervisor Region I; Bethany Luck-Hutson, Communications Manager; Gina Rice, Circulation Supervisor Region II; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

Ms. Apperson moved and Mr. Davis seconded to approve the agenda.

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF JUNE 21, 2011, REGULAR MEETING MINUTES**

Ms. Lloyd called for corrections to the June 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF JUNE 2011 BILL PAYMENT VOUCHERS**

Mr. Davis moved and Ms. Apperson seconded approval of the June 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 39771 through 39938 totaling	\$ 452,879.12
	Payroll numbers: 06102011PR and 06242011PR totaling	\$ 344,482.30
	Total	\$ 797,361.42

There were no questions or comments.

The motion was unanimously approved.

## NEW BUSINESS

DISPOSAL OF SURPLUS PROPERTY POLICY. Ms. Lloyd moved and Ms. Apperson seconded that the Disposal of Surplus Property Policy be revised as presented.

This policy provides District staff with guidelines for disposal of surplus furniture, equipment, library materials and real estate, incorporating applicable state laws. Mr. Wirt explained the last revision in 2009 increased dollar threshold amounts and there have been no relevant statutory changes since. During this policy review, Business Manager Bill Sargent recommends only two minor editorial changes. There were no questions or public comments.

The motion was unanimously approved.

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Apperson moved and Mr. Laete seconded that the Emergency Closure of Facilities Policy be revised as presented.

This policy provides guidelines for closing one or more facilities in an emergency situation. Mr. Wirt explained after reviewing the policy, none other than a terminology change is required. There were no questions or public comments.

The motion was unanimously approved.

## DISCUSSION ITEMS, POSSIBLE ACTION

### FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed to trustees prior to the meeting and reviewed by Ms. Lloyd who reminded trustees the August regular meeting is canceled. Otis Orchards Library is the venue for September.

In response to a trustee's question about the executive director search, Human Resources Manager Paul Eichenberg said the brochure is finalized and on schedule to be posted on various industry-appropriate websites, including SCLD, starting August 22. The call for applicants closes October 7. In the meantime, Mr. Eichenberg will report on the number of applicants at the September regular meeting.

## REPORTS

### TRUSTEES

Mr. Laete provided an update on some positive changes within his family and noted the cancellation of next month's meeting happens to dovetail with related travel plans.

**DIRECTOR**

The Director's written report provided prior to the meeting included information on the following topics: Library Services – June customer use measures and Branch Services reports; Collection Services – collections, other; Administration – 2011 ten top taxpayers, Credit and debit cards back; Board of County Commissioners' briefing; Upriver Drive property environmental assessment and lease, Future library sites, Executive Director recruitment; Professional and Community Activities; Communications; Human Resources; Information Technology; and Facilities, Finance and Purchasing.

Though Mr. Wirt had no additions to the written report, he answered relevant questions from trustees. Regarding panhandling on library properties, Branch Services managers Patrick Roewe and Doug Stumbough responded our policy disallows anyone to interfere with another's use of the library to include solicitation. Ms. Apperson said she is impressed by the summer program attendance, particularly for Get Medieval.

**FISCAL**

Revenue and Expenditure Statement through June 30, 2011.

<u>Fund 001</u>	
Revenues	\$ 5,756,983
Expenditures	\$ 5,208,355
Ending Fund Balance	\$ 4,219,642
Fund Budget Expended	46.19%

**OVERVIEW: GETTING LIBRARY MATERIALS BACK**

Region I and II Circulation supervisors Judy Luck and Gina Rice provided an overview for handling past due library materials, all of which begins with a library card application and signed agreement to return materials according to library regulations or could ultimately result in referral to the District collection agency.

In response to a trustee's question, Mr. Wirt explained the signed agreement to return library materials is considered a contract and though there have been various iterations, has been in use for more than 20 years.

In response to another question, Ms. Rice said collection recovery for SCLD is about average comparatively.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 4:55 p.m.

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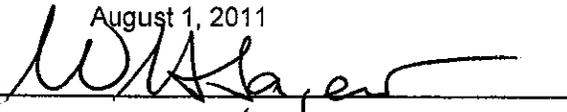
Tim Hattenburg, Chair

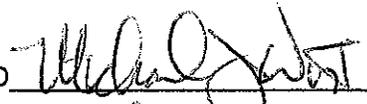
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Michael J. Wirt, Secretary of the Board of Trustees

## PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of July 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$961,110.23 and that we are authorized to authenticate and certify these claims.

DATE: August 1, 2011  
 SIGNED:   
 TITLE: BUSINESS MANAGER

SIGNED:   
 TITLE: Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
039939	ABDO PUBLISHING COMPANY	\$ 1,403.20
039940	ABM JANITORIAL SERVICES - NW	130.00
039941	ACCURATE STRIPING	4,487.97
039942	ALLIED SECURITY	2,075.53
039943	AMSAN CUSTODIAL SUPPLY	22.79
039944	AUDIOGO	488.41
039945	AVISTA UTILITIES	3,642.73
039946	BAKER AND TAYLOR ENTERTAINMENT	730.48
039947	BEARPORT PUBLISHING	212.28
039948	A+ PRINTING, INC	209.25
039949	BLACKSTONE AUDIO BOOKS	14.98
039950	BURGEON GROUP LLC	2,788.16
039951	CDW GOVERNMENT, INC.	1,614.20
039952	CENTURYLINK	76.62
039953	CHRIS CRUTCHER	200.00
039954	CHARLES T. WILLIAMS	81.32
039955	DEMCO, INC.	796.51
039956	EBSCO SUBSCRIPTION SERVICES	44,901.58
039957	FAUCETS 'N STUFF PLUMBING	358.71
039958	FRONTIER	88.07
039959	GALE GROUP, INC.	803.04
039960	GREENLEAF LANDSCAPING, INC.	1,808.70
039961	GREY HOUSE PUBLISHING	435.05
039962	H&H BUSINESS SYSTEMS, INC.	73.18
039963	INGRAM DISTRIBUTION GROUP, INC	16,130.03
039964	KENT ADHESIVE PRODUCTS CO.	848.72
039965	KRON	5,250.00
039966	MIDWEST TAPE	1,253.32
039967	ORBIS CASCADE ALLIANCE	5,926.00
039968	OVERDRIVE, INC.	2,902.12
039969	VOID VOUCHER	-
039970	QUILL CORPORATION	423.79
039971	QWEST - BUSINESS SERVICES	6,560.00

039972	QWEST - BUSINESS SERVICES	TELEPHONE	39.49
039973	QWEST	TELEPHONE	80.20
039974	QWEST	TELEPHONE	39.88
039975	QWEST	TELEPHONE	333.20
039976	QWEST	TELEPHONE	142.21
039977	QWEST	TELEPHONE	333.20
039978	QWEST	TELEPHONE	83.98
039979	QWEST	TELEPHONE	120.29
039980	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
039981	RANDOM HOUSE, INC.	LIBRARY MATERIALS	345.65
039982	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,260.78
039983	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,703.92
039984	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
039985	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,084.44
039986	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES	150.00
039987	SUPERMEDIA, LLC	ADVERTISING	14.75
039988	TANTOR MEDIA	LIBRARY MATERIALS	41.99
039989	TARGET SYSTEM TECHNOLOGY	SOFTWARE MAINTENANCE	2,320.53
039990	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	2,419.51
039991	UPS	FREIGHT	81.23
039992	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	11,231.95
039993	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	375.63
039994	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	342.63
039995	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,091.46
039996-039999	VOID VOUCHERS	VOID VOUCHERS	-
040000	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,223.59
040001	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	20,424.56
040002	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040003	ACCURATE STRIPING	GROUNDS SERVICES	5,120.97
040004	ALLIED SECURITY	SECURITY & SAFETY SERVICES	1,266.60
040005	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	502.88
040006	AUDIOGO	LIBRARY MATERIALS	196.44
040007	AVISTA UTILITIES	UTILITIES	2,556.78
040008	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,237.37
040009	BOOKS IN MOTION	LIBRARY MATERIALS	38.03
040010	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	299.29
040011	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	310.69
040012	THE CAXTON PRESS	LIBRARY MATERIALS	33.45
040013	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	115.41
040014	CITY OF SPOKANE	UTILITIES	338.79
040015	CITY OF AIRWAY HEIGHTS	UTILITIES	528.64
040016	CITY OF CHENEY	UTILITIES	790.02
040017	CITY OF DEER PARK	UTILITIES	106.04
040018	VOID VOUCHER	VOID VOUCHER	-
040019	COSTCO - HSBC BUS SOLUTIONS	OFFICE/LIBRARY SUPPLIES	46.98
040020	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	560.71
040021	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	23.21
040022	EMPIRE DISPOSAL INC.	UTILITIES	17.41
040023	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
040024	GALE GROUP, INC.	LIBRARY MATERIALS	245.34
040025	GREATER SPOKANE VALLEY CHAMBER	BUSINESS TRAVEL	25.00
040026	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	762.12

040027	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,858.89
040028	INTERNAT'L PUBLIC MGMT ASSOC.	MEMBERSHIP DUES	145.00
040029	JOURNAL OF BUSINESS	LIBRARY MATERIALS	79.95
040030	MCGRAW HILL	LIBRARY MATERIALS	4,626.30
040031	MIDWEST TAPE	LIBRARY MATERIALS	861.21
040032	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,839.87
040033	VOID VOUCHER	VOID VOUCHER	-
040034	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	184.13
040035	OVERDRIVE, INC.	LIBRARY MATERIALS	3,413.77
040036	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	495.77
040037	RANDOM HOUSE, INC.	LIBRARY MATERIALS	61.14
040038	DONALD READ	STAFF TRAINING	1,500.00
040039	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,062.66
040040	ROSEN PUBLISHING GROUP	LIBRARY MATERIALS	335.14
040041	SCHOLASTIC INC.	LIBRARY MATERIALS	1,322.63
040042	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	2,097.29
040043	TANTOR MEDIA	LIBRARY MATERIALS	24.98
040044	TOWN OF FAIRFIELD	UTILITIES	146.06
040045	UPSTART	OFFICE/LIBRARY SUPPLIES	13.04
040046	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	462.67
040047	WEST VALLEY OUTDOOR LRNG CTR	LIBRARY PROGRAMS	1,000.00
040048	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
040049	ACCURATE STRIPING	GROUPS SERVICES	3,313.45
040050	ALLIED SECURITY	SECURITY & SAFETY SERVICES	183.71
040051	AVISTA UTILITIES	UTILITIES	70.46
040052-040062	VOID VOUCHERS	VOID VOUCHERS	-
040063	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	209.41
040064-040066	VOID VOUCHERS	VOID VOUCHERS	-
040067	JAN BAKER	LIBRARY PROGRAMS	9.18
040068-040072	VOID VOUCHERS	VOID VOUCHERS	-
040073	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	250.00
040074-040080	VOID VOUCHERS	VOID VOUCHERS	-
040081	BEARPORT PUBLISHING	LIBRARY MATERIALS	253.28
040082-040091	VOID VOUCHERS	VOID VOUCHERS	-
040092	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	38.00
040093	CAPSTONE PRESS	LIBRARY MATERIALS	322.36
040094	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	846.77
040095	CHEVRON U.S.A. INC.	VEHICLE FUEL	159.10
040096	CITY OF MEDICAL LAKE	UTILITIES	297.04
040097	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	373.82
040098	WEIGL PUBLISHERS INC.	LIBRARY MATERIALS	488.05
040099	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,626.00
040100	ENSLOW PUBLISHERS, INC.	LIBRARY MATERIALS	91.16
040101	FRONTIER	TELEPHONE	402.80
040102	GALE GROUP, INC.	LIBRARY MATERIALS	6,560.23
040103	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	427.36
040104	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	2,285.20
040105	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,892.19
040106	INLAND POWER AND LIGHT	UTILITIES	590.88
040107	MIDWEST TAPE	LIBRARY MATERIALS	3,399.90
040108	STEVE NOKES	LIBRARY PROGRAMS	52.32
040109	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	3,126.83

040110	OCLC, INC.	LIBRARY MATERIALS	4,875.21
040111	OVERDRIVE, INC.	LIBRARY MATERIALS	1,615.00
040112	PAINE, HAMBLEN, LLP	LEGAL SERVICES	97.96
040113	JIM PFLEPSEN	D.P. HARDWARE & SOFTWARE	652.16
040114	QWEST	TELEPHONE	235.54
040115	QWEST	TELEPHONE	592.01
040116	QWEST CORPORATION	TELEPHONE	2,071.38
040117	RANDOM HOUSE, INC.	LIBRARY MATERIALS	57.07
040118	RECORDED BOOKS, LLC	LIBRARY MATERIALS	185.39
040119	RODALE	LIBRARY MATERIALS	39.94
040120	ROSEN PUBLISHING GROUP	LIBRARY MATERIALS	83.09
040121	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	170.44
040122	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
040123	SPOKESMAN-REVIEW	LIBRARY MATERIALS	72.00
040124	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	370.31
040125	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
040126	VERIZON WIRELESS	TELEPHONE	185.99
040127	VERIZON WIRELESS	TELEPHONE	141.11
040128	WHITWORTH WATER DISTRICT #2	UTILITIES	35.95
040129	VOID VOUCHER	VOID VOUCHER	-
040130	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	35.90
040131	ACCURATE STRIPING	GROUPS SERVICES	3,333.34
040132	ALLIED SECURITY	SECURITY & SAFETY SERVICES	238.81
040133	AUDIOGO	LIBRARY MATERIALS	231.95
040134	AVISTA UTILITIES	UTILITIES	448.16
040135	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,183.48
040136	BIBLIOTHECA ITG	D.P. HARDWARE & SOFTWARE	19,529.56
040137	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	104.92
040138	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	451.52
040139	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,703.79
040140	CAPSTONE PRESS	LIBRARY MATERIALS	167.40
040141	CONTRACT DESIGN ASSOCIATES	FURNITURE, FIXTURES & EQUIPMENT	3,059.02
040142	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,384.30
040143	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
040144	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,974.26
040145	GALE GROUP, INC.	LIBRARY MATERIALS	1,141.37
040146	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	489.15
040147	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	445.05
040148	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	241.78
040149	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,271.49
040150	ELECTRONIC RECYCLING LLC	UTILITIES	35.00
040151	INLAND POWER AND LIGHT	UTILITIES	278.63
040152	MIDWEST TAPE	LIBRARY MATERIALS	1,125.23
040153	NADA USED CAR GUIDE	LIBRARY MATERIALS	24.00
040154	SREEDHARANI NANDAGOPAL	LIBRARY PROGRAMS	462.20
040155	OVERDRIVE, INC.	LIBRARY MATERIALS	2,553.58
040156	PRESSWORKS	PRINTING	381.54
040157	QWEST	TELEPHONE	167.00
040158	QWEST	TELEPHONE	160.38
040159	QWEST	TELEPHONE	64.95
040160	QWEST	TELEPHONE	83.92
040161	QWEST	TELEPHONE	59.85

040162	QWEST	TELEPHONE	120.19
040163	QWEST	TELEPHONE	6,961.82
040164	RANDOM HOUSE, INC.	LIBRARY MATERIALS	439.58
040165	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,012.33
040166	SHOWCASES	OFFICE/LIBRARY SUPPLIES	183.68
040167	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	320.37
040168	TANTOR MEDIA	LIBRARY MATERIALS	11.99
040169	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	537.65
040170	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,218.65
040171	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,015.69
040172	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040173	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	70.00
040174	ALLIED SECURITY	SECURITY & SAFETY SERVICES	145.66
040175	AUDIOGO	LIBRARY MATERIALS	703.29
040176	AUNTIES BOOKSTORE	LIBRARY MATERIALS	20.94
040177	AVISTA UTILITIES	UTILITIES	239.43
040178	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	588.75
040179	BOOKS IN MOTION	LIBRARY MATERIALS	34.77
040180	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	100.00
040181	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	696.75
040182	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,302.23
040183	C.J. CHERRYH	LIBRARY PROGRAMS	200.00
040184	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	122.08
040185	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,647.15
040186	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT INSURANCE	790.18
040187	E.W CTR/DEAF & HARD OF HEARING	TRANSLATION SERVICES	102.08
040188	KENYON FIELDS	LIBRARY PROGRAMS	1,040.00
040189	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	4,510.41
040190	GALE GROUP, INC.	LIBRARY MATERIALS	264.24
040191	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,360.64
040192	INTEGRUS ARCHITECTURE	PROFESSIONAL SERVICES	2,100.00
040193	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	614.16
040194	MIDWEST TAPE	LIBRARY MATERIALS	6,423.91
040195	NADA USED CAR GUIDE	LIBRARY MATERIALS	8.00
040196	NEW YORK TIMES	LIBRARY MATERIALS	60.00
040197	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	209.94
040198	OVERDRIVE, INC.	LIBRARY MATERIALS	3,286.41
040199	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
040200	PRESSWORKS	PRINTING	1,448.97
040201	QWEST - BUSINESS SERVICES	TELEPHONE	3,280.00
040202	QWEST	TELEPHONE	40.07
040203	RACO INDUSTRIES, INC.	D.P. HARDWARE & SOFTWARE	14,188.05
040204	RANDOM HOUSE, INC.	LIBRARY MATERIALS	353.16
040205	RECORDED BOOKS, LLC	LIBRARY MATERIALS	390.15
040206	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	307.40
040207	TERRA NOVA FILMS	LIBRARY MATERIALS	554.30
040208	JENEL THEW	LIBRARY PROGRAMS	1,300.00
040209	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	140.17
040210	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,746.12
040211	UPS	FREIGHT	60.53
040212	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	11,197.91
W00041	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	49,149.61

W00042	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	5,752.08
W00043	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>48,351.49</u>

**Total Non-Payroll General Operating Fund** **\$ 630,112.74**

**PAYROLL VOUCHERS**

07082011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 165,894.96
07252011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>163,114.50</u>

**Total Payroll General Operating Fund** **\$ 329,009.46**

**TOTAL GENERAL OPERATING FUND** **\$ 959,122.20**

**CAPITAL PROJECTS FUND**

009503	FULCRUM ENVIRONMENTAL CONSULTING	PROFESSIONAL SERVICES	\$ <u>1,988.03</u>
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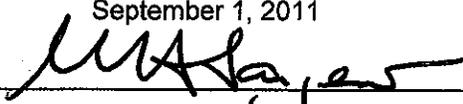
**TOTAL CAPITAL PROJECTS FUND** **\$ 1,988.03**

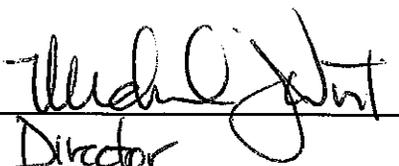
**Spokane County Library District**  
**Monthly Credit Card Activity**  
**For the Month of July, 2011**

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$8,050.68
Maintenance	2,700.34
Travel	2,184.98
Acquisitions	5,217.18
Information Technology	4,276.68
<b>Total Purchases</b>	<b><u><u>\$22,429.86</u></u></b>

## 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 August 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$938,063.89 and that we are authorized to authenticate and certify these claims.

DATE: September 1, 2011  
 SIGNED:   
 TITLE: BUSINESS MANAGER

SIGNED:   
 TITLE: Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
040213-040263	VOID VOUCHERS	\$ -
040264	MIDWEST TAPE	1,547.31
040265	VOID VOUCHER	-
040266	MODERN ELECTRIC WATER COMPANY	1,763.21
040267	OFFICE DEPOT	167.43
040268	OVERDRIVE, INC.	1,875.58
040269	PROQUEST	4,055.93
040270	QUILL CORPORATION	561.04
040271	QWEST	39.84
040272	QWEST	333.20
040273	QWEST	333.20
040274	QWEST	83.92
040275	QWEST	142.21
040276	RAGS AND TAGS	170.00
040277	RANDOM HOUSE, INC.	156.53
040278	RECORDED BOOKS, LLC	1,624.74
040279	JANELLE KRUM, CUSTODIAN	154.52
040280	SPOKANE CO. WATER DISTRICT #3	12.25
040281	SUPERMEDIA, LLC	14.75
040282	SPOKANE WROUGHT IRON/POWDER	1,978.34
040283	TANTOR MEDIA	173.16
040284	WALTER E. NELSON CO.	606.60
040285	WASTE MANAGEMENT OF SPOKANE	1,095.28
040286	WESTERN STATES EQUIPMENT	372.83
040287	WORKMAN PUBLISHING CO.	74.40
040288	VOID VOUCHER	-
040289	VOID VOUCHER	-
040290	AVISTA UTILITIES	3,340.67
040291	BACKSTAGE LIBRARY WORKS	237.50
040292	BAKER AND TAYLOR ENTERTAINMENT	1,143.80
040293	BLACKSTONE AUDIO BOOKS	64.46
040294	BUILDER'S BOOK, INC.	1,631.73
040295	CALL REALTY, INC.	1,047.07
040296	CONSOLIDATED ELECTRICAL DIST.	112.24

040297	CENTURYLINK	TELEPHONE	77.24
040298	CITY OF SPOKANE	UTILITIES	662.44
040299	CITY OF AIRWAY HEIGHTS	UTILITIES	610.44
040300	CITY OF CHENEY	UTILITIES	941.34
040301	CITY OF DEER PARK	UTILITIES	142.25
040302	CQ PRESS	LIBRARY MATERIALS	175.74
040303	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,135.26
040304	DEPT OF LABOR & INDUSTRIES	ADMINISTRATIVE FEES	267.50
040305	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,903.91
040306	EARTHWORKS RECYCLING, INC	UTILITIES	205.00
040307	EMPIRE DISPOSAL INC.	UTILITIES	17.54
040308	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	229.25
040309	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	179.96
040310	FRONTIER	TELEPHONE	87.88
040311	GALE GROUP, INC.	LIBRARY MATERIALS	428.10
040312	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,063.84
040313	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	445.05
040314	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,457.10
040315	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	544.81
040316	JUNG KIM	LIBRARY PROGRAMS	400.00
040317	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,223.59
040318	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,110.78
040319	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040320	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
040321	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	194.00
040322	AUDIOGO	LIBRARY MATERIALS	110.30
040323	AVISTA UTILITIES	UTILITIES	2,808.39
040324	BACKSTAGE LIBRARY WORKS	LIBRARY MATERIALS	1,405.80
040325	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	2,802.89
040326	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	50.00
040327	BIFOLKAL PRODUCTIONS, INC.	LIBRARY MATERIALS	58.50
040328	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	87.46
040329	MARGO BUTLER	LIBRARY PROGRAMS	682.58
040330	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	70.97
040331	CHEVRON U.S.A. INC.	VEHICLE FUEL	95.09
040332	CITY OF MEDICAL LAKE	UTILITIES	328.63
040333	COSTCO - HSBC BUS SOLUTIONS	OFFICE/LIBRARY SUPPLIES	47.94
040334	CITY OF SPOKANE VALLEY	RECRUITING/RECEPTION	551.00
040335	JOHN COYLE	LIBRARY PROGRAMS	300.00
040336	DEVRIES INFORMATION MGMT	DELIVERY SERVICES	4,410.00
040337	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	179.96
040338	FRONTIER	TELEPHONE	402.80
040339	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
040340	GALE GROUP, INC.	LIBRARY MATERIALS	883.27
040341	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	2,358.53
040342	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	227.95
040343	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	306.37
040344	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,372.47
040345	INLAND POWER AND LIGHT	UTILITIES	647.87
040346	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	259.21
040347	MIDWEST TAPE	LIBRARY MATERIALS	1,490.43
040348	M. LEE SMITH	OFFICE/LIBRARY SUPPLIES	597.00
040349	NADA USED CAR GUIDE	LIBRARY MATERIALS	8.00

040350	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	634.81
040351	OVERDRIVE, INC.	LIBRARY MATERIALS	2,712.13
040352	PAINE, HAMBLIN, LLP	LEGAL SERVICES	71.25
040353	QWEST	TELEPHONE	592.01
040354	QWEST CORPORATION	TELEPHONE	2,071.38
040355	RANDOM HOUSE, INC.	LIBRARY MATERIALS	141.70
040356	RECORDED BOOKS, LLC	LIBRARY MATERIALS	83.63
040357	SCHOLASTIC INC.	LIBRARY MATERIALS	86.93
040358	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
040359	SPOKESMAN-REVIEW	LIBRARY MATERIALS	384.00
040360	SPOKANE METRO MAGAZINE	LIBRARY MATERIALS	90.00
040361	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	391.28
040362	TEACHING COMPANY	LIBRARY MATERIALS	139.95
040363	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	37.33
040364	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
040365	VERIZON WIRELESS	TELEPHONE	153.78
040366	VERIZON WIRELESS	TELEPHONE	141.20
040367	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	664.98
040368	WHITWORTH WATER DISTRICT #2	UTILITIES	108.74
040369	DAN WYLIE	LIBRARY PROGRAMS	150.00
040370	ACCURATE STRIPING	GROUNDS SERVICES	2,098.90
040371	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	164.95
040372	AUDIOGO	LIBRARY MATERIALS	150.79
040373	AVISTA UTILITIES	UTILITIES	495.29
040374	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,528.28
040375	A+ PRINTING, INC	PRINTING	130.44
040376	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	67.40
040377	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	1,602.07
040378	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,703.79
040379	CALL REALTY, INC.	MANAGEMENT FEES & MAINTENANCE	360.39
040380	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	142.51
040381	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	561.30
040382	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	167,857.61
040383	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	733.06
040384	DAVE EHLERT	LIBRARY PROGRAMS	1,375.00
040385	E.W. CTR/DEAF & HARD OF HEARING	TRANSLATION SERVICES	144.16
040386	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	2,609.53
040387	FP MAILING SOLUTIONS	POSTAGE METER LEASE	129.20
040388	GALE GROUP, INC.	LIBRARY MATERIALS	935.85
040389	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	137.62
040390	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,556.04
040391	INTEGRUS ARCHITECTURE	PROFESSIONAL SERVICES	300.00
040392	INLAND POWER AND LIGHT	UTILITIES	300.65
040393	JAKE LAETE	TRAVEL REIMBURSEMENT	80.00
040394	BRAD KEELER	LIBRARY PROGRAMS	300.00
040395	MIDWEST TAPE	LIBRARY MATERIALS	3,682.16
040396	NADA USED CAR GUIDE	LIBRARY MATERIALS	8.00
040397	NEW YORK TIMES	LIBRARY MATERIALS	60.00
040398	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,290.06
040399	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	70.90
040400	OVERDRIVE, INC.	LIBRARY MATERIALS	7,145.25
040401	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	325.99
040402	QWEST	TELEPHONE	83.51

040403	QWEST	TELEPHONE	117.59
040404	QWEST	TELEPHONE	80.13
040405	QWEST	TELEPHONE	32.49
040406	QWEST	TELEPHONE	6,961.82
040407	RACO INDUSTRIES, INC.	D.P. HARDWARE & SOFTWARE	1,025.00
040408	RANDOM HOUSE, INC.	LIBRARY MATERIALS	671.07
040409	RECORDED BOOKS, LLC	LIBRARY MATERIALS	468.68
040410	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	30.18
040411	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,220.30
040412	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,371.71
040413	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040414	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	125.00
040415	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	329.90
040416	AVISTA UTILITIES	UTILITIES	224.78
040417	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,130.15
040418	BOOKS IN MOTION	LIBRARY MATERIALS	209.13
040419	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	42.48
040420	BRODART CO.	OFFICE/LIBRARY SUPPLIES	758.34
040421	BUDGET-RENT-A-CAR	CAR RENTAL	116.42
040422	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	260.88
040423	CENTURYLINK	TELEPHONE	120.27
040424	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	10,995.65
040425	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	7,757.19
040426	EARTHWORKS RECYCLING, INC	UTILITIES	127.50
040427	E.W. CTR/DEAF & HARD OF HEARING	TRANSLATION SERVICES	84.32
040428	GALE GROUP, INC.	LIBRARY MATERIALS	158.23
040429	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,229.68
040430	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,808.93
040431	KOEGEN EDWARDS LLP	LEGAL SERVICES	412.50
040432	MIDWEST TAPE	LIBRARY MATERIALS	2,071.31
040433	MITCHELL LANE PUBLISHERS, INC.	LIBRARY MATERIALS	490.00
040434	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	482.88
040435	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,772.13
040436	OVERDRIVE, INC.	LIBRARY MATERIALS	5,497.69
040437	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
040438	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
040439	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	342.23
040440	QWEST	TELEPHONE	59.85
040441	QWEST	TELEPHONE	83.96
040442	RANDOM HOUSE, INC.	LIBRARY MATERIALS	601.34
040443	RECORDED BOOKS, LLC	LIBRARY MATERIALS	38.10
040444	JIM SHAMP	LIBRARY PROGRAMS	450.00
040445	JOHN PAUL SHIELDS	LIBRARY PROGRAMS	300.00
040446	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,178.78
040447	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,083.19
040448	TANTOR MEDIA	LIBRARY MATERIALS	159.56
040449	THERMA-SHIELD	BUILDING REPAIR & MAINTENANCE	449.47
040450	UPS	FREIGHT	25.67
040451	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,142.42
040452	WSU EXTENSION-MASTER GARDENERS	LIBRARY PROGRAMS	200.00
W00044	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	48,672.64
W00045	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,931.66
W00046	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	49,052.46

**Total Non-Payroll General Operating Fund** **\$ 608,436.10**

**PAYROLL VOUCHERS**

08102011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 165,554.48
08252011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>164,073.31</u>

**Total Payroll General Operating Fund** **\$ 329,627.79**

**TOTAL GENERAL OPERATING FUND** **\$ 938,063.89**

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$3,561.79
Maintenance	1,023.14
Travel	3,108.14
Acquisitions	1,076.21
Information Technolgy	373.14
Total Purchases	<u><u>\$9,142.42</u></u>

## 2012 BUDGET

### BUDGET PREPARATION SCHEDULE

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#### SEPTEMBER 2011 (*Board of Trustees September 20 regular meeting*)

##### **Director's overview of major anticipated revenue and expense changes from 2011**

- Revenue changes based on preliminary property tax information from County Assessor and internal estimates for other sources.
- Expense changes reflect baseline 2012 budget and general trends in anticipated cost increases, both discretionary and non-discretionary.

##### **Board budget direction**

- Feedback to staff on preliminary budget preparation
- May relate to any changes in priorities

#### OCTOBER 2011 (*Board of Trustees October 18 regular meeting*)

##### **Hold public hearing on revenue sources (RCW 84.55.120)**

- For "current expense budget" (General Operating Fund) only
- Must include consideration of possible increases in property tax revenues
- Shall be held prior to time the property tax levy is made or requested

##### **Staff report on 2013-2016 revenue and expense projections**

- Using preliminary 2012 revenue and expense estimates and an estimate of the excess of 2012 revenue over expenses (if any), to show ability to fund current service levels over this time period

##### **Staff report on preliminary line item General Operating Fund revenue and expenses**

- Compilation of estimated 2012 revenue and expenses to date, including all budget requests submitted by managers
- Not intended to necessarily show balance of revenue and expenses

##### **Review and approve memberships in organizations**

- Required by Memberships in Organizations Policy

##### **Board budget direction**

- Feedback to staff on preliminary budget preparation
- May relate to implementation and any changes in priorities

#### BY NOVEMBER 30, 2011 (*Board of Trustees November 15 regular or special meeting*)

##### **Director presents preliminary budget message**

- Budget goals as they relate to the Balanced Scorecard and an explanation of changes in revenue and expenses for all funds
- Includes preliminary line-item budget for adoption

##### **Adopt and certify preliminary budget resolution**

- Property tax levy estimate to be included in preliminary budget
  - Total amount, including new construction and state-assessed

- Based on preliminary estimate from County Assessor, usually with added amount for potential subsequent increase since the final levy amount certified by the County Assessor for collection can be no higher than the amount requested
- To be used in certifying property tax levy
- Transmit to County Assessor and Clerk of Board of County Commissioners

**Establish increase in property tax levy over the highest levy since 1985, normally the current year (RCW 84.55.120)**

- By resolution
- Must specify dollar amount and percentage for other than new construction and state assessed
- Transmit to County Assessor

**Provide estimate of property taxes to be levied in 2011 for collection in 2012 (RCW 27.12.210(4) & RCW 84.52.020)**

- By resolution
- Property tax levy
  - Total amount, including new construction and state-assessed
  - Based on adopted preliminary budget
  - Levy amount certified by the County Assessor for collection can be no more than the amount requested
- Transmit to County Assessor

**Board budget direction**

- Feedback to staff on preliminary budget preparation
- May relate to Balanced Scorecard implementation and any changes in priorities

**DECEMBER 2011 (*Board of Trustees December 20 regular meeting*)**

**Adopt final budget resolution**

- By resolution
- Final revenues and expenditures, with property tax revenue estimate based on latest information supplied by County Assessor and factor for potential subsequent estimate increase if certified final figures aren't available
- Includes Balanced Scorecard tactics costs, if any
- Property tax revenue estimate cannot be higher than amount certified for November 30, 2011 deadline
- Transmit to Clerk of Board of County Commissioners

## **2012 GENERAL OPERATING FUND BUDGET OVERVIEW OF ANTICIPATED REVENUE AND EXPENSE CHANGES**

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*Note: This report will be updated at the Board meeting if new information is available.*

### **INTRODUCTION**

The District's message to voters regarding the purpose of the 2010 levy lid lift included three major points. They formed the basis for 2011 budget development and carry through to the 2012 and 2013 budgets.

- Maintain current level of services.
- Respond to increased customer use, including Internet access, checking out and purchasing best selling materials and modern formats like eBooks and downloadable audiobooks, and offering job searching resources and assistance.
- Stabilize library funding through 2013.

This budgeting strategy is reinforced by the impact of two years of small assessed valuation decreases that hold the District's levy rate at the 50¢ maximum and result in slightly lower future property tax than originally projected. Therefore, I provided the following budget direction to the management team.

### **Personnel**

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

### **Supplies**

- Accommodate cost increases, increased consumption due to increased customer use.

### **Services**

- Accommodate cost increases, increased consumption due to increased customer use; consider new services only if they don't require additional staffing.

### **Capital**

- Carry out FF&E, technology, and building maintenance plan 2012 projects.

### **Library materials**

- Maintain approximate 2011 purchasing levels for physical and digital materials; consider increase in digital materials purchasing to better accommodate customer demand if feasible.

### **One-time expenses**

- We have some flexibility to consider expenses for one-time projects, purchases, and activities that are outside the FF&E, technology, building maintenance, and library materials plans.

### **Beyond the status quo**

Based on what we know now about property revaluations and the paucity of new construction in the pipeline, I think we'll be lucky to make it though 2013 just maintaining the status quo. I don't think that's going to improve as we move into late fall so it won't be productive to put time into developing options for what might be done if the revenue picture improves.

However, reallocation of funds by eliminating or reducing expenses to add something new is OK.

## **BASELINE REVENUE AND EXPENSES**

At the beginning of each year's budget development process, Business Manager Bill Sargent prepares a line item "baseline budget" to serve as the starting point for all requested changes. The difference between estimated revenue and estimated expenses is the money available to accommodate increased costs for current services and programs, new activities, transfer to other funds or save for future years.

The 2012 baseline includes 2011 revenue and expenses

- Minus one-time 2011 revenue and expenses;
- Minus one-time 2011 transfers in and out;
- Plus annualized salary and benefit costs for any partial-year staffing additions or reclassifications during 2011.

Preliminary calculations indicate that 2012 baseline revenue exceeds baseline expenses by about \$600,000.

## **REVENUE CHANGES**

### **Impact of West Plains annexation**

With the West Plains annexation effective January 1, 2012, SCLD will lose approximately \$290,000 in real and personal property tax and leasehold excise tax. About \$54,000 of that is from the City of Airway Heights annexation that will be recouped through an increased contract fee. The remainder is from the City of Spokane's annexation, which we're assuming will be paid in full in 2012 through a mitigation agreement. It will then decrease by 20% per year.

**Property tax levy:** The Spokane County Assessor's Office first assessed valuation estimate indicates SCLD's 2011 valuation for 2012 property taxes for county-assessed real property, which comprises about 94% of our total, will drop by about 2%. This is a similar amount to last year's drop and translates to about \$225,000 in revenue. The new construction figure may be available by the next Board meeting, with personal property to follow at the end of September. State-assessed valuations usually aren't posted until mid-December.

My guess is that once all the numbers are in – with a probable decrease in personal property and state-assessed values offset by a modest amount of new construction value – property taxes will still be a couple of hundred thousand down from 2011, apart from the West Plains annexation impact. Because the assessed valuation will decrease, SCLD's levy rate will remain at its \$0.50 per \$1,000 a.v. maximum amount for the 2012 tax year.

To make the property tax situation more confusing than it already is, the annexations became official after the August 1 deadline for taxing district boundary changes. The District's official property tax levy must be made as if the annexations didn't occur, but under state law the County Treasurer will disburse the taxes collected in the annexation area to respective cities in 2012. Therefore, the District's budgeted property tax revenue will reflect the annexation's impact – an approximate \$275,000 reduction – even though the levy doesn't.

**Contract fees:** We have four current city contracts. Airway Heights' service agreement fee changes based on the District's levy rate and any increase in the city's assessed valuation, so the property tax loss incurred with the West Plains annexation will be recouped as a contract fee increase. We have three annexation mitigation agreements with the City of Spokane. Moran Prairie is calculated the same as the Airway Heights' fee. North Division and Park Place will be in the final year of a

five-year phase-out, and will be less than in 2011. Assuming that a West Plains mitigation agreement is executed, the full amount of lost property and leasehold excise taxes will be paid in 2012, the first year of another five-year ramp-down.

**Other revenue:** About two-thirds of annual leasehold excise tax payments (about \$15,000) are generated from Spokane International Airport property, all of which is in the City of Spokane annexation area. As with property tax, in 2012 this loss should be paid in full through an annexation mitigation agreement. As usual, changes in other revenue should be relatively minor as those sources are a small part of the District's income.

## EXPENSE CHANGES

**Salaries:** The Consumer Price Index figure (the August CPI-W) used to establish Washington's minimum wage increase won't be released until September 15; this figure impacts SCLD page salaries and drives our general salary scale increases. Based on the fact that the July 2010 index figure is 4.1% above July 2011 and 4.0% above August 2010, I think it's safe to assume this year's August number will be around 4%. I'll have the actual number at the meeting on the 20th.

In addition to the potential 4.0% salary scale increase, there will be salary step-increases for eligible employees (those with the District for fewer than five years) and a recommendation for additional hours for a couple of existing positions in Collection Services to accommodate increased levels of nonprint and digital materials selection and Interlibrary Loan traffic.

**Benefits:** Next year's medical insurance rates will once again see a jump, as will vision. Rates for the dental plan used by most employees will drop; however, the lesser used plan will increase. There'll be no change for life and disability insurance or the Employee Assistance Program. The plan that SCLD will pay in full for full-time employees – once again Group Health Select 750 – will increase by 7.0% as will the Group Health Options plan available if the employee elects to pay the difference between its cost and our base plan. Both WCIP 500 and 750 plans will see a 9.6% increase.

There was a substantial increase in Public Employees Retirement System rates on July 1 of this year, effective through June 30, 2012. Due to legislative action earlier this year that impacts actuarial calculations, the 2012-2013 rates won't be available until later this fall. Though an increase of 8% was expected, an actual decrease is possible.

**Supplies:** We expect only minor changes in supply costs.

**Services:** Modest inflationary cost increases are anticipated from various service vendors such as custodial, grounds, inter-branch courier and software maintenance. Utility rates will probably once again rise.

The baseline amounts for each of our three maintenance plans – facilities, technology, and furniture/fixtures/equipment – that are based on an average of the next five years' projected expenses may need to be increased. The library materials capital reserve used for one-time projects will need to be replenished to the specified level.

**Library Materials:** The 2011 library materials baseline budget is \$1,445,982, plus \$22,613 in unexpended carryover money from 2010. Because there's actually been a drop in the average cost of many types of materials, Collection Services is looking at more targeted budget increases, particularly for e-books, rather than a uniform percentage increase across all formats and age levels.

**Transfers-in and out:** Interfund transfers are a function of anticipated expenses for items included in Capital Reserve Fund plans (technology, facility maintenance, FF&E, and one-time materials projects) as well as the availability of General Operating Fund money that's available to move into the Capital Reserve Fund.

### **2010 LEVY LID LIFT THREE-YEAR PLAN**

The three-year plan for the levy lid lift called for revenue expenses to balance at least through 2013 and possibly for 2014 under the following assumptions:

- No change in SCLD's 2010 assessed valuation for 2011 taxes and new construction would drop to \$100 million. *In fact, last year's assessed valuation dropped by 2.6% but new construction was a surprising \$279 million, so the net a.v. decrease was 1.3%.*
- A 1% assessed valuation increase in 2011 for 2012 taxes and \$150 million in new construction. *At this point the a.v. decrease for 2012 taxes is actually 2.3%, over a 3% negative swing. As previously noted, the new construction figure should be available just prior to the September Board meeting.*
- A 3% increase in assessed valuation and \$300 million in new construction for 2013 and 2014 taxes. *Based on current local economic conditions, this formerly conservative estimate is overly optimistic.*

Using the lower estimate for the 2012 property tax levy, assuming 0% change in assessed valuation for 2013 and only +2% in 2014, along with lower new construction estimates and revising expense increases to better reflect the current situation, it continues to appear revenue and expenses will be balanced through 2014, with only a minimal shortfall in 2015. This assumes status quo operations – no increases in staffing, services or hours. Given the fact that Year 4 (2015) of any multi-year projection is highly conjectural, we continue to be well-positioned for the immediate future.

### **NEXT STEPS**

Along with updated three-year budget projections, in October you'll receive a draft line item budget for review, discussion and direction to staff. That budget will subsequently be fine-tuned before presentation in November as the preliminary budget for final adoption. It will also serve as the basis for levy certification resolutions. The final budget must be approved before December 31.

**GIFTS POLICY (REAFFIRMATION):  
APPROVAL RECOMMENDATION**

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***Recommendation***

That the Gifts Policy be reaffirmed as written.

***Action Required:***

Motion.

***Background:***

The Gifts Policy is the “policy-of-the-month” for September.

This policy was developed to state the conditions under which the District will accept gifts and donations of various types. It helps avoid misunderstandings on the part of potential donors and provides clear authority to decline gifts that aren’t needed or have unacceptable strings attached. Upon review no revisions are required.

The policy follows.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: GIFTS**

Gifts given to Spokane County Library District may be accepted under the provisions of RCW 27.12.210 and other applicable state laws. The District will accept only gifts given without restrictions or conditions, except as otherwise specified in this policy.

For purposes of this policy, gifts include but are not limited to print and non-print items for potential addition to the materials collection; money; real property; securities; furniture; equipment; art or museum objects; and antiques. This policy does not apply to items or funds specifically solicited by the District.

Gifts may be accepted with restrictions or conditions under the following circumstances:

1. Library materials will normally be accepted with the understanding that the District Collection Development Policy will be used to determine whether donated items are added to the collection and items not added will be considered surplus property and handled accordingly. However, regional managers and the Collection Services Manager may accept materials that are donated for use in a specific branch or for a specific purpose. Materials which are not outright gifts will not be accepted.
2. Items or funds donated for a specific purpose and having a value of \$1,000 or less may be accepted by any District manager if the purpose is consistent with and would further accomplish the District's mission and goals.
3. Items or funds donated for a specific purpose and having a value more than \$1,000 may be accepted with concurrence of the Board of Trustees if the purpose is consistent with and would further accomplish the District's mission and goals.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Receipts will be provided for all cash and non-cash donations; however, the District accepts no responsibility for establishing or verifying the value of donated property for charitable tax deduction purposes.

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: JUNE 19, 1986  
LATEST REVIEW AND REAFFIRMATION: ~~JULY 21, 2009~~ SEPTEMBER 20, 2011

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE AND SPOKANE COUNTY  
LIBRARY DISTRICT CONCERNING MITIGATION OF THE IMPACT OF THE WEST PLAINS  
ANNEXATION:  
APPROVAL RECOMMENDATION**

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***Recommendation***

That the Interlocal Agreement between the City of Spokane and the Spokane County Library District Concerning Mitigation of the Impact of the West Plains Annexation be approved and the Executive Director be authorized to sign it on behalf of the District.

***Action required***

Motion.

***Background***

**Annexation mitigation agreements**

The June 2002 Library Service Agreement of Joint Planning Within Urban Growth Areas requires negotiations to mitigate adverse effects on Spokane Public Library and SCLD resulting from an area's annexation by the City of Spokane. Four subsequent annexation mitigation agreements have been executed with SCLD: Moran Prairie (2004), Park Place (2005), North Division (2008), and Greenfield Estates (2009). For all but Moran Prairie, the agreements call for a series of declining payments over a five-year period from the City of Spokane to mitigate District revenue loss.

**West Plains annexation**

The West Plains annexation was the first use of a new statute allowing annexations by interlocal agreement between the county, a city, and fire districts serving the area. In this case, there are separate agreements for the City of Airway Heights' portion of the total annexation area and the City of Spokane's. The annexation ordinances were filed on August 29, and the annexations become effective January 1, 2012.

The City of Spokane is annexing 9.6 square miles of land with a population of 126, plus about 400 Geiger Corrections Center inmates. It includes all Spokane International Airport property and the primarily commercial/industrial land north of the airport and just across Highway 2. Airway Heights is annexing approximately 380 acres east of its city limits, much of which is relatively recent commercial and residential development. The population is approximately 1,425.

As discussed at your meeting on March 15, 2011, the City of Spokane's intent is for the terms of the new agreement to be identical to those of the last three: payment of the full amount of tax loss in the first year, and reduced by 20% in each of the four subsequent years. Because the lost taxes with this annexation include both real and personal property as well as leasehold excise tax, prior agreement language was modified to reflect this and specifies how the base year amount is to be computed for each.

Due to internal staff issues with the City of Spokane, there was no action to finalize the proposed draft agreement between last April and mid-August. It was recently approved at the staff level and will begin moving through the City Council approval process.

**Tax loss*****Airway Heights annexation area***

The current assessed valuation of the Airway Heights portion of the annexation area is \$101,515,760, generating \$50,758 in annual property tax revenue at the District's current 50¢ rate. While that will be lost as property tax, the annexation area assessed valuation will be included in the computation of the city's contract fee and will be paid to SCLD in that way. Therefore, the Airway Heights annexation won't impact District revenue, only the manner in which it's paid.

***City of Spokane annexation area***

The current assessed valuation of real property in the City of Spokane's annexation area is \$405,031,000. There's another \$44 million or so of personal property valuation, mostly at the airport. This includes the state Department of Revenue's allocation of the value of airline equipment as well as the value of airport concessionaire fixtures and equipment. Finally, we receive about \$15,000 per year in leasehold excise tax paid by airport lessees – car rental companies, airlines, restaurants, etc. This adds up to approximately \$239,000 in taxes that will revert to the City of Spokane.

**Service impact**

There will be very little impact on services with the annexation. Most residents are in the Airway Heights annexation area so will continue to be served by SCLD through the Airway Heights Library, other branches, and online services. The 126 new non-incarcerated Spokane residents may use either library system through our reciprocal agreement; 30 of them are current SCLD cardholders.

**Interlocal agreement**

Under the Interlocal agreement, after establishment of base year amounts for each of the three types of tax, the City of Spokane will reimburse the District 100% of the total base amount in 2012, reduced by 20% each year until the final 20% payment in 2016.

The agreement follows. Still to be added in Attachment A is the legal description of the area.

**INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF SPOKANE  
AND THE SPOKANE COUNTY LIBRARY DISTRICT  
CONCERNING MITIGATION OF THE IMPACT OF  
THE WEST PLAINS ANNEXATION**

THIS AGREEMENT is made and executed this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the CITY OF SPOKANE, a municipal corporation of the State of Washington, (hereinafter referred to as "City") and the SPOKANE COUNTY LIBRARY DISTRICT, a special purpose district of the State of Washington, (hereinafter referred to as "District"), pursuant to the Interlocal Cooperation Act, RCW Ch. 39.34.

WHEREAS, the City of Spokane is in the process of annexing land referred to as the "West Plains Annexation Area," which is currently served by the District and is legally described in Attachment "A."

WHEREAS, pursuant to a Library Service Agreement (OPR 02-505) entered into between the parties on June 18, 2002, in the event the City proposes to annex a portion of the urban growth area of Spokane County served by the District, the parties shall enter into good faith negotiations to mitigate the adverse effects on both the City and the District;

WHEREAS, the City and the District desire to enter into an annexation impact agreement to be applied to the West Plains Annexation Area in order to determine how to apportion the amount of tax revenue previously received by the District from the area to be annexed.

NOW, THEREFORE, in consideration of the facts set forth hereinabove, the City and the District hereby agree as follows:

**1. APPLICABILITY OF THIS ANNEXATION IMPACT AGREEMENT.**

1.1 The City and the District agree that the provisions of this Interlocal Agreement shall apply to the West Plains Annexation as depicted

in Attachment "B." This Interlocal Agreement shall apply as of the effective date of the West Plains Annexation contained within an ordinance to be adopted by the City officially approving the annexation of the area.

## **2. PAYMENT FOR ADVERSE IMPACT FROM ANNEXATION.**

The City agrees to pay to the District to mitigate the amount of real and personal property tax assessments and leasehold excise tax payments lost by the District as a result of the annexation. The Base Year for the tax assessment calculations shall be established as follows:

- A. Real property: The certified valuation of the annexation area for the year in which the annexation is effective multiplied by the property tax levy rate applied within the District in the annexation year.
- B. Personal property: The Spokane County Assessor's Office estimate of the valuation of taxable personal property located within the annexation area in the year in which the annexation is effective multiplied by the property tax levy rate applied within the District in the annexation year.
- C. Leasehold excise: The Spokane County Treasurer's Office calculation of actual leasehold excise tax allocated to the District in the year preceding the year in which the annexation is effective.

Payments shall not include any increased tax revenue resulting from any changes in the assessed valuation of the annexed real or personal property or any increase in the value of leases on which leasehold excise tax is calculated subsequent to the Base Year.

The tax assessment replacement payments shall begin the first year the District does not receive payment due to the annexation using the Base Year amount, shall last for only five years, and shall be made pursuant to the following schedule:

- First Calendar Year: 100% of the amount of taxes lost.
- Second Calendar Year: 80% of the amount of taxes lost.
- Third Calendar Year: 60% of the amount of taxes lost.
- Fourth Calendar Year: 40% of the amount of taxes lost.
- Fifth Calendar Year: 20% of the amount of taxes lost.

Payments to the District shall be made by the City at the same time the District would normally have received the property tax assessment payments if not for the annexation: 50% no later than May 10, and 50% no later than November 10 of each year.

ACCEPTED AND AGREED the year and date first above written.

SPOKANE COUNTY LIBRARY DISTRICT

Board of Trustees

By: \_\_\_\_\_

Its:

Approved as to Form:

COUNSEL TO THE DISTRICT

By: \_\_\_\_\_

CITY OF SPOKANE

By: \_\_\_\_\_

City Administrator

Attest:

By: \_\_\_\_\_

City Clerk

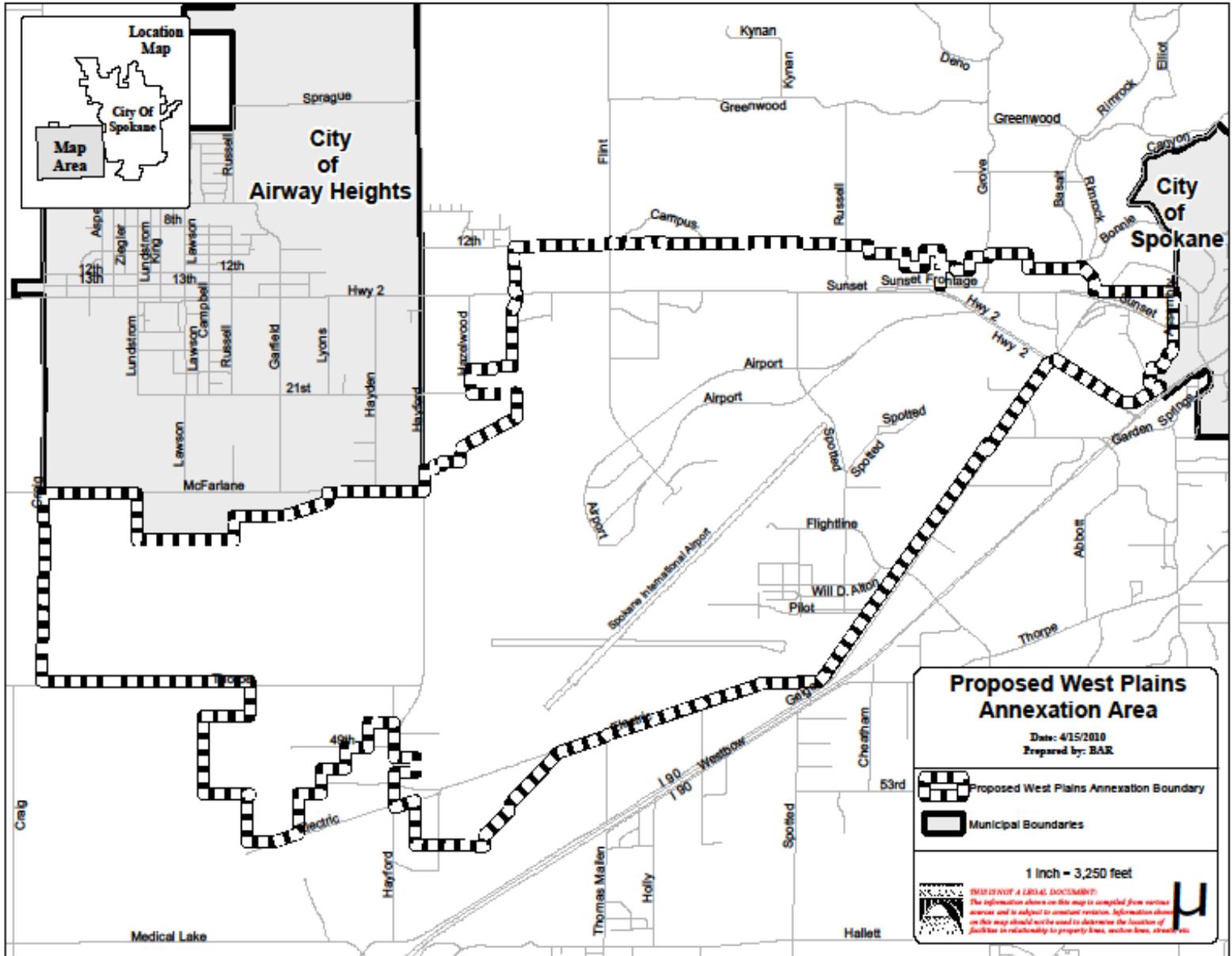
Attachment A

Legal Description

*[To be inserted in signature copies]*

Attachment B

West Plains Annexation Site Location



## **SPECIAL MEETING DATES/TIMES – EXECUTIVE DIRECTOR APPLICATION SCREENING AND PRELIMINARY INTERVIEWS: DISCUSSION AND DIRECTION**

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

To determine November dates for Board of Trustees special meetings for Executive Director applicants screening and preliminary interviews. Formal action isn't required.

### ***Background:***

#### **Applicant screening**

The recruitment and hiring plan calls for a special meeting on either Friday or Saturday, November 4 or 5, for the applicants screening conference call with Consultant June Garcia, to be held at the Administrative Offices. Because June will be traveling the first week of November, she requested the screening conference call be held on Saturday, November 5. She thinks the process could be done in as little as 90 minutes and should not take more than 2 hours.

#### *Decisions:*

1. Is Saturday, November 5, an acceptable date?
2. Schedule for 9:00 - 11:00 a.m., or 10:00 - 12:00 noon?

#### **Preliminary interviews**

Interviews for the semi-finalists will take place via Skype at the Spokane Valley Library meeting room and are scheduled for either Friday, November 11 (Veterans Day), or Saturday, November 12. The length of time will depend upon the number of applicants selected, yet if they begin in the morning will most likely extend beyond noon so there'll be a break and catered lunch.

#### *Decisions:*

3. November 11 or November 12? \*
4. Start at 9:00 or 10:00?

\* November 11 is a closed day. If that day is workable, we are guaranteed the best possible bandwidth available for the Skype video calls.

Both of the above will be announced as special meetings following Open Public Meetings Act requirements. However, the screening and interviewing can be done in executive session and there'll be no formal action following the executive session, as the entire process is exempt.

## **FUTURE BOARD MEETING TENTATIVE AGENDAS: OCTOBER — DECEMBER**

### **FOR INFORMATION ONLY**

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#### **Next meeting**

##### ***October 18, 2011: Argonne Library/Administrative Offices***

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

- 2012 budget: Public hearing on authorized revenue sources; organization memberships review; Executive Director's preliminary budget message; direction on Board of Trustees' training and travel budget; overall direction to staff
- Eligibility for Library Use Policy review
- Recognizing Friends of the Library Support (Resolution)
- Overview: Digital downloads
- Executive Session: Acquisition/lease of real estate (RCW 42.30.110(1)(b) )

Please send requests for agenda additions or changes to the Board chair and/or me no later than noon, Monday, October 3, for inclusion in the preliminary agenda to be emailed on Wednesday, October 5. The meeting packet will be mailed Wednesday, October 12.

#### **Future meetings**

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

##### ***November 5, 2011: Argonne Library/Administrative Offices (time to be determined)***

- Special Meeting/Executive Session: Executive Director applicant screening

##### ***November 11 or 12, 2011: Spokane Valley Library (time to be determined)***

- Special Meeting/Executive Session: Executive Director semifinalist interviews via Skype

##### ***November 15, 2011: Argonne Library/Administrative Offices***

- 2012 budget: Executive Director's updated budget message; resolutions adopting a preliminary 2012 budget and levying regular property taxes for collection in 2012; Board direction to staff
- Children's Safety In Libraries Policy review
- Personnel Policy semi-annual review
- 2012 Board of Trustees' meetings overview topics discussion

##### ***December 1, 2011: Center Place (time to be determined)***

- Executive Director candidates' reception

##### ***December 2, 2011: Argonne Library/Administrative Offices (time to be determined)***

- Special Meeting/Executive Session: Executive Director candidate interviews

##### ***December 3, 2011:***

- Executive Director candidates forum; *CenterPlace(time to be determined)*
- Special Meeting/Executive Session: Determine Executive Director preferred finalist; *Argonne Library/Administrative Offices (time to be determined)*

*December 20, 2011: Argonne Library/Administrative Offices*

- Executive Director appointment and compensation
- 2012 budget: Executive Director's final budget message; resolution adopting a final 2012 budget
- Rules of Customer Conduct Policy review
- 2012 Board of Trustees' meeting schedule
- 2012 Board of Trustees' officer election
- Library Legislative Day trustee attendance
- Holiday reception

## **LIBRARY SERVICES**

### **Branch Services**

#### **Customer Use Analysis**

In July we experienced a District-wide in-branch circulation dip (-2.06%) compared to the same month last year, following the slight increase in May of 2.32% and level usage in June (-0.07%). Customers using self-check accounted for 43.1% of in-branch checkouts, steady with June (43.4%) and May (42.1%) usage. Door count for the year thus far is virtually equal to where it was last year for the same period; this is the third month in a row that the traffic through our doors remained consistent with 2010 numbers. Attendance for programs is up + 8% over last year, although we offered only + 1% more programs. Software Station bookings remain down -9% for the sixth month in a row compared to the same period in 2010. The number of reference inquires for the year remain slightly higher than 2010, at +2% growth.

Of the total month's circulation of 231,038, 52.7% was self-service, either self-check at branches or online. Year-to-date total circulation is up 5% over 2010.

#### **Customer Payments**

July 2011 was our first full month with a credit/debit payment option since March 2011. Even with minimal promotion, the \$5,813 in Web-based transactions accounted for 23% of total customer payments.

#### **Security Incidents**

It was a fairly typical month for Security Incidents. The most significant was the customer (known District-wide) who was excluded from all District facilities for six months when he became hostile toward Cheney library staff, yelling and banging his fists on the counter. This was only the latest of several documented incidents.

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

**Programming:** District-wide, July computer class attendance was down from last July, book discussion attendance was the same, and adult summer program attendance was up. The author programs had a strong audience.

**Community:** We visited 45 facilities in July, up from 43 in June, including a new adult family home,

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

**Programming:** July is always the busiest month of summer for programming, with a children's program every week as well as storytimes, and this year we added a few programs for older elementary students into the mix, along with the teen programs. The month's total attendance of 2,730 is up from last year but because there are more programs, the average attendance dropped from 42 to 38. In any case, our meeting rooms were at capacity for most of the programs including Spokane Valley whose numbers dropped. As for storytimes, July was a big month as well, with the average attendance increasing from 23 last year to 27 this year, for a total of 2,348.

**Community:** We provided 16 storytimes to 265 children at 11 different childcares; summer is a slower time for childcares as families go on vacation, and many of the preschools and ECEAPs are closed in July and August. Mary Ellen and Gwendolyn appeared on KHQ's Saturday morning news to promote summer reading on July 9.

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

We continue to notice an increase in the numbers of people disputing fines and damage fees. At the same time, we're hearing appreciation for the online credit card payment process.

*Branch highlights*

**Airway Heights Library (Stacy Hartkorn, branch supervisor)** children's summer reading program attendance was up, but the two teen offerings had a combined attendance of only two. Storytimes are about the same as last July. A community member volunteered to start a monthly book club and will hold her first organizational meeting in September. A customer expressed his appreciation for extra help on formatting his resume, explaining that he was being laid off and today was his only opportunity to apply for another job which would be closing soon.

**Argonne Library's (Mary Kay Anderson, branch supervisor)** July summer reading program attendance was slightly lower than last year and storytimes were much lower. To update the story from last month about the Edsel owner who was grateful for wiring diagrams, he brought the car to the library to show the staff; Mary Kay said, "It looked pretty good." While we accept our role as the Centennial Trail alternative parking lot, the presence of two bike clubs launching a morning ride on July 5<sup>th</sup> tested our tolerance by taking up nearly half the parking places. One group was from out of town and the other will be using a new lot further east on Upriver Drive in the future.

Average storytime attendance at **Cheney Library (Pat Davis, branch supervisor)** was substantially higher than last July (25 compared to 15); Play and Learns averaged 41 compared to 30 last year. Average summer program attendance was also up. A customer known throughout the District became upset and aggressive when he was informed he would likely be billed for a damaged item he returned. His behavior was so disruptive that a customer hid in the bathroom and staff were about to call the police when he left the building. He was subsequently excluded from all SCLD facilities for six months. The Friends made \$2,200 at their annual book sale and the Kiwanis donated \$161. Two staff represented the library in the Cheney Rodeo Days parade.

At **Deer Park Library (Kris Barnes, branch supervisor)** both storytime and summer reading attendance is up from last year, 32% and 83% respectively. A SNAP representative called to see if we would help a customer find information on applying for the federal mortgage relief program—and we did. Several staff walked in the Deer Park Settler's Day parade handing out pencils. The Friends netted \$718 in donations at its book sale.

**Fairfield Library's (Bev Bergstrom, branch supervisor)** programs saw a 15% drop in attendance from last year. Bev had an interesting visit with Rockford author Evelyn Fricke in her home, there at a customer's request to purchase her new book on the history of the town.

Programming numbers at **Medical Lake Library (Laura Baird, branch supervisor)** were mixed, with summer reading up and storytime marginally lower. A Medical Lake customer who was featured on The Learning Channel's "Extreme Couponing" show has been promoting the library on her website for months. She wrote that she used books she checked out to start her business and is currently using all the SCLD meeting rooms to teach people how to save money by clipping coupons. The Friends of the Library donated \$2000 toward the purchase of furniture for the children's room.

There were small decreases in **Moran Prairie Library (Jason Johnson, branch supervisor)** storytimes compared to last July but the youth programs were well-attended. An elderly married couple attended the book club and expressed their appreciation for the Moran Prairie Library "changing their lives" with a display for exercise videos from the National Institute on Aging. They have been doing it everyday for 5 years now and feel better than they have in years. Friends contributed \$100

to help WALE pay for this year's keynote speaker, JA. Jance, and covered the cost of the Iced Tea and Mysteries program.

**North Spokane Library's** (*Patrick Roewe, branch services manager*) youth summer reading average attendance was down from last year but there were healthy crowds at the Chris Crutcher and Patrick McManus author programs. The new Rule of Customer Conduct regarding no sleeping in the library was enforced twice this month, once resulting in a warning and once resulting in one-day exclusion.

**Otis Orchards Library** (*Bev Bergstrom, branch supervisor*) summer programs numbers were up from last July. Staff helped a customer apply online for a free phone, available to low-income seniors. The customer needed quite a bit of computer help and was extremely grateful for our help. The erstwhile community garden plot was re-sodded and the lawn is now back to normal.

It was a mixed bag compared to last July for **Spokane Valley Library** (*Doug Stumbough, branch services manager*) programs, with some types up and others down. The Anime Club once again broke a record with 35 teens turning out for "Drawing Manga 101." Another incident of panhandling was reported in July, although this time staff was able to get a visual identification and confront the individual, who left when confronted. A customer damaged the iron railing on the retaining wall on the south side of the parking lot when he ran into it with his car. Fortunately, it did its job and prevented the car from falling six feet into the alleyway. The customer claimed he lost his brakes, but left the scene before he could give his insurance information. Staff was able to identify him and the information was passed along to our insurance carrier for investigation.

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

### **Collections**

- Ordered 1,931 titles and 6,837 copies, below the average for the year; processed, added to the system, and sent out 7,781 items to branches, also below the year's average.
- Net year-to-date increase in the print/ nonprint collection of 8,397 items after a monthly net increase of 632 nonprint and 624 print items.
- The 10,991 OverDrive checkouts were the best ever for one month and the first time monthly checkouts exceeded 10,000.

### **Other**

- We received "Request for Review of Library Materials" forms from two different Medical Lake customers for two different adult DVDs.
- Andrea attended the 2011 OverDrive International User Group Conference (aka "Digipalooza") in Cleveland at the end of the month. The conference covered all aspects of the OverDrive digital experience including collection development, training and support, reports and statistics, marketing, and the latest devices and apps.

## **ADMINISTRATION**

### **West Plains Annexation**

On July 13 both the City of Airway Heights and City of Spokane filed the required Notice of Intention with the Washington State Boundary Review Board for Spokane County (BRB) for their parts of the annexation proposal. For Airway Heights, it's 380 acres immediately east of the city limits/Hayford Road, including most of the population and retail development in the entire annexation area. For the City of Spokane, it's 9.6 square miles and includes Spokane International Airport and commercial/industrial land along Highway 2. Only 126 people reside in the area.

Since the annexation is to be effective January 1, 2012, SCLD will no longer receive property tax revenue from that area after this year. However, under the City of Airway Heights library service contract with SCLD, the city's payment is based on the combined assessed valuation so there will be no revenue impact on the District. If Airway Heights eventually annexes, the amount of property taxes we collected would be equal to the contract fee, making the annexation also revenue neutral for the District. The anticipated annexation mitigation agreement with the City of Spokane would provide full reimbursement for lost taxes in Year 1, then a decreasing amount over the next four years.

The August 8 Boundary Review Board meeting will include a presentation on the annexation with a question and answer period afterwards.

### **E-newsletter**

Due to the amount of email database cleanup required, our e-newsletter launch was delayed until after the Independence Day holiday. The statistics for this inaugural issue are positive.

- Open rate: 25.8%, 6.9% higher than the general industry average of 18.9%.
- Click-through rate: 3.8%, just 0.1% below the general industry average of 3.9%
- The majority of click-throughs were to the youth and adult Summer Reading programs.

### **City Council presentations**

Branch Services Manager Patrick Roewe completed three successful city council presentations, the latest one in Deer Park. They include an overview of SCLD and its services as well as information more specific to each city's branch. Airway Heights isn't scheduled until October. Doug Stumbough's presentation to the Spokane Valley City Council will be August 30.

The purpose of the presentations, which will become routine annual updates, is to familiarize city officials with the library services provided in their communities and build more awareness of this resource.

### **DiscXpress II @ North Spokane**

The new DiscXpress II media storage and self-service dispensing system was installed at North Spokane Library, replacing our remaining problem-prone AllCirc machine that was used for several years. This equipment is used to secure and check out high demand DVDs and CDs that are otherwise very theft-prone.

Spokane Valley's AllCirc unit was taken out of service earlier this year after it could no longer be maintained in working condition. If the North Spokane DiscXpress works as well as anticipated, one will also be installed at Spokane Valley. With their lower circulation volumes, other branches use lower-tech carousels for these materials, with staff retrieving the items for customers.

### **Public library directors meeting**

The main topic for the summer public library directors meeting was community engagement with very interesting presentations and discussions. I don't think anyone could come away without seeing how important community engagement has become for public libraries to be more successful. There was also a WLA update and institutional dues structure discussion, legislative update, State Library update, and Early Learning Public Library Partnership meeting.

### **Mobile computing**

For staff needing computer mobility the paradigm is shifting. Previously, we purchased laptops for staff such as Branch Services managers who spend time away from their office and need computer access after hours. We've recently equipped Patrick and Doug (as well as three IT staff) with iPads

that offer the functionality they need in a much smaller and less expensive package than a laptop. With this approach, we can buy a desktop computer for office use and an iPad for mobility at less than the cost of the laptop computers previously purchased. We may also be able to use an iPad for outreach services using some special apps.

### **Library site research**

Together with Branch Services managers Doug Stumbough and Patrick Roewe, groundwork was laid during July to identify and evaluate potential sites for three of the new facilities proposed in the Library Facilities Master Plan: Spokane Valley and Cheney Library replacements and a new South Spokane Valley branch.

### **Briefly...**

- Our first credit/debit card pay station is set up and operating at Spokane Valley Library. In the future at least one more will be installed (at North Spokane), with others dependent on need.
- The July 5 Airway Heights City Council agenda included appointment of a five-member Library District Advisory Board, the purpose of which is to advise the council on the proposed SCLD annexation.

## **MY PROFESSIONAL AND COMMUNITY ACTIVITIES**

Public Library Directors' summer meeting (Federal Way)

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

- In media relations, there were two Summer Reading program articles in the *Spokesman-Review* and four articles on Examiner.com.
- In e-marketing, added a new tab on Facebook for the e-newsletter sign-up; added Friends' August book sales to community calendars; and launched the e-newsletter.
- In publicity materials, edited, proofed, and printed several items for fall programs.
- Finalized the executive director recruitment e-brochure.
- In community involvement, edited and submitted article for Success by Six website; attended a Convention and Visitors Bureau community input session; registered SCLD for Valleyfest and the parade; and created a full-page informational piece for the Cheney Parks & Recreation brochure.

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

- No recruitment and selection occurred during July and there were no terminations, promotions, reclassifications or transfers.
- The executive director recruitment brochure was completed and approved by the Board of Trustees.
- Paul and several supervisors and managers attended a webinar "Odors and Allergies under New ADA Regulations: How to Avoid Discrimination Complaints." Under amendments to the ADA effective last May, we are required to make reasonable accommodation for employees who suffer from multiple chemical sensitivities.
- The Essential Skills for Supervisors class series ended.

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

- The Disk Express II was installed at North Spokane, replacing the AllCirc machine.
- We began testing an iPad for outreach use at facilities where material is checked out to customers. Results are promising.

- Wireless PACs and Pay Station locations and furniture have been finalized with one Pay Station set up at Spokane Valley.
- PayIt completed its first month, taking in about \$5800 in credit card payments with very few problems.
- We ordered the new staff computers on the last business day of the month at a cost of \$178,853.33.

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

- In finance, at the end of July there was \$3,226,990 cash on hand in the General Operating Fund and \$1,166,577 in the Capital Projects Fund.
- In facilities, the parking lot resealing and striping project was completed at a total cost of \$19,151 plus tax; the railing on the south side of the Spokane Valley Parking lot was repaired after being hit by a customer.
- In purchasing and inventory control, the 2011 inventory of controlled and fixed assets began early in the month and should be completed by the end of August.
- The new PERS contribution rates were implemented effective July 1.

**Customer Use Measures  
July 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,489	116,321	N/A	1%	N/A
Door count	123,634	125,518	819,633	0%	0%
Circulation	231,038	227,061	1,564,808	5%	5%
Digital Media Catalog	10,991	5,304	64,390	90%	80%
Reference inquiries	21,416	19,695	148,652	2%	-1%
Programs					
Number	197	211	1,351	1%	2%
Attendance	5,584	5,165	35,344	8%	9%
Group Visits					
Number	1	0	30	114%	91%
Attendance	7	0	701	89%	60%
Software Station bookings	19,721	21,734	137,458	-9%	-7%
Meeting room bookings	207	235	2,052	0%	3%
Holds placed					
By customers	32,540	33,070	231,976	1%	2%
By staff	7,192	7,746	52,266	-2%	-1%
Digital Media Catalog	3,736	1,935	23,465	109%	101%
Database use					
Searches	21,724	16,151	213,535	34%	63%
Retrievals	15,514	15,676	274,397	65%	92%
Website use (Remote)					
User sessions	74,978	66,684	561,128	18%	18%
Page views	216,355	172,475	1,649,959	40%	36%
Catalog	51,725	35,431	300,673	27%	25%
Database Access	3,619	1,316	56,675	299%	184%
Interlibrary loans					
Loaned	294	307	2,392	13%	11%
Borrowed	382	354	2,866	12%	13%

**Customer Use Measure Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

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

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

**Page views:** Number of times each page is accessed.

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

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

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

**ITEM AND TITLE MONTHLY REPORT  
JULY 2011**

	<b>ITEMS</b>				<b>TITLES</b>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	203359	172466	<b>375825</b>		83185	49960	<b>133145</b>
Nonprint	45093	20454	<b>65547</b>		18600	5703	<b>24303</b>
Subtotal	<b>248452</b>	<b>192920</b>	<b>441372</b>		<b>101785</b>	<b>55663</b>	<b>157448</b>
Periodicals	17581	3280	<b>20861</b>		366	49	<b>415</b>
Total	<b>266033</b>	<b>196200</b>	<b>462233</b>		<b>102151</b>	<b>55712</b>	<b>157863</b>

	<b>ITEMS</b>			<b>TITLES</b>		
<b>OverDrive: eBOOKS</b>			<b>4001</b>			<b>3760</b>
Licensed eBOOKS			<b>133</b>			<b>133</b>
Audiobooks			<b>8831</b>			<b>8046</b>
Digital music			<b>1025</b>			<b>1025</b>
<b>OverDrive: Total</b>			<b>13990</b>			<b>12964</b>
<b>GRAND TOTAL</b>			<b>476223</b>			<b>170827</b>

<b>Print &amp; Nonprint</b>	<b>(Totals year-to-date)</b>		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	28641	18795	47436
Nonprint	6325	4216	10541
<b>TOTAL</b>	<b>34966</b>	<b>23011</b>	<b>57977</b>
<b>DELETIONS</b>			
Print	27942	16882	44824
Nonprint	3451	1305	4756
<b>TOTAL</b>	<b>31393</b>	<b>18187</b>	<b>49580</b>

	<b>NET CHANGE YTD</b>		
	ADULT	YOUTH	TOTAL
Print	699	1913	<b>2612</b>
Nonprint	2874	2911	<b>5785</b>
Periodicals	3097	615	<b>3712</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

## **LIBRARY SERVICES**

### **Branch Services**

#### **Customer Use Analysis**

District-wide, the increase in in-branch circulation this month compared to the same month last year (+1.89%) reverses the trend we saw in both June and July. On the whole, in-branch circulation during the three summer months of 2011 was nearly identical to summer 2010, with just 461 fewer items circulated, (-0.07%).

Year-to date,

- Overall circulation, in-branch and online, continues to be up 5%.
- For the fourth month in a row, door count remains essentially unchanged when compared to the same period in 2010.
- District-wide, the reference numbers were virtually equal to last year's, with 0% change.
- Program attendance is up a significant 11% compared to the same period in 2010, although the number of programs offered is up only 4%. The biggest contributor this month was the Bluegrass music series, where the four programs attracted 255 attendees.
- The number of Software Station bookings remained down, at -9% for the year. This is the seventh consecutive month that the number of reservations has been at this level, and every branch has seen a decline in this area.

#### **Customer Payments**

August 2011 brought in the highest amount in total customer payments since January. At present, year-to-date total customer payments is 23% higher than the same time period in 2010; 21% of August payments were via online credit/debit cards.

#### **Security Incidents**

There were 23 Security Incident reports filed, with Cheney and Spokane Valley being most active, five and seven respectively. The total was two less than were reported in July and of those, three were apparent acts of vandalism or incidents of damage to library property, one building issue, and one vehicle fire in the SV parking lot.

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

**Programming:** Overall attendance for August computer classes was down from the same month last year and book discussion attendance was up. The 18 Adult Summer Reading programs had a combined attendance of 443, an average of 25 per program; the most popular were the four Bluegrass concerts and six Spanish guitar programs.

**Community:** We visited 45 facilities once again in this month.

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

**Programming:** The final evaluation of Summer Reading 2011 won't be completed until next month when all of the circulation data and final program numbers become available. In terms of raw data, this summer we offered:

- 104 youth programs with an average attendance of 38 and a grand total attendance of 3,998. (2010: 95 programs with an average attendance of 42 and a grand total attendance of 4,019).

- 12 all-ages programs (includes the Bluegrass concert series mentioned above) with an average attendance of 62 and a grand total attendance of 497 (no all-ages programs were offered in 2010).

Historically, storytimes experience a dip in August attendance, yet the average attendance for August 2011 was 23 (111 storytimes with a grand total attendance of 2,571), the same average attendance as August 2010 (45 storytimes with a grand total attendance of 1,028). Though attendance levels differ across branches, District families are still coming into the library in August.

**Community:** We provided 20 storytimes to 224 children at nine childcares. We received a \$2,000 Target Early Literacy Grant to help expand our Play and Learn Storytimes to all 10 branches. Thrive by Five also provided a Family, Friends, and Neighbors Grant to Community Minded Enterprises, which they used to further subsidize the expansion of Play and Learn Storytimes.

Mary Ellen and Gwendolyn –

- Participated in the “Love, Talk, Play” event at Unity in the Community on August 20.
- Attended the Starting Strong Institute in Spokane. Gwendolyn presented as part of a panel of public librarians organized by the Early Learning Public Library Partnership.
- Worked with NEWESD 101 to tape a Storytime at Moran Prairie, and also some volunteers reading with their toddlers. This is part of the 2<sup>nd</sup> Culture of Literacy Grant that we’ve collaborated on with NEWESD 101.

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

Circulation numbers for materials checked out or renewed in our branches during the month of August 2011 were up 1.89% compared to August 2010. Patterns we observed in July have carried over to August. We continue to see a high number of damaged items, water damage in particular. We also continue to see an increase in the number of customers who do not feel that they are responsible for the damage done to the items.

#### ***Branch highlights***

**Airway Heights Library (Stacy Hartkorn, branch supervisor)** August 2011 storytimes doubled the August 2010 average attendance. The Bluegrass Concert performance was a popular event, attracting 50 people. We hosted a booth at the annual Airway Heights Festival, which attracted over 100 visitors during the day. This is an increase of 70 visitors compared to our first appearance at the 2008 festival.

**Argonne Library’s (Mary Kay Anderson, branch supervisor)** August programming was also quite successful with the Spanish Guitar concert the best attended adult program ever, 13 people at the Backyard Bounty pickle program and 8 teens at the Wii afternoon. The new wireless PAC has been well used from the day we installed it. It’s in a very visible location.

Program attendance at **Cheney Library (Pat Davis, branch supervisor)** was mixed, with Play and Learn Storytimes up again, an enthusiastic audience of 19 for Spanish guitar, but fewer at the teen program and lower than average storytime attendance. One of our young customers, a five-year-old, is so fond of the library that on a recent family trip he asked if he could purchase puzzles and then presented two chunky puzzles to the library.

At **Deer Park Library (Kris Barnes, branch supervisor)** average storytime attendance of around 30 people, was a notable improvement over attendance last August at around 20 participants. An Arcadia elementary school student came in to inquire about some books Kris had shared with the students in June. What was extraordinary about the conversation was that the student’s mother was shocked to discover her son had approached us. She explained that her son is autistic and he doesn’t approach people to talk to them for any reason. The Deer Park Friends offered a three-day

book sale this month to coincide with the Deer Park community-wide yard sale weekend, which netted \$1,012. They also sponsored an appreciation picnic/meeting to recognize the efforts of current, past and hopefully new Friends of the Library members and to thank all the volunteers who worked at their book sales.

Twelve people attended **Fairfield Library's** (*Bev Bergstrom, branch supervisor*) Spanish Guitar program, the most at any of our adult programs since fall of 2006. The last storytime of the month picked up with an attendance of 11, which brought the month's average up to a little over six people. Bev overheard a teenager responding to a friend who asked why she read so many books. She stated that books were her soul and her one true love.

**Medical Lake Library** (*Laura Baird, branch supervisor*) storytime attendance was up from August 2010. 30 people attended the Spanish Guitar program, four of whom had enjoyed it so much at Argonne, they came to Medical Lake to hear it again. Several customers have been stretching power cords across the floor to access electrical outlets creating potential tripping hazards. To alleviate this potential problem, new tables with power connections will be installed in the Teen and Adult areas. The Friends of the Library officers met to discuss an upcoming book sale and plan a 20<sup>th</sup> year celebration of the library branch being in operation for November.

The outdoor Bluegrass concert at **Moran Prairie Library** (*Jason Johnson, branch supervisor*) attracted 76 attendees to our library, the largest turnout for any all-ages or adult program at Moran Prairie. Toddler storytime attendance was down; baby lapsit and preschool up.

**North Spokane Library** (*Patrick Roewe, branch services manager*) also set a record with the bluegrass concert, with 84 in attendance. Storytime attendance was mixed with baby lapsit double last August, toddler up a little and preschool down by a fourth. North Spokane served as a Voter Service Center for the August 16 primary election.

The weather was perfect for **Otis Orchards Library's** (*Bev Bergstrom, branch supervisor*) Bluegrass band concert. At 45, it was the highest attended all-ages program here since 2005. The response by customers was favorable and several expressed the hope of having more outdoor concerts. One couple drove from Hillyard to attend. The Friends provided cookies and punch. As more customers purchase some form of e-readers, staff have been asked more questions on compatibility and downloading. Readers have commented several times that they are glad we offer digital downloads and pleased when the staff can provide help.

**Spokane Valley Library** (*Doug Stumbough, branch services manager*) adult programming attendance varied, with the Spanish Guitar program highest at 17. There were also less-attended author programs but seven at the book club, double last August. As with other branches, storytime attendance was mixed with increase in Play and Learns. The kids from Kick N' Fun presented us with a poster featuring pictures of them at several of our summer reading activities and thanking us for providing the programming for the community.

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

### **Collections**

- Ordered 2,117 titles and 7,458 copies, above average for titles but below for copies ordered this year; processed, added to the system, and sent out 8,562 items to branches, slightly above the year's average.
- Net year-to-date increase in the print/nonprint collection of 8,797 items after a monthly net increase of 922 nonprint and decrease of 522 print items.

- As usual, the OverDrive checkout of downloadable audiobooks and ebooks was the highest ever.

### **Interlibrary Loan**

- We loaned 249 items to other libraries and borrowed 406 items from other libraries for 655 total ILL transactions processed in August. The number of loans for the month is average while the number of borrowed items is high.

### **Other**

- Spokane Is Reading is the featured business of the month at Sterling Savings Bank in October. We will have a display on a table with the 11"x17" poster mounted on foam core on an easel-back stand and a supply of bookmarks for bank customers to take.

## **ADMINISTRATION**

### **2011 BUDGET REVIEW**

The second mid-year budget review was completed with only a few minor changes in line items and no increase in total expenditures. Therefore, there's no need for action by Board of Trustees at the September meeting to revise the budget; that item has been removed from the preliminary agenda.

Overall, revenue increased by \$8,798 (primarily Upriver Drive property rental income and two small grants) and expenses increased by \$8,299 (over half of which was grant-related and replacement of an alarm panel at Deer Park) that was taken from the contingency line item. This wraps up it up for the 2011 budget year.

### **2012 budget planning**

#### *Property taxes*

The Spokane County Assessor's Office provided the first of its series of assessed valuation estimates indicating SCLD's 2011 valuation for 2012 property taxes for county-assessed real property, which comprises about 94% of our total. It dropped by about 2% (similar to last year), translating to about \$225,000 in revenue. Fortunately, last year's levy lid lift provided an adequate cushion. Apart from any increase in 2012 revenue from sources other than property tax, there's about \$800,000 more in recurring revenue than recurring expenses going in to 2012.

The next Assessor's Office report (in mid-September) will include the new construction figure, followed by personal property in late September. By the time we prepare the first line item budget for your October meeting, our property tax estimate should be within one or two percent of the final number.

A complication this year is that the District's property tax levy for collection in 2012 will need to be made as if there were no West Plains annexation since the annexation missed the August 1 statutory deadline for taxing district boundary changes. However, state law requires the County Treasurer to disburse current year library, fire and road district taxes collected in the annexation area to the cities after its January 1, 2012, effective date. What this means is that the property tax figure in the levy resolution you adopt will be based on the District's pre-annexation assessed valuation but the budgeted revenue will be reduced by the annexation area tax amount. The Assessor's Office will provide the numbers.

#### *Salaries and benefits*

Not surprisingly, medical insurance costs will increase again. Washington Counties Insurance Fund's Premera PPO plan premiums will go up 9.75% and Group Health 7.10%. Vision Service

Plan and Willamette Dental rates will increase by 5% but Washington Dental Services will drop by 9.75% by reducing the large balance in the rate stabilization fund.

The state uses the August Consumer Price Index figure, available mid-September, to establish the state's minimum wage increase for the following year. This has also been the basis for increases in SCLD salaries. The July CPI-W that was just announced shows a 4.1% increase over July 2010, the third month with the same percentage. I think we can safely assume the August percentage increase will be around 4%.

### **Recruitment/hiring update**

The executive director announcement was posted on our website on August 22, at which time Consultant June Garcia sent the e-brochure to her list. I emailed it to Washington public library directors with a personal note the following week and it'll be posted September 1 on library job websites. The closing date is October 7.

### **Airway Heights library annexation committee**

In an August 19 email, Airway Heights City Manager Albert Tripp let me know that Library District Annexation Advisory Committee will recommend SCLD annexation to the City Council. I provided him with updated information on 2012 election dates and deadlines for the official actions required to place the issue on the ballot. I don't yet know when the council will act on the committee's recommendation.

### **West Plains annexation update**

#### *Boundary Review Board*

The August 8 Boundary Review Board meeting presentation by Airway Heights and Spokane city officials on their respective portions of the West Plains annexation focused in large part on changes in service provision and taxes. One item of interest is that of 526 people in Spokane's annexation area, about 400 reside at Geiger Corrections Center so few actual area residents will be affected.

Since the Boundary Review Board has no jurisdiction over interlocal agreement annexations, it will take no action other than filing each city's annexation ordinances with the County Auditor on August 29, the end of the 45-day comment period. The annexations will be effective January 1, 2012.

#### *Mitigation agreement*

Our annexation mitigation agreement proposed draft has now moved to the City of Spokane's legal department for review.

### **Missing items**

A question regarding missing library materials came up during the overview at your last meeting. Collection Services Manager Andrea Sharps provided me with a report on missing items and values run on August 3, a snapshot of what was on record that day. Missing items are those that we've determined aren't on the shelf. As discussed last month, the only way to document everything that might be missing is to do a complete inventory, a daunting task.

To summarize the report, on the date the report was run SCLD owned 448,277 item copies valued at \$8,635,978.59; 3,343 of those with a total value of \$61,636 were noted as missing. This works out to a "missing rate" of 0.75% of copies and 0.72% of value. For comparison purposes, retail "shrinkage" (losses due to shoplifting, employee theft and inaccurate inventory records) for 2008 was 1.52% of sales.

### **Online database use report**

The quarterly database usage report shows little change in overall rankings for the 19 we provide. The top three continued to be Auto Repair Reference Center, ReferenceUSA, and the ProQuest group (ProQuest, Culture Grams, World Conflicts). Ancestry Plus moved up from number five to number four and Consumer Reports went from six to five.

Not surprisingly, the top five have the lowest cost per click through (exiting our website to the vendors'). They range from \$0.86 to \$1.99. In contrast, Encyclopedia Americana was \$5.68 and New Book of Popular Science was \$11.43 per click through. The average for all was \$2.49.

### **Revised Argonne/Administrative Offices site plan**

Early this month, Architect Mark Dailey provided a revised Argonne/ Admin site plan that incorporates the recently purchased property. It indicates a potential 2,000 square foot expansion of the library that would be used in large part for a larger meeting room, along with remodeling 2,000 square feet. A 4,000 square foot Admin expansion and 7,000 square foot remodel would provide space for the IT department as well as office space to accommodate a future increase in support staffing and a larger and more efficiently-designed Collection Services work area.

### **Briefly...**

- SCLD was awarded a \$2,000 Target grant that will be used to purchase additional materials for Play and Learn Storytimes. Gwendolyn Haley developed the grant proposal.

## **MY PROFESSIONAL AND COMMUNITY ACTIVITIES**

Visit from State Librarian Rand Simmons and State Library Program Manager Jeff Martin; Starting Strong Institute reception.

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

- In media relations, there was an article on SpoCon.org and three on Examiner.com; Gwendolyn Haley provided her voice and expertise as the voiceover in spots to promote "Love. Talk. Play." that will be run as part of the promotions for Unity in the Community and Valleyfest.
- In e-marketing, launched the new Welcome tab on Facebook; launched the mobile version of our website; replaced the website header; continued work on Kids' website section.
- In publicity materials, edited, proofed, approved, and printed several items for fall programs.
- Edited, prepared, formatted and posted executive director job announcement on our website; edited, designed and posted online Tips for Applicants to hopefully assist people with the process of applying for SCLD jobs.
- In community involvement, evaluated return on investment of participation in two events and based on availability of staffing decided not to participate.

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

- Recruited for four positions with selections made by supervisors for three positions; there were three resignations, and no promotions, reclassifications, or transfers.
- The executive director e-brochure was posted on our website and several listservs; consultant June Garcia sent it to 466 individuals and Mike to all Washington public library directors.
- Safety committee met in August; there were no issues of note.
- Paul attended the August WCIF/P meeting at which rates and benefit adjustments were set for 2012.

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

- 153 new staff computers were received early in the month; they'll be installed in September.
- Our new mobile site went live early in the month, and is automatically served to mobile devices (smart phones and tablets).
- Backups were moved to the SAN (storage area network).
- We began claiming reimbursements for the 2<sup>nd</sup> half of the 2010 e-rate year.

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

- In finance, cash on hand at the end of the month was \$2,438,675 in the General Operating Fund and \$1,166,577 in the Capital Projects Fund. Year-to-date property tax collections totaled \$5,933,221. The State Auditor's Office plans to conduct District's 2009-2010 audit during the September-October period, with about two and a half weeks of on-site work.
- In facilities, non-gang-related graffiti was removed from North Spokane Library.
- In purchasing and inventory control, the 2011 inventory of controlled and fixed assets was completed with no items missing, all records reconciled, and no discrepancies noted.

**Customer Use Measures  
August 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
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Door count	127,747	128,386	947,380	0%	-1%
Circulation	239,494	229,918	1,804,302	5%	5%
Digital Media Catalog	11,027	5,588	75,417	91%	82%
Reference inquiries	20,259	21,937	168,911	0%	-1%
<b>Programs</b>					
Number	177	130	1,528	4%	4%
Attendance	4,002	2,604	39,346	11%	12%
<b>Group Visits</b>					
Number	2	0	32	129%	110%
Attendance	21	0	722	95%	69%
Software Station bookings	22,190	23,534	159,648	-9%	-8%
Meeting room bookings	213	199	2,265	0%	4%
<b>Holds placed</b>					
By customers	32,799	34,309	264,775	0%	1%
By staff	7,254	8,186	59,520	-3%	-3%
Digital Media Catalog	3,658	1,906	27,123	106%	100%
<b>Database use</b>					
Searches	16,847	18,086	230,382	30%	62%
Retrievals	19,723	15,238	294,120	62%	100%
<b>Website use (Remote)</b>					
User sessions	77,662	69,109	638,790	18%	18%
Page views	226,630	189,112	1,876,589	37%	35%
Catalog	53,925	37,471	354,598	30%	28%
Database Access	4,265	1,568	60,940	286%	198%
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**User sessions:** Number of times website is accessed by individual IP address.

**Page views:** Number of times each page is accessed.

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

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

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

**ITEM AND TITLE MONTHLY REPORT  
AUGUST 2011**

	<b>ITEMS</b>				<b>TITLES</b>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	202869	172434	<b>375303</b>		83553	50119	<b>133672</b>
Nonprint	45819	20650	<b>66469</b>		18867	5717	<b>24584</b>
Subtotal	<b>248688</b>	<b>193084</b>	<b>441772</b>		<b>102420</b>	<b>55836</b>	<b>158256</b>
Periodicals	17856	3360	<b>21216</b>		368	47	<b>415</b>
Total	<b>266544</b>	<b>196444</b>	<b>462988</b>		<b>102788</b>	<b>55883</b>	<b>158671</b>

	<b>ITEMS</b>			<b>TITLES</b>		
<b>OverDrive: eBOOKS</b>			<b>4449</b>			<b>4182</b>
Licensed eBOOKS			<b>236</b>			<b>236</b>
Audiobooks			<b>9119</b>			<b>8297</b>
Digital music			<b>1056</b>			<b>1056</b>
<b>OverDrive: Total</b>			<b>14860</b>			<b>13771</b>
<b>GRAND TOTAL</b>			<b>477848</b>			<b>172442</b>

<b>Print &amp; Nonprint</b>	<b>(Totals year-to-date)</b>		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	32789	21577	54366
Nonprint	7423	4750	12173
<b>TOTAL</b>	<b>40212</b>	<b>26327</b>	<b>66539</b>
<b>DELETIONS</b>			
Print	32580	19696	52276
Nonprint	3823	1643	5466
<b>TOTAL</b>	<b>36403</b>	<b>21339</b>	<b>57742</b>

	<b>NET CHANGE YTD</b>		
	ADULT	YOUTH	TOTAL
Print	209	1881	<b>2090</b>
Nonprint	3600	3107	<b>6707</b>
Periodicals	3372	695	<b>4067</b>

**NOTES:** PRINT = Book, Bkbag, Largetype, Paperback  
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway  
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet  
TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)  
ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

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

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

**OverDrive:** Statistics changed beginning with 6/2011. Not broken out by Adult/Youth

SPOKANE COUNTY LIBRARY DISTRICT  
 GENERAL OPERATING FUND  
 INCOME STATEMENT - "FINAL"  
 AS OF JULY 31, 2011  
 [PERCENT OF YEAR = 58.4%]

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

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 5,823,226	\$ 10,738,027	54.23%
CONTRACTED CITIES, SERVICES & FEES	300,550	487,816	61.61%
MISCELLANEOUS REVENUES	98,336	176,595	55.68%
INTEREST EARNINGS	20,003	35,000	57.15%
TRANSFERS IN	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 6,242,115</b>	<b>\$ 11,437,438</b>	<b>54.58%</b>
EXPENSES:			
SALARIES	\$ 3,056,565	\$ 5,366,379	56.96%
FRINGE BENEFITS	855,774	1,574,741	54.34%
SUPPLIES	100,215	222,126	45.12%
SERVICES	898,514	1,733,404	51.84%
CAPITAL EXPENDITURES	171,428	463,800	36.96%
LIBRARY MATERIALS	907,427	1,468,595	61.79%
INTEREST EXPENSE	78	500	15.60%
OPERATIONAL CONTINGENCIES	-	40,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	406,655	406,655	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 6,396,656</b>	<b>\$ 11,276,200</b>	<b>56.73%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (154,541)</b>	<b>\$ 161,238</b>	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (154,541)	\$ 161,238
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249
<b>ENDING FUND BALANCE - 6/30/11 &amp; ESTIMATED BALANCE 12/31/11</b>	<b>\$ 3,132,708</b>	<b>\$ 3,448,487</b>

ASSETS:	
CASH	\$ 3,226,990
ACCOUNTS RECEIVABLE	375
TAXES RECEIVABLE	225,138
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	96,587
<b>TOTAL ASSETS</b>	<b>\$ 3,613,246</b>
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 255,400
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	225,138
<b>TOTAL LIABILITIES</b>	<b>\$ 480,538</b>
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	1,954,455
<b>ENDING FUND BALANCE JULY 31, 2011</b>	<b>\$ 3,132,708</b>

<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 3,613,246</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - JULY 31, 2011</b>	<b>\$ 1,166,577</b>

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
INCOME STATEMENT - "FINAL"  
AS OF AUGUST 31, 2011  
[PERCENT OF YEAR = 66.7%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 5,933,221	\$ 10,738,027	55.25%
CONTRACTED CITIES, SERVICES & FEES	368,902	493,216	74.80%
MISCELLANEOUS REVENUES	107,330	180,173	59.57%
INTEREST EARNINGS	22,246	35,000	63.56%
TRANSFERS IN	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 6,431,699</b>	<b>\$ 11,446,416</b>	<b>56.19%</b>
EXPENSES:			
SALARIES	\$ 3,511,820	\$ 5,366,379	65.44%
FRINGE BENEFITS	983,760	1,574,741	62.47%
SUPPLIES	117,646	223,004	52.76%
SERVICES	998,743	1,740,825	57.37%
CAPITAL EXPENDITURES	356,461	463,800	76.86%
LIBRARY MATERIALS	1,030,160	1,468,595	70.15%
INTEREST EXPENSE	160	500	32.00%
OPERATIONAL CONTINGENCIES	-	31,701	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	406,655	406,655	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 7,405,405</b>	<b>\$ 11,276,200</b>	<b>65.67%</b>
<b>TOTAL REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (973,706)</b>	<b>\$ 170,216</b>	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (973,706)	\$ 170,216	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249	
<b>ENDING FUND BALANCE - 8/31/11 &amp; ESTIMATED BALANCE 12/31/11</b>	<b>\$ 2,313,543</b>	<b>\$ 3,457,465</b>	

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

ASSETS:	
CASH	\$ 2,478,720
ACCOUNTS RECEIVABLE	356
TAXES RECEIVABLE	211,346
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	97,428
<b>TOTAL ASSETS</b>	<b>\$ 2,852,006</b>
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 327,117
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	211,346
<b>TOTAL LIABILITIES</b>	<b>\$ 538,463</b>
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
COMMITTED FOR DISTRICT WELLNESS PROGRAM	1,295
COMMITTED FOR DEER PARK LIBRARY PROGRAM	6,207
COMMITTED FOR FACILITY MAINTENANCE PLAN	180,168
COMMITTED FOR TECHNOLOGY PLAN	306,409
COMMITTED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
COMMITTED FOR LIBRARY MATERIALS PLAN	136,140
COMMITTED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	1,135,290
<b>ENDING FUND BALANCE AUGUST 31, 2011</b>	<b>\$ 2,313,543</b>
<b>TOTAL LIABILITIES AND GENERAL FUND BALANCE:</b>	<b>\$ 2,852,006</b>
<b>FUND BALANCE CAPITAL PROJECTS FUND - AUGUST 31, 2011</b>	<b>\$ 1,167,520</b>

**OVERVIEW:**  
**INFRASTRUCTURE MAINTENANCE AND UPGRADE PLANS**

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The September overview, presented by Business Manager Bill Sargent, is our infrastructure maintenance and upgrade plans. This is a timely presentation since the plans are an integral part of each year's budget.