

MISSION

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Board of Trustees Regular Meeting

December 20, 2011 4:00 p.m. Argonne Library/ Administrative Offices

A G E N D A

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00-4:05]**
- III. ACTION ITEMS**
 - A. Approval of special and regular meeting minutes: November 5, November 11, and December 2, special meetings; November 15, 2011, regular meeting [4:05-4:10]
 - B. Approval of November bill payment vouchers [4:10-4:15]
 - C. Unfinished Business
 - 1. 2012 Budget [4:15-4:25]
 - a. 2012 revenue and expenses: Director's final budget message.
 - b. Adopting a 2012 Final Budget (Resolution No. 11-07): Approval recommendation.
 - D. New Business
 - 1. Executive Director appointment: Motion consideration [4:25-4:35]
 - 2. Rules of Customer Conduct Policy (Reaffirmation): Approval recommendation [4:35-4:40]
 - 3. 2012 Board of Trustees' meeting schedule: Approval recommendation [4:40-4:45]
 - 4. 2012 Board of Trustees' officer election: Approval recommendation [4:45-4:50]
 - 5. Washington Counties Insurance Pool Interlocal Agreement Amendment No. 2: Approval Recommendation [4:50-4:55]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Library Legislative Day trustee attendance [4:55-5:00]
 - B. Future board meeting agenda items [5:00-5:05]
- V. REPORTS**
 - A. Trustees [5:05-5:10]
 - B. Director [5:10-5:15]
 - C. Fiscal [5:15-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**
 - A holiday reception for the Board of Trustees and District Management Team, held in the Administrative Offices foyer, will follow the meeting.

[Estimated meeting length: 1 hour, 20 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 SPECIAL MEETING MINUTES: November 5, 2011

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Saturday, November 5, 2011, in the District's Administrative Offices Conference Room, 4322 N. Argonne Road, Spokane, WA, to evaluate qualifications of applicants for the executive director position. The meeting convened at 9:00 a.m. by Tim Hattenburg, chair.

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

Also present: Library Consultant June Garcia by conference phone.

EXECUTIVE SESSION

Ms. Apperson moved and Ms. Lloyd seconded that the Board go into an executive session to evaluate qualifications of applicants for the executive director position, with the length of the executive session estimated as 90 minutes. The motion was unanimously approved and the board went into executive session at 9:01 a.m. The board returned from executive session at 10:18 a.m. There was no action taken.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 10:19 a.m.

Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: November 11, 2011

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Friday, November 11, 2011, in the District's Administrative Offices Conference Room, 4322 N. Argonne Road, Spokane, WA, to evaluate qualifications of applicants for the executive director position. The meeting convened at 2:00 p.m. by Tim Hattenburg, chair.

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

Also present: Library Consultant June Garcia by conference phone.

EXECUTIVE SESSION

Ms. Apperson moved and Ms. Lloyd seconded that the board go into an executive session to evaluate qualifications of applicants for the executive director position, with the length of the executive session estimated as three hours. The motion was unanimously approved and the board went into executive session at 2:15 p.m. The Board returned from executive session at 4:27 p.m. There was no action taken.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 4:28 p.m.

Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 15, 2011

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held November 15, 2011, in the public meeting room at Argonne Library, 4322 North Argonne Road, Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed guests.

PRESENT:

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

EXCUSED:

None.

Also Present: Paul Eichenberg, Human Resources Manager; Priscilla Ice, IT Manager; Bethany Luck-Hutson, Communications Manager; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved to approve the agenda with the addition of an item to Discussion Items, Possible Action: Executive Director Retirement Reception Budget: Approval Recommendation. Ms. Lloyd seconded the motion.

There were no other additions or comments.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF OCTOBER 18, 2011, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the October 18, 2011, regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF OCTOBER 2011 BILL PAYMENT VOUCHERS

Mr. Laete moved and Mr. Davis seconded approval of the October 2011 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 40651 through 40834 and W00050, W00051 and W00052 totaling	\$ 510,729.83
	Payroll vouchers:10072011PR and 10252011PR totaling	\$ 325,846.67
	Total	\$ 836,576.50

In response to a trustee's question, Branch Services Manager Patrick Roewe confirmed Safe Environment Training was offered to almost 100 public services staff over several days in September by Security Manager Joe Fithian of Seattle Public Library. Feedback from staff was entirely enthusiastic for the industry-specific training received. There were no other questions or comments.

The motion was unanimously approved.

UNFINISHED BUSINESS

2012 BUDGET.

2012 REVENUE & EXPENSES: DIRECTOR'S BUDGET MESSAGE UPDATE. Because changes to the budget were highlighted in documents distributed in advance of the meeting, Mr. Wirt briefly reported minor changes in property taxes and impact of the 2.5% salary adjustment. Mr. Wirt also distributed a handout reflecting updated 2011 state-assessed values recently provided by the State Assessor's Office. These new figures required subsequent changes to three resolutions presented for signature at this meeting, for which Mr. Wirt clarified changes to each resolution. There were no questions or comments.

ADOPTING A 2012 PRELIMINARY BUDGET (RESOLUTION NO. 11-04). Ms. Apperson moved and Mr. Laete seconded that Resolution No. 11-04, Adopting a 2012 Preliminary Budget and Certifying to the Board of County Commissioners, be adopted.

RESOLUTION NO. 11-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2012 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund revenues total \$11,564,960; expenditures total \$11,445,133. The estimated unassigned ending fund balance is \$1,801,725. Capital Projects Fund revenues total \$216,500; expenditure \$0. There were no questions or comments.

The motion was unanimously approved.

AUTHORIZING A 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012 (RESOLUTION No. 11-05). Mr. Laete moved and Ms. Lloyd seconded that Resolution No. 11-05, Authorizing a 2011 Property Tax Levy Increase for Collection in 2012, be adopted.

RESOLUTION No. 11-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2011 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2012, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the 2011 levy to be collected in 2012 for the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2012 (RESOLUTION No. 11-06). Mr. Laete moved and Ms. Apperson seconded that Resolution No. 11-06, Levying the Regular Property Taxes for Spokane County Library District for Collection in 2012, be adopted.

RESOLUTION No. 11-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2012 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2012 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The resolution adopts a 2011 property tax levy for collection in 2012 in the amount of \$10,588,625 for collection in 2012, including an additional \$21,807 for administrative refunds. In response to a trustee's question about the likelihood of further budgetary changes, Mr. Wirt replied, though remote, there could be a change in the Public Employees Retirement System contributions. There were no other questions or comments.

The motion was unanimously approved.

NEW BUSINESS

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Apperson moved and Mr. Hattenburg seconded that the Children's Safety in Libraries policy be revised as written.

Branch Services managers, Patrick Roewe and Doug Stumbough, with Youth Services managers Gwendolyn Haley and Mary Ellen Braks, made minor editorial changes to update language and bring clarification to the policy.

The motion was unanimously approved.

TERMINATION OF INTERLOCAL AGREEMENT WITH STEVENS COUNTY RURAL LIBRARY DISTRICT. Mr. Davis moved and Ms. Lloyd seconded that Termination of the Interlocal Agreement with Stevens County Rural Library District be approved as written.

Mr. Wirt distributed copies of the formal letter of request from the Board of Trustees Chair and Director of the Libraries of Stevens County, dated November 7, 2011, to terminate for economic reasons the interlocal agreement between the two library districts, which allowed Stevens County residents in the 99006 ZIP code to obtain an SCLD library card and SCRLD to pay the non-resident fee.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

2012 BOARD OF TRUSTEES MEETING OVERVIEW PRESENTATION TOPICS

Trustees considered the suggested service-area overview topics for continuing education presentations to trustees in 2012. After discussion, there was consensus to combine Library Advocacy with Communications Department and remove Fines for Forgiveness and Interlibrary Loan to cull the list from 12 to nine topics.

FUTURE BOARD MEETING AGENDA ITEMS

A list of potential agenda items tentatively scheduled for future meetings was distributed prior to the meeting. Mr. Hattenburg reviewed items for the December agenda, which includes appointment of the new executive director, adoption of the final 2012 budget and election of officers for 2012 Board of Trustees. He also noted Mr. Laete's last meeting as a trustee is scheduled for December.

In response to Mr. Laete's question about his successor and Mr. Hattenburg's suggestion to trustees to consider extending the application deadline for the position, it was decided by consensus to extend the deadline beyond December 2.

Human Resources Manager Paul Eichenberg reviewed the December time commitment and special meetings schedule for the purpose of hiring a new executive director. In response to a trustee's question, Mr. Eichenberg confirmed an events calendar will be prepared for each candidate and sent via email to trustees. A transition plan for the new executive director will be available for January review and may require a special meeting, workshop or conference call with Library Consultant June Garcia.

2012 BALANCED SCORECARD PROGRESS REPORT

Mr. Hattenburg moved and Mr. Laete seconded that the 2012 Balanced Scorecard be approved as presented.

Mr. Wirt said the initial goal of the Balanced Scorecard was to develop a clearer mission, vision, strategy and core values for the organization. Three primary projects are recommended for 2012: Advocacy Plan and Print Management System implementations, and prior to redesign, full evaluation of the SCLD website effectiveness. In response to a trustee's mention of the ambitious goals for 2012 during what will also be a leadership transition, Branch Services Manager Patrick Roewe said many of the goals are already near completion.

EXECUTIVE DIRECTOR RETIREMENT RECEPTION BUDGET

Mr. Davis moved and Mr. Hattenburg seconded that the Board of Trustees approve a budget of \$4,500 for the Executive Director Retirement Reception to be held Friday, February 17, 2012.

Branch Services Manager Doug Stumbough distributed copies of an event proposal from Beacon Hill Events, 4848 E. Wellesley, Spokane, to cover the costs of room rental, food, service fees, printing and mailing of invitations, and miscellaneous other expenses to accommodate a reception for 150 guests. Beacon Hill was selected over other venues because of cost and responsiveness.

In response to a trustee's questions, if guests exceed 150, the venue can accommodate a larger group by making additional space available.

REPORTS

TRUSTEES

Mr. Hattenburg reported there has been one applicant with interest in the open trustee position, thus far. Also, Mr. Hattenburg presented SCLD library services information at two senior government classes at Central Valley High School last week and will return next week for more.

There were no other reports.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – October customer use measures, Security Incidents, Adult, Youth and Circulation services, and Branch highlights; Collection Services – collections and other; Administration – 2012 budget, future budget planning, Moran Prairie Library Capital Facility Area, Spokane is Reading, Staff Day, Stevens County Rural Library District agreement termination, Urban Growth Areas Update; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities & Purchasing.

Mr. Wirt had nothing to add to his written report and there were no questions.

FISCAL

Revenue and Expenditure Statement through October 31, 2011

<u>Fund 001</u>	
Revenues	\$ 10,470,728
Expenditures	\$ 9,051,512
Ending Fund Balance	\$ 4,706,465
Fund Budget Expended	80.27%

Business Manager Bill Sargent reported the audit office work was completed Friday, November 4, and the exit briefing date will soon be determined. Mr. Hattenburg expressed appreciation on behalf the board to Mr. Sargent, as the auditors were most complimentary of the audit preparedness provided by the Business Office.

There were no questions or discussion.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded that the board move to the Administrative Offices Conference Room for an executive session to consider acquisition or lease of real estate and to evaluate qualifications of an applicant for public employment.

The motion was unanimously approved and the board went into executive session at 4:55 p.m. and returned at 6:09 p.m. There was no action taken.

ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: December 2, 2011

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Friday, December 2, 2011, in the District's Administrative Offices Conference Room, 4322 N. Argonne Road, Spokane, WA, to evaluate qualifications of applicants for the executive director position. The meeting convened at 11:33 a.m. by Tim Hattenburg, chair.

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

Also present: Library Consultant June Garcia.

EXECUTIVE SESSION

Mr. Hattenburg moved and Ms. Lloyd seconded that the board go into an executive session to evaluate qualifications of applicants for the executive director position, with the length of the executive session estimated as six hours. The motion was unanimously approved and the board went into executive session at 11:34 a.m. The Board returned from executive session at 5:56 p.m. There was no action taken.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 5:57 p.m.

Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

2012 PRELIMINARY BUDGET
DIRECTOR'S FINAL BUDGET MESSAGE

General Operating Fund: \$11,434,154

BUDGET GOALS

The District's message to voters regarding the purpose of the levy lid lift included three major points. These three goals continue to form the basis for 2012 budget development.

- 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.

SUMMARY

This final 2012 budget is as complete as it can be, with the only significant outstanding question being 2012-2013 Public Employees Retirement System rates. The General Operating Fund budget is \$11,434,154, down \$29,755 from the November Preliminary.

On the revenue side, we've been hit for a second year with the effects of the recession. Property values have dropped again, though modestly compared with many other areas in Washington and the country as a whole. New construction value aside, the decline was 2.5%. The West Plains annexation will further reduce property tax revenue, although it will be fully offset in 2012 by the City of Spokane annexation mitigation agreement payment and an increase in the Airway Heights' contract fee. To complicate matters, the property tax revenue figure included in the budget must reflect the District's assessed valuation without the annexation for purposes of levy-setting, even though actual revenue will be less.

In expenses, the largest increases are personnel-related. Costs for Facility Maintenance Plan and Technology Plan projects also look significant because of how they're now budgeted from a baseline of \$0 each year, yet in fact, all three are actually lower than budgeted in 2011.

The 2012 budget includes a 2.5% salary scale adjustment for non-minimum wage positions, and the mandatory 4.285% state minimum wage increase. The only staffing addition is 0.45 FTE in Collection Services to better accommodate materials selection and increased interlibrary loan activity. There's a 3% increase for materials that will be targeted entirely toward downloadable materials – audiobooks and ebooks. \$202,385 of the \$242,385 in Operational Contingencies offsets the portion of the property tax levy in the West Plains annexation area that will be transferred to Airway Heights and Spokane.

Finally, there's a sufficient balance of revenue and expenses to transfer \$200,000 from the General Operating Fund to the Capital Projects Fund for future use.

ESTIMATED 2012 REVENUE: \$11,553,248

REVENUE CHANGES FROM 2011 BASELINE (\$5,000 OR MORE)

The 2012 revenue estimate from all sources is \$106,832 higher than the 2011 baseline amount.

Property taxes: Even though portions of West Plains will be annexed into the City of Airway Heights and City of Spokane, effective January 1, 2012, the annexation became official after the deadline for taxing district boundary changes under state law. Therefore, SCLD is required to establish its 2012 property tax levy to include this area's assessed valuation in the calculation as if the annexation isn't occurring. However, all SCLD taxes paid in 2012 by property owners in the two annexation areas will be forwarded to the respective cities, not to the District, thus reducing the property tax revenue actually received.

On December 1 the Spokane County Assessor's Office provided a final update of SCLD's 2011 assessed valuation to determine the property tax levy for collection in 2012. This amount, including the West Plains annexation area, is less than both the current year's assessed valuation and the highest lawful levy since 1985. Therefore, the levy is limited by the statutory 50¢ per \$1,000 of assessed valuation maximum, not the levy lid. Applying the full 50¢ levy rate to the \$21,153,230,000 assessed valuation estimate – which is up \$52,661,234 due to an unexpected increase in state-assessed values – the estimated levy for collection in 2012 is \$10,576,615. The 101% levy lid limit is almost \$11 million. Because these are as close to final levy numbers as they'll be, the contingency factor was removed from the property tax revenue amount.

For purposes of actual anticipated property tax revenue, the budget uses December 1 assessed valuation estimates provided by the Assessor's Office for City of Spokane and City of Airway Heights annexation areas to compute the property tax impact (- \$202,385) as well as the contract fees below. Since the Department of Revenue (DOR) won't calculate state-assessed values for the two annexation areas until the fall of 2012 for the 2013 tax year in which they'll be included in levies, the Assessor's Office came up with estimates for purposes of the property tax shift required next year. This is particularly important for the City of Spokane annexation due to the amount of personal property value at Spokane International Airport. The combined total of county and state values for Spokane is \$292,315,837; Airway Heights, \$112,454,305.

City contract fees: Two cities will be paying contract fees in 2011, each of a different type.

- Airway Heights: Fee will be calculated using the assessed valuation of the existing city land area (currently estimated at \$345,337,682, up slightly from last month), plus the assessed valuation of its West Plains annexation area (currently estimated at \$112,454,305 and also up slightly from last month). That amount is currently estimated at \$224,896, a 53% increase over 2011 due to the addition of the annexed land.
- City of Spokane prior annexations: Based on the Assessor's Office assessed valuation estimate, the City of Spokane's Moran Prairie annexation mitigation fee will be \$57,389, an 11.3% decrease (\$7,310) from 2011 due primarily to an assessed valuation appeal. In addition, year five of the Park Place and North Division annexation mitigation fees and Year 4 for the Greenfield Estates annexation will total \$7,062, a decrease of 44.3% from 2011.
- City of Spokane West Plains Annexation: Using the five-year phase-out of payments, the West Plains annexation mitigation agreement with the City of Spokane will generate a 2012 fee based on the valuation of real and personal property as well as the loss of Leasehold Excise Tax. Based on the methodology included above in the property tax section, it's currently estimated at \$146,158, just \$177 below November's estimate .

Services & Fees: A net decrease of \$50,450

- Copying & Printing: Print management system will regulate volume of copying and end voluntary payments (- \$9,000)
- Web-based Library Fees & Charges: New online payment system revenue estimate (+ \$56,000)

Miscellaneous: A net decrease of \$7,270

- Leasehold Excise Tax: Loss of revenue from Spokane International Airport (- \$14,000) due to West Plains annexation
- E-rate Reimbursement: Reflects approval for estimated telecommunications costs (+ \$10,000)

Interest Earnings: No change from 2011

ESTIMATED 2012 EXPENSES: \$11,434,154

EXPENSE CHANGES FROM 2011 BASELINE (\$5,000 OR MORE)

2012 estimated expenses are \$1,282,214 higher than the 2011 baseline amount, \$917,069 of which reflects one-time expenses, including Facilities Maintenance, Technology, and FF&E 2012 projects; an offset for property taxes levied but paid to Airway Heights and Spokane; and the transfer to the Capital Projects Fund.

Only individual changes of \$5,000 or more are described below; others are explained in notes following the line item budget.

Salaries: Major salary budget increase components are as follows:

- Annualize 2011 changes (+ \$11,205)
- Salary step increases for eligible staff (+ \$62,217)
- 2.5% salary scale increase for non-minimum wage positions; 4.285% minimum wage increase (\$139,937)
- Increase Collection Services staffing by 0.45 FTE (+ \$4,903)
- Executive Director terminal leave overlap (+ \$12,710, one-time)

Benefits: The largest single total fringe benefit change is for medical insurance, which increased by 7.1% for the plan paid in full for employee-only coverage. There was a significant drop in the dental insurance plan selected by most staff and state industrial insurance rates didn't increase. Until the Office of the State Actuary completes its analysis of the impact of 2011 legislation on Public Employees Retirement System rates for 2012-2013, we have no basis on which to compute a cost estimate.

Significant changes per line item are:

	Social Security	Medicare	Retirement	Medical Ins	Dental Ins	Other <\$2k ea*	TOTAL
Annualize 2011	\$ 663	\$ 141	\$ 13,322	\$ 25,070	\$ 117	\$ (461)	\$ 38,852
Step increases	3,857	903	4,218	0	0	0	8,978
Salary scale increase	10,784	2,031	9,218	0	0	0	22,033
2012 rate changes	0	0	0	44,122	(9,431)	881	35,572
CS staffing addition	304	71	356	5,825	0	113	6,669
New executive director	788	184	921	(1,574)	(128)	(992)	(801)
TOTAL	\$ 16,126	\$ 3,330	\$ 28,035	\$ 73,443	\$ (9,442)	\$ (459)	\$ 111,303

*State industrial insurance; vision insurance; life insurance; long-term disability insurance; Employee Assistance Program

Supplies: There is an increase of \$3,600 for supplies.

Services: There are a variety of increases and decreases in service line items, many under \$5,000. Those that are \$5,000 or more are:

- Accounting & Audit: No audit scheduled for 2012 (- \$12,500).
- Other Professional Services: Matching funds for Fairfield portion of statewide broadband project (+ \$30,000, one-time).
- Collection Agency & Notice Fees: The mail notice schedule was revised earlier this year to eliminate one notice (- \$20,000).
- Training & Travel-Staff: Increase primarily due to there being a PLA conference in 2012 and WLA conference venue in Western Washington (+ \$21,879).
- Training & Travel-Board: Same reason as above (+ \$7,575).
- Repair and Maintenance-Buildings: Facility Maintenance Plan projects (+ \$106,000, one-time).
- Grounds Maintenance Services: Facility Maintenance Plan projects (+ \$7,200, one-time).

Capital Expenditures: The budget includes technology-related equipment and software included from the rolling 5-year technology plan and scheduled FF&E projects.

- Data Processing Hardware & Software: Technology Plan projects (+ \$280,800, one-time).
- Furniture, Fixtures & Equipment: FF&E Plan projects (+ \$60,275, one-time).

Materials: The materials budget baseline for 2011 is \$1,445,982. The 2012 budget adds 3% to increase purchasing of downloadable materials (\$43,379).

Operational Contingencies: The normal baseline is \$40,000. To offset the portion of the property tax levy in the West Plains annexation area that will be paid to the cities of Airway Heights and Spokane, \$202,385 is added to this line item. Because there's no contingency factor in revenue for a potential increase before final county certification, the \$10,000 offset was removed from this line item.

Transfers out: Because the 2012 revenue over expenditures balance is over \$300,000, a \$200,000 transfer to the Capital Projects Fund is included in the budget recommendation.

THE FUND BALANCE

My goal in presenting an annual budget is for current-year revenue to equal or exceed current recurring-year expenses without use of the fund balance. The only exception may be to accommodate one-time expenses if the fund balance amount is in excess of established targets.

The 2012 beginning fund balance is based on our projected 2011 ending balance which doesn't yet include an estimate of unexpended 2011 funds. A new end-of-year fund balance projection will be done prior to final budget adoption in December and will add to that estimate. At 16.1%, the current estimated ending unassigned fund balance meets the 15% target level specified in the Fund Balance Management Policy.

EXCESS OF REVENUES OVER/(UNDER) EXPENSES

In this budget, estimated revenue exceeds estimated expenses by \$119,094, a \$27,608 increase from November. In addition, the budget includes \$917,069 in one-time 2012 General Operating Fund expenses, including the \$200,000 transfer to the Capital Reserve Fund.

BUDGET REVIEW DURING 2012

As usual, actual revenue and expenditures will be monitored throughout the year and recommendations will be periodically made to the Board for budget adjustments based on this review process. Decisions on use of any unanticipated revenue will be included in these periodic budget adjustments, which occur twice each year, usually in April or May and September or October.

FUTURE YEARS

The three-year revenue and expense projection indicating budget estimates for ensuing years was updated to reflect actual 2012 revenue and expenses included in this budget. Using what formerly would have been conservative assumptions but now are moderate to optimistic, the budget remains balanced in 2013 and 2014. The shortfall in 2015 is only about \$34,000, 0.28% of the \$12,176,941 in expenses, with a \$1.9 million unassigned fund balance to absorb it if that proves to be necessary. If the projections are on target, for all intents and purposes we will have exceeded our levy lid lift plan goal of maintaining revenues within expenses by two years – and in difficult economic times. However, we continue to be faced with the fact that we'll be locked into the statutory \$0.50 levy rate for several years to come, eliminating the option of a levy lid lift to address revenue shortfalls beyond 2015.

Capital Projects Fund: \$0

The intent of the Capital Projects Fund is to accumulate a reserve that can be used for the purchase of property sites for future branches based on the Library Capital Facilities Master Plan, to accommodate unforeseen capital expenses, and for any capital projects beyond the scope of the General Operating Fund. Revenue for this fund comes from General Operating Fund transfers and investment interest.

The only revenue is interest earnings and the \$200,000 interfund transfer. There are currently no planned expenses. If that changes, the budget can be revised.

Revenue: \$16,500

- Interest Earnings: \$16,500.
- Transfer In from General Operating Fund: \$200,000.

Expenses: \$0

Fund Balance

The estimated ending committed fund balance for 2012 is \$1,368,500.

BUDGET PROCESS AND SCHEDULE STATUS

• September

- **Completed** Staff: Prepare requests for budget changes from baseline; prepare baseline budget reflecting current year operations carried into the following year with all one-time expenditures removed
- **Completed** Staff: Present overview of anticipated revenue and expense changes
- **Completed** Board of Trustees: Provide staff with budget direction

• October

- **Completed** Staff: Present preliminary budget message and recommendation
- **Completed** Staff: Present proposed 2012 organization memberships
- **Completed** Board of Trustees: Hold public hearing on 2012 revenue sources
- **Completed** Board of Trustees: Review and approve 2012 organization memberships

- **Completed** Board of Trustees: Review budget report with preliminary line item revenue and expenses
- **Completed** Board of Trustees: Provide additional budget direction
- **November**
 - **Completed** Staff: Present budget message and recommendation update
 - **Completed** Board of Trustees: Review, adopt and certify preliminary budget (Resolution)
 - **Completed** Board of Trustees: Certify property tax levy (Resolution)
 - **Completed** Board of Trustees: Establish increase in property tax levy over current year (Resolution)
 - **Completed** Board of Trustees: Provide additional budget direction
- **December**
 - **Completed** Staff: Prepare budget message and recommendation update
 - Board of Trustees: Review and adopt final budget (Resolution)

**Spokane County Library District
Final 2012 Budget (December 20, 2011)
General Operating Fund (001-661)
Summary**

REVENUES

Property Tax	\$10,576,615	
Contracted Cities, Services & Fees	772,755	
Miscellaneous Revenues	168,878	
Interest Earnings	35,000	
	Total Revenues	\$ 11,553,248
Transfer In: Capital Projects Fund	0	
	Total Transfers In	0
	Total Revenues & Transfer In	\$ 11,553,248

EXPENSES

Salaries	\$ 5,597,451	
Fringe Benefits	1,651,044	
Supplies	226,604	
Services	1,685,734	
Capital Outlay	341,075	
Library Materials	1,489,361	
Short Term Debt	500	
Operational Contingencies	242,385	
	Total Expenses	\$ 11,234,154
Transfer Out: Capital Projects Fund	\$ 200,000	
	Total Transfers Out	0
	Total Expenses & Transfer Out	\$ 11,434,154
Revenues Over/(Under) Expenses	\$ 119,094	
Estimated Beginning Fund Balance 01/01/12	3,291,147	
	Estimated Ending Fund Balance 12/31/12	\$ 3,410,241

(Less)

Nonspendable Funds: Prepaid Items	\$ (256,910)	
Nonspendable Funds: Inventory	(64,311)	
Committed for Irving Special Program Fund	(6,207)	
Committed for District Wellness Program	(1,295)	
Committed for Facility Maintenance Plan	(172,104)	
Committed for Technology Plan	(297,233)	
Committed for Furniture, Fixtures & Equipment Plan	(103,158)	
Committed for Library Materials Plan	(148,396)	
Committed for Contingency Reserve Plan	(551,588)	
	Estimated Unassigned Ending Fund Balance 12/31/12	\$ 1,809,038

**Spokane County Library District
Final 2012 Budget (December 20, 2011)
General Operating Fund (001-661)
Detail**

REVENUE	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Property Tax	\$ 10,738,027	\$ 10,738,027	\$ (164,150)	R1	\$ 10,573,877	\$ (1,407)	R8	\$ 10,575,284	\$ 1,331	R11	\$ 10,576,615
TOTAL PROPERTY TAXES	\$ 10,738,027	\$ 10,738,027	\$ (164,150)		\$ 10,573,877	\$ (1,407)		\$ 10,575,284	\$ 1,331		\$ 10,576,615
Contract City: Airway Heights	\$ 147,032	\$ 147,032	\$ 59,615	R2	\$ 206,647	\$ 21,900	R9	\$ 228,547	\$ 349	R12	\$ 228,896
City of Spokane Mitigation	77,384	77,384	229,971	R2	307,355	(78,919)	R10	228,436	(3,827)	R13	224,609
TOTAL CONTRACTED CITIES	\$ 224,416	\$ 224,416	\$ 289,586		\$ 514,002	\$ (57,019)		\$ 456,983	\$ (3,478)		\$ 453,505
Interlibrary Loans	\$ 200	\$ 200	\$ 0		\$ 200	\$ 0		\$ 200	\$ 0		\$ 200
Copying & Printing	21,000	21,000	(9,000)	R3	12,000	0		12,000	0		12,000
Nonresident Fees	12,000	12,000	0		12,000	0		12,000	0		12,000
Fines & Charges	175,000	175,000	0		175,000	0		175,000	0		175,000
Web-based Fees & Charges	10,000	10,000	56,000	R4	66,000	0		66,000	0		66,000
Lost & Damaged	40,200	40,200	0		40,200	0		40,200	0		40,200
Rental Income	8,400	8,400	4,200	R3	12,600	0		12,600	0		12,600
Retail Sales	2000	2000	(750)	R3	1,250	0		1,250	0		1,250
TOTAL SERVICES & FEES	\$ 268,800	\$ 268,800	\$ 50,450		\$ 319,250	\$ 0		\$ 319,250	\$ 0		\$ 319,250
TOTAL CONTRACTED CITIES, SERVICES & FEES	\$ 493,216	\$ 493,216	\$ 340,036		\$ 833,252	\$ (57,019)		\$ 776,233	\$ (3,478)		\$ 772,755
Leasehold Excise Tax	\$ 20,000	\$ 20,000	\$ (14,000)	R5	\$ 6,000	\$ 0		\$ 6,000	\$ 0		\$ 6,000
Shared Revenue: Timber Tax	6,000	6,000	0		6,000	0		6,000	0		6,000
Sale of Surplus Property	0	0	0		0	0		0	0		0
Grants-Nongovernmental	2,700	0	0		0	0		0	0		0
Grants & Donations: Wellness	4,270	4,270	(3,270)	R6	1,000	0		1,000	0		1,000
Purchase Discounts	4,000	4,000	0		4,000	0		4,000	0		4,000
Miscellaneous	3,878	3,878	0		3,878	0		3,878	0		3,878
Public Library Directors Mtgs	1,325	0	0		0	0		0	0		0
Gifts & Donations	7,000	7,000	0		7,000	0		7,000	0		7,000

REVENUE	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Sale of Library Materials	26,000	26,000	0		26,000	0		26,000	0		26,000
E-Rate Reimbursement	105,000	105,000	10,000		115,000	0		115,000	0		115,000
TOTAL MISCELLANEOUS	\$ 180,173	\$ 176,148	\$ (7,270)		\$ 168,878	\$ 0		\$ 168,878	\$ 0		\$ 168,878
Interest Earnings	\$ 35,000	\$ 35,000	\$ 0		\$ 35,000	\$ 0		\$ 35,000	\$ 0		\$ 35,000
TOTAL REVENUES	\$ 11,446,416	\$ 11,442,391	\$ 168,616		\$ 11,611,007	\$ (55,612)		\$ 11,555,395	\$ (2,147)		\$ 11,553,248
Transfer In	\$ 0	\$ 0	\$ 0		\$ 0	\$ 0		\$ 0	\$ 0		\$ 0
TOTAL REVENUES & TRANSFERS IN	\$ 11,446,416	\$ 11,442,391	\$ 168,616		\$ 11,611,007	\$ (55,612)		\$ 11,555,395	\$ (2,147)		\$ 11,553,248

EXPENSES	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Salaries: Regular Hours	\$ 4,442,493	\$ 4,442,493	\$ 278,259	E1-3,6-7	\$ 4,720,752	\$ (78,382)	E33	\$ 4,642,370	\$ 0		\$ 4,642,370
Salaries: Temporary Hours	90,000	90,000	0		90,000			90,000	0		90,000
Salaries: Paid Time Off	831,386	831,386	43,428	E1-3,6-7	874,814	(12,333)	E33	862,481	0		862,481
Salaries: Overtime Hours	2,500	2,500	0		2,500	0		2,500	0		2,500
TOTAL SALARIES	\$ 5,366,379	\$ 5,366,379	\$ 321,687		\$ 5,688,066	\$ (90,615)		\$ 5,597,451	\$ 0		\$ 5,597,451
FICA-Social Security	\$ 332,196	\$ 332,196	\$ 22,014	E1-3,6-7	\$ 354,210	\$ (5,618)	E33	\$ 348,592	0		\$ 348,592
FICA - Medicare	78,196	78,196	4,643	E1-3,6-7	82,839	(1,313)	E33	81,526	0		81,526
Retirement Contributions	351,654	351,654	34,495	E1-3,6-7	386,149	(6,460)	E33	379,689	0		379,689
Unemployment Insurance	6,700	6,700	0		6,700	0		6,700	0		6,700
Medical Insurance	650,898	615,898	73,443	E1,4,6-7	689,341	0		689,341	0		689,341
Vision Insurance	13,734	13,734	666	E4,7	14,400	0		14,400	0		14,400
Dental Insurance	95,548	95,548	(9,442)	E1,4,7	86,106	0		86,106	0		86,106
Life & Disability Insurance	4,826	4,826	(963)	E7	3,863	0		3,863	0		3,863
State Industrial Insurance	36,770	36,770	1,192	E1,5-7	37,962	0		37,962	\$ (921)	E36	37,041
Long Term Disability	2,380	2,380	(253)	E1,4,6	2,127	0		2,127	0		2,127
Employee Assistance (EAP)	1,839	1,839	(180)	E1,6	1,659	0		1,659	0		1,659
TOTAL FRINGE BENEFITS	\$ 1,574,741	\$ 1,539,741	\$ 125,615		\$ 1,665,356	\$ (13,391)		\$ 1,651,965	\$ (921)		\$ 1,651,044
Cleaning & Sanitation Supplies	\$ 18,000	\$ 18,000	\$ 0		\$ 18,000	\$ 0		\$ 18,000	\$ 0		\$ 18,000
Vehicle Fuel	11,000	11,000	0		11,000	0		11,000	0		11,000
Other Supplies	1,078	1,078	0		1,078	0		1,078	0		1,078
Maintenance Supplies	4,300	4,300	0		4,300	0		4,300	0		4,300
Employee Awards & Recog.	750	750	0		750	0		750	0		750
Small Tools	750	750	0		750	0		750	0		750
Cost of Retail Inventory Sold	4,567	4,567	0		4,567	0		4,567	0		4,567
Office & Library Supplies	182,559	182,559	3,600	E8	186,159	0		186,159	0		186,159
TOTAL SUPPLIES	\$ 223,004	\$ 223,004	\$ 3,600		\$ 226,604	\$ 0		\$ 226,604	\$ 0		\$ 226,604
Accounting & Auditing Services	\$ 12,500	\$ 12,500	\$ 0		\$ 12,500	\$ (12,500)	E31	\$ 0	\$ 0		\$ 0
Legal Services	25,000	25,000	0		25,000	0		25,000	0		25,000
Damages, Claims, Settlements	0	0	0		0	0		0	0		0
Other Professional Services	30,010	30,010	30,218	E9	60,228	0		60,228	0		60,228

EXPENSES	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Bad Debt Expense	\$ 400	\$ 400	\$ 0		\$ 400	0		\$ 400	0		\$ 400
Bank & Postal Charges	13,400	13,400	0		13,400	0		13,400	0		13,400
Software Support Services	142,500	142,500	0		142,500	0		142,500	0		142,500
Web Catalog Content Services	15,940	15,940	0		15,940	(4,733)	E32	11,207	0		11,207
Collection Agency Services	87,600	87,600	(20,000)	E10	67,600	0		67,600	0		67,600
Electronic Library Services	38,000	38,000	0		38,000	0		38,000	0		38,000
Data Communications: WAN	123,500	123,500	0		123,500	0		123,500	0		123,500
Data Communications: Internet	40,000	40,000	0		40,000	0		40,000	0		40,000
Telephone	25,000	25,000	0		25,000	0		25,000	0		25,000
Postage	36,550	36,550	0		36,550	750	E34	37,300	0		37,300
Freight Charges	2,000	2,000	0		2,000	0		2,000	0		2,000
Courier Services	60,000	60,000	0		60,000	0		60,000	0		60,000
Mileage	19,850	19,850	850	E11	20,700	0		20,700	0		20,700
Travel: Business	21,150	21,150	3,400	E12	24,550	0		24,550	0		24,550
Travel & Travel: Staff	73,891	58,891	21,879	E13	80,770	0		80,770	0		80,770
Travel – Board	5,500	5,500	6,500	E14	12,000	0		12,000	0		12,000
Training – Board	3,500	3,500	1,075	E15	4,575	0		4,575	0		4,575
Public Library Directors Mtngs	3,491	0	0		0	0		0	0		0
Advertising & Promotion	6,000	6,000	0		6,000	0		6,000	0		6,000
Recruitment	37,000	12,000	0		12,000	0		12,000	0		12,000
Rentals & Leases: Other	4,700	4,700	0		4,700	0		4,700	0		4,700
Rentals & Leases: Equipment	8,400	8,400	0		8,400	0		8,400	0		8,400
Insurance	62,283	62,283	1,800	E16	64,083	0		64,083	0		64,083
Printing	14,000	14,000	2,000	E17	16,000	0		16,000	0		16,000
Heat, Light, & Power	151,500	151,500	1,500	E18	153,000	0		153,000	0		153,000
Water, Refuse, & Sewer	48,000	48,000	500	E19	48,500	0		48,500	0		48,500
Repair & Mtnce: Miscellaneous	6,000	6,000	1,000	E20	7,000	0		7,000	0		7,000
Repair & Mtnce: DP Equipment	32,000	32,000	0		32,000	0		32,000	0		32,000
Repair & Mtnce: Vehicles	4,000	4,000	3,500	E21	7,500	0		7,500	0		7,500
Repair & Mtnce: Buildings	203,800	91,800	106,000	E21	197,800	0		197,800	0		197,800
Grounds Maintenance Services	80,555	34,255	7,200	E21	41,455	0		41,455	0		41,455
Security Alarm Monitoring Svcs	9,800	7,700	0		7,700	0		7,700	0		7,700
Snow Removal	21,341	21,341	0		21,341	0		21,341	0		21,341
Custodial Services	175,000	175,000	0		175,000	0		175,000	0		175,000
Dues & Memberships	13,530	12,930	(3,930)	E22	9,000	0		9,000	0		9,000
Wellness Services & Programs	1,424	1,424	(659)	E23	765	0		765	0		765

EXPENSES	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Library Programs	27,550	27,550	(550)	E24	27,000	0		27,000	0		27,000
Library Programs: Irving Fund	500	500	0		500	0		500	0		500
Cataloging & Authority Services	40,200	40,200	3,400	E25	43,600	0		43,600	0		43,600
Binding Services	500	500	0		500	0		500	0		500
ILL Services	12,960	12,960	200	E26	13,160	0		13,160	0		13,160
TOTAL SERVICES	\$ 1,740,825	\$ 1,536,334	\$ 165,883		\$ 1,702,217	\$ (16,483)		\$ 1,685,734	\$ 0		\$ 1,685,734
Data Proc Hardware & Software	\$ 387,200	\$ 0	\$ 280,800	E27	\$ 280,800	\$ 0		\$ 280,800	\$ 0		\$ 280,800
Bldg Renovations: Capitalized	0	0	0		0	0		0	0		0
Vehicles	0	0	0		0	0		0	0		0
Furniture Fixtures & Equip	76,600	0	60,275	E28	60,275	0		60,275	0		60,275
TOTAL CAPITAL EXPENDITURES	\$ 463,800	\$ 0	\$ 341,075		\$ 341,075	\$ 0		\$ 341,075	\$ 0		\$ 341,075
Library Materials	\$ 1,468,595	\$ 1,445,982	\$ 43,379	E29	\$ 1,489,361	\$ 0		\$ 1,489,361	\$ 0		\$ 1,489,361
TOTAL LIBRARY MATERIALS	\$ 1,468,595	\$ 1,445,982	\$ 43,379		\$ 1,489,361	\$ 0		\$ 1,489,361	\$ 0		\$ 1,489,361
Short Term Interest Expense	\$ 500	\$ 500	\$ 0		\$ 500	\$ 0		\$ 500	\$ 0		\$ 500
Operational Contingencies	31,701	40,000	275,274	E30	315,274	(44,055)	E35	271,219	(28,834)	E37	242,385
TOTAL EXPENSES	\$ 10,869,545	\$ 10,151,940	\$ 1,276,513		\$ 11,428,453	\$ (164,544)		\$ 11,263,909	\$ (29,755)		\$ 11,234,154
Transfer Out: Cap Projects Fnd	\$ 406,655	\$ 0	\$ 0		\$ 0	\$ 200,000	T1	\$ 200,000	0		\$ 200,000
TOTAL EXPENSES & TRANSFER OUT	\$ 11,276,200	\$ 10,151,940	\$ 1,276,513		\$ 11,428,453	\$ 35,456		\$ 11,463,909	\$ (29,755)		\$ 11,434,154
REVENUES OVER/(UNDER) EXPENSES	\$ 170,216	\$ 1,290,451	(1,107,897)		\$ 182,554	\$ (91,068)		\$ 91,486	\$ 27,608		\$ 119,094
Est. Beginning Fund Balance 01/01/12	\$ 3,291,147	\$ 3,291,147	\$ 0		\$ 3,291,147	\$ 0		\$ 3,291,147	\$ 0		\$ 3,291,147

EXPENSES	2011 Budget	2012 Baseline	Sept Adjust	Notes	Oct Budget	Oct Adjust	Notes	Nov Budget	Dec Adjust	Notes	Dec Budget
Est. Ending Fund Balance 12/31/12	\$ 3,461,363	\$ 4,581,598	\$ 1,107,897		\$ 3,473,701	\$ (91,068)		\$ 3,382,633	\$ 27,608		\$ 3,410,241
(LESS)											
Non-Spendable: Prepaid Items	\$ (256,910)	\$ (256,910)	\$ 0		\$ (256,910)	\$ 0		\$ (256,910)	\$ 0		\$ (256,910)
Non-Spendable: Inventory	(64,311)	(64,311)	0		(64,311)	0		(64,311)	0		(64,311)
Assigned: M. Irving Fund	(6,207)	(6,207)	0		(6,207)	0		(6,207)	0		(6,207)
Assigned: Wellness Program	(1,295)	(1,295)	0		(1,295)	0		(1,295)	0		(1,295)
Assigned: Facility Mtnce Plan	(180,168)	(180,168)	8,064	C1	(172,104)	0		(172,104)	0		(172,104)
Assigned: Technology Plan	(306,409)	(306,409)	9,176	C2	(297,233)	0		(297,233)	0		(297,233)
Assigned: FF&E Plan	(91,260)	(91,260)	(11,898)	C3	(103,158)	0		(103,158)	0		(103,158)
Assigned: Library Mtrls Plan	(136,140)	(136,140)	(12,256)	C4	(148,396)	0		(148,396)	0		(148,396)
Assigned: Cont Reserve Plan	(135,552)	(135,552)	0		(135,552)	(426,083)	C5	(561,635)	10,046		(551,588)
	\$ (1,178,252)	\$ (1,178,252)	\$ (6,914)		\$ (1,185,166)	\$ (426,083)		\$ (1,611,249)			\$ (1,611,249)
EST ENDING UNASSIGNED FUND BALANCE 12/31/12	\$ 2,283,111	\$ 3,403,346	\$(1,114,811)		\$ 2,288,535	\$ (517,151)		\$ 1,771,384	\$ 37,654		\$ 1,809,038

**Spokane County Library District
Final 2012 Budget (December 20, 2011)
General Operating Fund (001-661)
Notes**

Note	Cost Account	Description	Increase/ (Decrease)	One-Time/ GO Fund	One-Time/ Interfund Transfer
REVENUES					
R1	PROPERTY TAX - CURRENT	Preliminary levy per 09/15 Assessor estimate	\$ (164,150)		
R2	CONTRACT - AIRWAY HTS	AV increase and annexation area value	59,615		
R2	CONTRACT - SPOKANE	Net of 5 annexation mitigation agreement fees, including West Plains	229,971		
R3	COPYING & PRINTING	Print management eliminates honors system printing	(9,000)		
R3	RENTAL FEES	Full year of Upriver Drive property lease	4,200		
R3	RETAIL SALES	Only book bags now being sold	(750)		
R4	WEB-BASED FEES/CHARGES	From online credit/debit card payments	56,000		
R5	LEASEHOLD EXCISE TAX	Losing airport portion from West Plains annexation	(14,000)		
R6	WELLNESS GRANTS/DONATIONS	Grants no longer available	(3,270)		
R7	E-RATE REIMBURSEMENT	Higher reimbursement amount approved	10,000		
R8	PROPERTY TAX - CURRENT	Adjust for 10/06 & 10/24 Assessor estimate	1,407		
R9	CONTRACT - AIRWAY HTS	Adjust for 10/06 & 10/24 Assessor estimate	21,900		
R10	CONTRACT - SPOKANE	Adjust for 10/06 & 10/26 Assessor MPLCFA estimate and 2012 mitigation agreement payments	(78,919)		
R11	PROPERTY TAX - CURRENT	Adjust for 12/01 Assessor estimate	\$ 1,331		
R12	CONTRACT - AIRWAY HTS	Adjust for 12/01 Assessor estimate	349		
R13	CONTRACT - SPOKANE	Adjust for 12/01 Assessor estimate	(3,827)		
TOTAL REVENUES			\$ 110,857		
TOTAL TRANSFERS IN			\$ 0		
TOTAL REVENUES & TRANSFERS IN			\$ 110,857		

EXPENSES

E1	SALARIES: REGULAR HOURS	Adjust to 2012 baseline	\$ 9,692		
E1	SALARIES: PAID TIME OFF	Adjust to 2012 baseline	1,513		
E1	SOCIAL SECURITY	Adjust to 2012 baseline	663		
E1	MEDICARE	Adjust to 2012 baseline	141		
E1	STATE INDUSTRIAL INS	Adjust to 2012 baseline	88		
E1	RETIREMENT CONTRIB	Adjust to 2012 baseline	13,322		
E1	MEDICAL INSURANCE	Adjust to 2012 baseline	25,070		
E1	DENTAL INSURANCE	Adjust to 2012 baseline	117		
E1	LONG TERM DISABILITY INS	Adjust to 2012 baseline	(386)		
E1	EMPLOYEE ASSIST PROG	Adjust to 2012 baseline	(163)		
E2	SALARIES: REGULAR HOURS	Salary step increases for eligible employees	53,818		
E2	SALARIES: PAID TIME OFF	Salary step increases for eligible employees	8,399		
E2	SOCIAL SECURITY	Salary step increases for eligible employees	3,857		
E2	MEDICARE	Salary step increases for eligible employees	903		
E2	RETIREMENT CONTRIB	Salary step increases for eligible employees	4,218		
E3	SALARIES: REGULAR HOURS	Placeholder 4.3% salary scale increase	199,514		
E3	SALARIES: PAID TIME OFF	Placeholder 4.3% salary scale increase	31,138		
E3	SOCIAL SECURITY	Placeholder 4.3% salary scale increase	16,402		
E3	MEDICARE	Placeholder 4.3% salary scale increase	3,344		
E3	RETIREMENT CONTRIB	Placeholder 4.3% salary scale increase	15,678		
E4	MEDICAL INSURANCE	7.1% rate increase	44,122		

E4	VISION INSURANCE	5.0% rate increase	695	
E4	DENTAL INSURANCE	WDS 9.75% rate decrease; Willamette 5.0% increase	(9,431)	
E4	LONG TERM DISABILITY INS	Rate increase	186	
E5	STATE INDUSTRIAL	Project 2.5% rate increase	921	
E6	SALARIES: REGULAR HOURS	Additional Collection Services staff hours	4,241	
E6	SALARIES: PAID TIME OFF	Additional Collection Services staff hours	662	
E6	SOCIAL SECURITY	Additional Collection Services staff hours	304	
E6	MEDICARE	Additional Collection Services staff hours	71	
E6	STATE INDUSTRIAL INS	Additional Collection Services staff hours	183	
E6	RETIREMENT CONTRIB	Additional Collection Services staff hours	356	
E6	MEDICAL INSURANCE	Additional Collection Services staff hours	5,825	
E6	LONG TERM DISABILITY INS	Additional Collection Services staff hours	(53)	
E6	EMPLOYEE ASSIST PROG	Additional Collection Services staff hours	(17)	
E7	SALARIES: REGULAR HOURS	Executive Director terminal leave overlap	10,994	10,994
E7	SALARIES: PAID TIME OFF	Executive Director terminal leave overlap	1,716	1,716
E7	SOCIAL SECURITY	Executive Director terminal leave overlap	788	788
E7	MEDICARE	Executive Director terminal leave overlap	184	184
E7	RETIREMENT CONTRIB	Executive Director terminal leave overlap	921	921
E7	MEDICAL INSURANCE	Executive Director terminal leave overlap	(1,574)	(1,574)
E7	VISION INSURANCE	Executive Director terminal leave overlap	(29)	(29)
E7	DENTAL INSURANCE	Executive Director terminal leave overlap	(128)	(128)
E7	LIFE INSURANCE	Executive Director terminal leave overlap	(963)	(963)
E8	OFFICE/LIBRARY SUPPLIES	Increased consumption for materials processing	3,600	
E9	OTHER PROFESSIONAL SVCS	Increase in 2012 ELPLP membership fee	218	
E9	OTHER PROFESSIONAL SVCS	Fairfield broadband project matching funds	30,000	30,000
E10	COLL AGCY SVCS/NOTICES	Reduced number of notices sent	(20,000)	
E11	MILEAGE	Increased IRS reimbursement rate	850	
E12	TRAVEL: BUSINESS	Executive Director: PLA, % Rotary	2,700	
E12	TRAVEL: BUSINESS	Collection Svcs: Collection Development meetings	700	
E13	TRAINING/TRAVEL: STAFF	Branch Svcs: Cascade Exec Mgmt program	15,000	15,000
E13	TRAINING/TRAVEL: STAFF	Collection Svcs: Increased costs	150	
E13	TRAINING/TRAVEL: STAFF	Communications: Additional web design training	350	
E13	TRAINING/TRAVEL: STAFF	IT: Additional training classes	1,400	
E13	TRAINING/TRAVEL: STAFF	Branch Svcs: Add'l costs for PLA, WLA & WALE	4,979	
E13	TRAVEL: BOARD	PLA Conference	6,500	
E13	TRAINING: BOARD	PLA Conference	1,075	
E16	INSURANCE	3% premium increase	1,800	
E17	PRINTING	Increased costs/more outsourcing	2,000	
E18	HEAT, LIGHT, POWER	Projected rate increases	1,500	
E19	WATER, REFUSE, SEWER	Projected rate increases	500	
E20	BUILDING MAINTENANCE	Upriver Drive property	1,000	
E21	REPAIR & MTNCE: VEHICLES	2012 Facilities Maintenance Plan	3,500	3,500
E21	REPAIR & MTNCE: BUILDINGS	2012 Facilities Maintenance Plan	106,000	106,000
E22	GROUND MTNCE SERVICES	2012 Facilities Maintenance Plan	7,200	7,200
E22	DUES & MEMBERSHIPS	Includes reduction of WLA dues	(3,930)	
E23	WELLNESS SVCS & PROG	Wellness grants discontinued	(659)	
E24	LIBRARY PROGRAMS	No grant funding in 2012	(550)	
E25	CATALOGING & AUTH. SCV	1.5% rate increase; add'l downloadable materials	3,400	
E26	ILL SERVICES	Projected 3% rate increase	200	
E27	DP HARDWARE & SOFTWARE	2012 Technology Plan	280,800	280,800
E28	FF&E	2012 Furniture, Fixtures, Equipment Plan	60,275	60,275
E29	LIBRARY MATERIALS	3% increase over 2011 baseline	43,379	
E30	OPER CONTINGENCIES	Offset for higher property tax revenue	275,274	275,274
E31	ACCOUNTING & AUDIT SVCS	No audit in 2012	(12,500)	
E32	WEB CATALOG CONTENT	Change in rate calculation methodology	(4,733)	
E33	SALARIES: REGULAR HOURS	Salary scale increase reduction to 2.5%	(78,382)	

E33	SALARIES: PAID TIME OFF	Salary scale increase reduction to 2.5%	(12,333)		
E33	SOCIAL SECURITY	Salary scale increase reduction to 2.5%	(5,618)		
E33	MEDICARE	Salary scale increase reduction to 2.5%	(1,313)		
E33	RETIREMENT CONTRIB	Salary scale increase reduction to 2.5%	(6,460)		
E34	POSTAGE	2.1% rate increase	750		
E35	OPER CONTINGENCIES	Adjusts offset for higher property tax revenue	(44,055)	(44,055)	
E36	STATE INDUSTRIAL INS	Eliminates anticipated 2.5% 2012 rate increase	(921)		
E37	OPER CONTINGENCIES	Reflects actual annexation impact with no property tax contingency	(28,834)	(28,834)	
TOTAL EXPENSES			\$ 1,082,214	\$ 717,069	\$ 0
T1	TRANS OUT: CAP PROJECTS	Transfer to increase Capital Projects Fund balance	\$ 200,000		\$ 200,000
TOTAL TRANSFERS OUT			\$ 200,000		\$ 200,000
TOTAL EXPENSES & TRANSFERS OUT			\$ 1,282,214	\$ 717,069	\$ 200,000
TOTAL ADJUSTMENTS: REVENUES OVER/(UNDER) EXPENSES			\$ (1,171,357)	\$ 717,069	\$ 200,000
C1	ASSIGNED: TECH PLAN	Adjusts to Fund Balance Mgt Plan requirements	\$ 8,064		
C2	ASSIGNED: FAC MTNCE PLAN	Adjusts to Fund Balance Mgt Plan requirements	9,176		
C3	ASSIGNED: FF&E PLAN	Adjusts to Fund Balance Mgt Plan requirements	(11,898)		
C4	ASSIGNED: LIB MTRLS PLAN	Adjusts to Fund Balance Mgt Plan requirements	(12,256)		
C5	ASSIGNED: CONT RESERVE	Adjusts to Fund Balance Mgt Plan requirements	(426,083)		
C6	ASSIGNED: CONT RESERVE	Adjusts to Fund Balance Mgt Plan requirements	10,046		
TOTAL ADJUSTMENTS: COMMITTED PLANS			\$ (422,951)		
TOTAL ADJUSTMENTS: REVENUES OVER/(UNDER) EXPENSES & COMMITMENTS			\$ (1,594,308)	\$ 717,069	\$ 200,000

**Spokane County Library District
Final 2012 Budget (December 20, 2011)
Capital Projects Fund (005-661)
Detail**

	2011 Budget	2012 Budget
REVENUES		
Interest Earnings	\$ 15,005	\$ 16,500
Transfer In from General Operating Fund	406,655	200,000
Total Revenues & Transfers In	\$ 421,660	\$ 216,500
 EXPENSES		
Other Professional Services: Upriver Drive Property	\$ 50,000	\$ 0
Capital Outlay: Upriver Drive Property Purchase	150,000	
Total Expenses & Transfers Out	\$ 200,000	\$ 0
 Revenues Over (Under) Expenses	 \$ 221,260	 \$ 216,500
Actual/Estimated Beginning Committed Fund Balance 01/01/11-12	887,431	1,170,000
 Estimated Ending Committed Fund Balance 12/31/11-12	 \$ 1,109,191	 \$ 1,386,500

**ADOPTING A 2012 FINAL BUDGET (RESOLUTION NO. 11-07):
APPROVAL RECOMMENDATION**

Recommendation:

That Resolution No. 11-07, Adopting a 2012 Final Budget, be adopted.

Action Required:

Motion. Signature of Chair and Secretary on Resolution.

Background:

The Director's Final Budget Message summarizes the entire budget, and explains the small increase in the property tax revenue estimate, the beginning fund balance, and the Estimated Ending Unassigned Fund Balance.

As indicated in that document, the only changes from the preliminary budget adopted at your November 15 regular meeting are an update to final property tax and contract fee amounts and a slight reduction in State Industrial Insurance premiums.

The final budget resolution follows.

RESOLUTION NO. 11-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

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

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

WHEREAS, the Board adopted a 2012 Preliminary Budget with Resolution No. 11-04 on November 15, 2011, and certified same to the Board of County Commissioners of Spokane County;

WHEREAS, there have been changes in estimated revenue and expenses subsequent to the adoption of the 2012 Preliminary Budget;

WHEREAS, the Board has determined it necessary to revise the 2012 Preliminary Budget to incorporate changes in revenue and expenses, and to adopt a 2012 Final Budget.

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

Section 1: ADOPTION OF 2012 FINAL BUDGET

The Board hereby adopts a 2012 Final Budget (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), in the amount of:

General Operating Fund (001-661): \$11,434,154
Capital Projects Fund (008-661): \$ 0

Section 2: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 20th of December, 2011.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Michael J. Wirt
Secretary to the Board of Trustees

Exhibit A-1

Spokane County Library District
Final 2012 Budget (December 20, 2011)
General Operating Fund (001-661)
Summary

REVENUES

Property Tax	\$10,576,615
Contracted Cities, Services & Fees	772,755
Miscellaneous Revenues	168,878
Interest Earnings	35,000
Total Revenues	\$ 11,553,248

EXPENSES

Salaries	\$ 5,597,451
Fringe Benefits	1,651,965
Supplies	226,604
Services	1,685,734
Capital Outlay	341,075
Library Materials	1,489,361
Short Term Debt	500
Operational Contingencies	242,385
Total Expenses	\$ 11,234,154
Transfer Out to Capital Projects Fund	\$ 200,000
Total Expenses & Transfer Out	\$ 11,434,154

Revenues Over/(Under) Expenses	\$ 119,094
Estimated Beginning Fund Balance 01/01/12	3,291,147
Estimated Ending Fund Balance 12/31/12	\$ 3,410,147

(Less)

Non-Spendable Funds: Prepaid Items	\$ (256,910)
Non-Spendable Funds: Inventory	(64,311)
Committed for Irving Special Program Fund	(6,207)
Committed for District Wellness Program	(1,295)
Committed for Facility Maintenance Plan	(172,104)
Committed for Technology Plan	(297,233)
Committed for Furniture, Fixtures & Equipment Plan	(103,158)
Committed for Library Materials Plan	(148,396)
Committed for Contingency Reserve	(551,588)
	\$ (1,601,202)

Estimated Unassigned Ending Fund Balance 12/31/12	\$ 1,809,038
--	---------------------

Exhibit A-2

Spokane County Library District
Final 2012 Budget (December 20, 2011)
Capital Projects Fund (008-661)

REVENUES

Interest Earnings	\$ 16,500	
Transfer in from General Operating Fund	200,000	
Total Revenues & Transfers In		\$ 216,500

EXPENSES

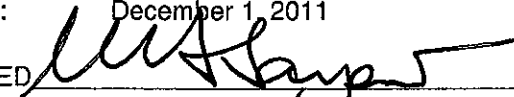
	\$ 0	
Total Expenses & Transfers Out		\$ 0

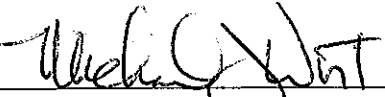
Revenues Over (Under) Expenses	\$ 216,500
Estimated Beginning Committed Fund Balance 01/01/12	1,170,000
Estimated Ending Committed Fund Balance 12/31/12	\$ 1,386,500

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 November 30, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$794,839.42 and that we are authorized to authenticate and certify these claims.

DATE: December 1, 2011

SIGNED: 

SIGNED: 

TITLE: BUSINESS MANAGER

TITLE: Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
040835	ABM JANITORIAL SERVICES - NW	\$ 1,185.00
040836	AMERICAN LIBRARY ASSOCIATION	125.00
040837	AUDIOGO	228.14
040838	AVISTA UTILITIES	3,808.74
040839	BAKER AND TAYLOR ENTERTAINMENT	458.72
040840	VOID VOUCHER	-
040841	BLACKSTONE AUDIO BOOKS	130.44
040842	CAPSTONE PRESS	33.58
040843	CDW GOVERNMENT, INC.	1,277.23
040844	VOID VOUCHER	-
040845	CENTURYLINK	26.74
040846	CENTURYLINK	142.21
040847	CENTURYLINK	333.20
040848	CENTURYLINK	89.20
040849	CENTURYLINK	592.01
040850	CENTURYLINK	333.20
040851	CITY OF SPOKANE	822.89
040852	COUNCIL FOR COMMUNITY AND	165.00
040853	DELL MARKETING L.P.	212.51
040854	DEMCO, INC.	873.11
040855	EMPIRE DISPOSAL INC.	17.42
040856	EMPLOYMENT SECURITY DEPARTMENT	1,954.59
040857	FINDAWAY WORLD, LLC	408.68
040858	FRONTIER	88.17
040859	GALE GROUP, INC.	87.37
040860	GREENLEAF LANDSCAPING, INC.	617.73
040861	LYNNE IGLITZIN	467.79
040862	INGRAM DISTRIBUTION GROUP, INC	9,620.89
040863	KOEGEN EDWARDS LLP	137.50
040864	MARSHALL CAVENDISH CO	843.26
040865	MIDWEST TAPE	2,585.97
040866	MOORE WALLACE	92.83
040867	OVERDRIVE, INC.	2,019.56
040868	QUILL CORPORATION	275.19
040869	QWEST CORPORATION	2,071.38
040870	RANDOM HOUSE, INC.	394.03

040871	RECORDED BOOKS, LLC	LIBRARY MATERIALS	223.85
040872	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	299.95
040873	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
040874	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	440.52
040875	SUPERMEDIA, LLC	ADVERTISING	15.25
040876	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,770.33
040877	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	567.22
040878	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,099.11
040879	WEST COAST CASH REGISTER	OFFICE/LIBRARY SUPPLIES	143.48
040880	VOID VOUCHER	VOID VOUCHER	-
040881	CENTURYLINK	TELEPHONE	77.22
040882	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,313.93
040883	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,108.66
040884	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040885	THE ACTIVE NETWORK, INC.	D.P. HARDWARE & SOFTWARE	12,228.75
040886	ALLIED SECURITY	SECURITY AND SAFETY SERVICES	531.55
040887	AUDIOGO	LIBRARY MATERIALS	431.98
040888	AVISTA UTILITIES	UTILITIES	2,002.80
040889	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	957.98
040890	BATTY, ERLANDSEN & ASSOC. P.S.	SOFTWARE MAINTENANCE	110.00
040891	BEARPORT PUBLISHING	LIBRARY MATERIALS	141.52
040892	A+ PRINTING, INC	PRINTING	718.24
040893	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	904.46
040894	BRODART CO.	OFFICE/LIBRARY SUPPLIES	319.66
040895	BUDGET-RENT-A-CAR	CAR RENTAL	346.50
040896	CAPSTONE PRESS	LIBRARY MATERIALS	62.50
040897	COUNTER COUNTRY CONSTRUCTION	BUILDING REPAIR & MAINTENANCE	2,507.30
040898	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	130.05
040899	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	23.45
040900	CHEVRON U.S.A. INC.	VEHICLE FUEL	358.22
040901	THE CHILD'S WORLD, INC.	LIBRARY MATERIALS	215.40
040902	CITY OF AIRWAY HEIGHTS	UTILITIES	393.80
040903	CITY OF CHENEY	UTILITIES	836.74
040904	CITY OF DEER PARK	UTILITIES	77.60
040905	CITY OF MEDICAL LAKE	UTILITIES	275.86
040906	WEIGL PUBLISHERS INC.	LIBRARY MATERIALS	36.40
040907	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	1,219.45
040908	DEVRIES INFORMATION MGMT	DELIVERY SERVICES	4,446.00
040909	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	2,688.72
040910	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	529.18
040911	FRONTIER	TELEPHONE	402.80
040912	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
040913	GALE GROUP, INC.	LIBRARY MATERIALS	1,357.77
040914	GAYLORD BROTHERS DIVISION	OFFICE/LIBRARY SUPPLIES	148.80
040915	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,523.95
040916	HER INTERACTIVE, INC.	LIBRARY MATERIALS	89.94
040917	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,681.21
040918	MIDWEST TAPE	LIBRARY MATERIALS	3,276.40
040919	MITCHELL LANE PUBLISHERS, INC.	LIBRARY MATERIALS	343.00
040920	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,508.61
040921	NEW YORK TIMES	LIBRARY MATERIALS	60.00
040922	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	173.84
040923	OVERDRIVE, INC.	LIBRARY MATERIALS	3,105.05
040924	PAINE, HAMBLIN, LLP	LEGAL SERVICES	1,341.25
040925	PASADENA PARK IRR. DIST. 17	UTILITIES	452.44

040926	PLUNKETT RESEARCH LTD.	LIBRARY MATERIALS	558.98
040927	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
040928	RANDOM HOUSE, INC.	LIBRARY MATERIALS	199.74
040929	RECORDED BOOKS, LLC	LIBRARY MATERIALS	343.76
040930	ROWMAN & LITTLEFIELD PUB	LIBRARY MATERIALS	551.47
040931	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	12,207.88
040932	SAGE SOFTWARE, INC.	SOFTWARE MAINTENANCE	2,913.16
040933	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
040934	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	961.16
040935	TANTOR MEDIA	LIBRARY MATERIALS	51.59
040936	TOWN OF FAIRFIELD	UTILITIES	224.84
040937	VERIZON WIRELESS	TELEPHONE	153.88
040938	VERIZON WIRELESS	TELEPHONE	139.50
040939	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	477.82
040940	WHITWORTH WATER DISTRICT #2	UTILITIES	162.30
040941	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	603.45
040942	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
040943	ALLIED SECURITY	SECURITY AND SAFETY SERVICES	123.92
040944	AUDIOGO	LIBRARY MATERIALS	97.81
040945	AVISTA UTILITIES	UTILITIES	697.61
040946	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	46.60
040947	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	76.48
040948	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	77,777.34
040949	CENTURYLINK	TELEPHONE	85.90
040950	CENTURYLINK	TELEPHONE	117.98
040951	CENTURYLINK	TELEPHONE	82.45
040952	CENTURYLINK	TELEPHONE	33.68
040953	ENSLow PUBLISHERS, INC.	LIBRARY MATERIALS	186.60
040954	FP MAILING SOLUTIONS	POSTAGE METER LEASE	129.20
040955	JUNE GARCIA	RECRUITING	2,000.00
040956	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	245.64
040957	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	281.03
040958	HARRIS INFOSOURCE	LIBRARY MATERIALS	318.27
040959	INCOL	DUES & MEMBERSHIPS	347.39
040960	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,563.56
040961	INLAND POWER AND LIGHT	UTILITIES	265.68
040962	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	676.78
040963	LEWALT PUBLISHING	LIBRARY MATERIALS	35.00
040964	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	87.90
040965	MIDWEST TAPE	LIBRARY MATERIALS	2,300.19
040966	OVERDRIVE, INC.	LIBRARY MATERIALS	3,201.40
040967	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	279.14
040968	RANDOM HOUSE, INC.	LIBRARY MATERIALS	521.76
040969	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,455.68
040970	SCHOLASTIC INC.	LIBRARY MATERIALS	848.64
040971	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,260.32
040972	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	181.36
040973	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,090.58
040974	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
040975	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	558.13
040976	STATE AUDITOR'S OFFICE	AUDIT FEES	5,071.18
040977	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
040978	UPS	FREIGHT	17.20
040979	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,324.91
040980	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,786.50

040981	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
040982	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	94.70
040983	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	884.43
040984	BEACON HILL	RECRUITING	600.00
040985	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	52.50
040986	BRODART CO.	OFFICE/LIBRARY SUPPLIES	4,872.30
040987	CAMERON-REILLY LLC	BUILDING REPAIR & MAINTENANCE	2,989.25
040988	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	660.61
040989	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	260.23
040990	DUNCAN & ASSOCIATES	TRAINING & TRAVEL	289.51
040991	EARTHWORKS RECYCLING, INC	UTILITIES	207.08
040992	GALE GROUP, INC.	LIBRARY MATERIALS	9,093.11
040993	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,516.10
040994	JAN WAY COMPANY	OFFICE/LIBRARY SUPPLIES	1,602.00
040995	MARSHALL CAVENDISH CO	LIBRARY MATERIALS	446.76
040996	MIDWEST TAPE	LIBRARY MATERIALS	4,265.21
040997	MITCHELL LANE PUBLISHERS, INC.	LIBRARY MATERIALS	98.00
040998	OCLC, INC.	CATALOGING & SUPPORT SERVICES	4,604.48
040999	OVERDRIVE, INC.	LIBRARY MATERIALS	1,258.46
041000	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
041001	PRESSWORKS	PRINTING	456.54
041002	RANDOM HOUSE, INC.	LIBRARY MATERIALS	482.07
041003	RECORDED BOOKS, LLC	LIBRARY MATERIALS	390.08
041004	SIERRA CLUB MEMBER SERVICES	OFFICE/LIBRARY SUPPLIES	12.00
041005	UPS	FREIGHT	44.75
041006	WASHINGTON STATE UNIVERSITY	LIBRARY MATERIALS	75.31
041007	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	68.40
041008	WORLD BOOK SCHOOL AND LIBRARY	LIBRARY MATERIALS	10,139.00
W00053	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	49,190.05
W00054	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,863.31
W00055	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>48,057.32</u>

Total Non-Payroll General Operating Fund **\$ 462,595.43**

PAYROLL VOUCHERS

11102011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 168,852.40
11232011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>163,391.59</u>

Total Payroll General Operating Fund **\$ 332,243.99**

TOTAL GENERAL OPERATING FUND **\$ 794,839.42**

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

No Credit Card Payments Were Made in November 2011

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

**EXECUTIVE DIRECTOR APPOINTMENT:
MOTION CONSIDERATION**

Appointment of the executive director must take place at an open public meeting through a motion, following the usual process of a second, discussion, public comment, and the vote. The motion must include the individual's name, effective date of the appointment, starting salary, anything in addition to the District's usual employee benefits package, and any other type(s) of compensation, such as relocation expenses. It needn't specify work-related equipment such as mobile phone or iPad.

Prior to the meeting I'll assist Tim in preparing a motion meeting these requirements.

RULES OF CUSTOMER CONDUCT POLICY (REAFFIRMATION):

APPROVAL RECOMMENDATION

Recommendation:

That the Rules of Customer Conduct Policy be reaffirmed as written.

Action Required:

Motion.

Background:

The Rules of Customer Conduct Policy governs customer behavior in libraries and is posted in all District facilities. It provides the basis for handling situations where behavior is inconsistent with the policy.

The latest revision – a major one – was in May of this year. For several years prior the examples of unacceptable conduct were intentionally stated broadly and thus open to interpretation by District customers and staff. The main reason for this approach was in part an attempt to show a more friendly face and in part to avoid the need to try to list everything that's prohibited. As nice an idea as that was, when our customer behavior issues began escalating and we began more closely tracking staff actions to address them, it became clear this didn't work well in practice. Openness to interpretation doesn't correlate with consistency.

After attending the WLA conference program on Safe Environment Training (SET), seeing how it applies established rules of conduct, and deciding to implement SET at SCLD, it was obvious that the current policy wouldn't work effectively with it. We needed to be clear and specific. The May revision meets that requirement.

About 100 staff working primarily in public services attended SET in September, with the training keyed to SCLD's policy and procedures. This being the month for the policy's biennial review, we're recommending reaffirmation as it's currently written. Branch Services managers Patrick Roewe and Doug Stumbough think it's serving its purpose.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: RULES OF CUSTOMER CONDUCT

It is Spokane County Library District's mission to connect people with resources, 24/7; its vision is to be indispensable to the community.

It is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. To this end, the District is responsible for establishing rules of conduct to protect the rights and safety of customers, volunteers and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

The following actions are examples of conduct not allowed on District property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or District policies, rules or regulations.
- Failing to comply with a reasonable staff request.
- Being under the influence of alcohol/drugs, and selling, using or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters and shopping carts (except for wheelchairs, mobility scooters, walkers, and strollers). Using wheeled devices on District grounds in an unsafe manner or impedes others' access to the facility. Parking/storing bicycles inside buildings; bicycle racks are provided outside.
- Lying down or sleeping in the restrooms or on any floor, couch, table or seat. Blocking aisles, exits or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children (see Spokane County Library District Children's Safety in Libraries Policy) or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's Executive Director.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, shampooing, haircuts or laundry.
- Use of tobacco products and electronic cigarette use in library facilities. Smoking within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers or staff, including stalking, staring, lurking, uninvited conversations and offensive touching.
- Indecent exposure and sexual activity.
- Soliciting (such as selling or distributing items); conducting surveys not authorized by the District.
- Stealing, damaging, altering or inappropriately using District property.

- Entering nonpublic areas unaccompanied by an authorized District employee, being in a library without permission of an authorized District employee before or after library operating hours.
- Fighting or challenging to fight, running, pushing, shoving or throwing things.
- Creating disruptive noises, such as loud talking, screaming or banging on computer keyboards.
- Fraudulent use of other customers' library cards or library card number for any purpose.
- Engaging in any other behavior that that could adversely affect the safety and security and well-being of staff and customers using our facilities.

These rules will be enforced in a fair and reasonable manner. District staff and/or local law enforcement officers will intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules and regulations could result in removal from the premises and exclusion from District facilities for a period of one day to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

The Executive Director is responsible for ensuring these rules are prominently posted in each library and for establishing administrative procedures necessary to carry out this Policy, which shall include the right of appeal for suspensions longer than thirty (30) days.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: MAY 18, 1995
LATEST REVISION: MAY 17, 2011
LAST REVIEWED AND REAFFIRMED: DECEMBER 20, 2011

A board of library trustees may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users. (RCW 27.12.290)

**2012 BOARD OF TRUSTEES MEETING DATE & LOCATION SCHEDULE:
APPROVAL RECOMMENDATION**

Recommendation:

That the 2012 Board of Trustees meeting date and location schedule be adopted.

Action Required:

Motion.

Background:

By resolution and bylaws, Board of Trustees meetings are held on the third Tuesday of each month at 4:00 p.m. The normal meeting location is the Argonne Branch/ Administrative Offices. Several meetings each year are scheduled in rotation for other branches.

PROPOSED 2012 REGULAR MEETING SCHEDULE

January 17	Argonne Library/ Administrative Offices
February 21	Argonne Library/ Administrative Offices
March 20	Argonne Library/ Administrative Offices
April 17	Argonne Library/ Administrative Offices
May 15	Cheney Library
June 19	Argonne Library/ Administrative Offices
July 17	Moran Prairie Library
August 21 *	Argonne Library/ Administrative Offices
September 18	North Spokane Library
October 16	Argonne Library/ Administrative Offices
November 20	Argonne Library/ Administrative Offices
December 18	Argonne Library/ Administrative Offices

* If not cancelled

SPECIAL MEETINGS AND ACTIVITIES

January 19	Library Legislative Day (<i>Olympia</i>)
February 28 or 29	Special meeting: Executive Director transition plan/expectations (Administrative Offices)
March 13-17	Public Library Association Conference (<i>Philadelphia</i>)
April 18-20	Washington Library Association Conference (<i>Tulalip</i>)

ELECTION OF 2012 BOARD OF TRUSTEES OFFICERS

The Board of Trustees Bylaws specifies that officers for the following year be elected at the December Board of Trustees meeting. Officers to be elected are Chair and Vice-Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly elected officers assume their duties January 1 of the following year and serve through December 31.

Tim is willing to serve a second term as chair, and Mary has agreed to a second term as vice chair.

Officer elections require a nomination motion, second and vote.

**WCIP INTERLOCAL AGREEMENT AMENDMENT:
APPROVAL RECOMMENDATION**

Recommendation:

That Amendment No. 2 to the Washington Counties Insurance Pool (WCIP) Interlocal Agreement be approved and the Executive Director be authorized to sign on the District's behalf.

Action Required:

Motion.

Background:

Employee medical, dental, vision, life and disability insurance coverage is provided through the Washington Counties Insurance Fund (WCIF) and the Washington Counties Insurance Pool (WCIP), of which SCLD is a member.

At its meeting on November 2, 2010, the WCIP Board of Directors voted to discontinue the self-insured medical program effective December 31, 2010, and replace it with a fully-insured medical program offered by Premera through WCIF, effective January 1, 2011. WCIP continues to offer a self-insured vision program; however, the discontinuance of the medical program has necessitated changes to the several documents, including the Interlocal Agreement.

A first amendment to the Agreement was approved by SCLD's Board of Trustees on October 18, 2005, and became effective January 1, 2006. WCIP is now requesting approval of Amendment No. 2 to the Agreement, which modifies Article 12 (b), Cancellation and Withdrawal. The only change (shown underlined below) is an additional sentence relating to withdrawal for coverage other than medical.

Amendment No. 2

Withdrawal. Participating Employers may withdraw from the Pool at the end of any Pool fiscal year, provided the Participating Employer has given the Pool a six-month written notice of the intent to withdraw. This provision applies only to medical coverage provided by the Pool. For all other lines of coverage, a 30-day notice of withdrawal is required.

HR Manager Paul Eichenberg is a member of the WCIF Board and recommends approval of the Interlocal Agreement amendment.

LIBRARY LEGISLATIVE DAY TRUSTEE ATTENDANCE: DISCUSSION AND DIRECTION

Discussion goal:

To determine trustee interest and availability to attend WLA 2012 Library Legislative Day, in Olympia.

Background:

The 2012 WLA Library Legislative Day is scheduled for Thursday, January 19, in Olympia. This is a great opportunity to network with library supporters from around the state and meet with state legislators and their staffs to discuss the value of libraries and the impact laws have on them – even when there are no specific bills to lobby for or against.

I usually attend, as does the current board chair, when possible. We've occasionally had both the chair and another trustee, sometimes the vice chair, attend. To provide lead time for lower-cost flight reservations, it would be helpful for you to decide who is able to attend next year. Since it is well before my retirement date, I plan to attend.

Over and back travel on the same day is possible, though weather and I-5 traffic can make for a challenging proposition and long day. It's much easier to fly over the evening before, rent a car and spend the night in Olympia. Depending on legislator appointment schedules, one can usually leave town between four and five. Traffic cooperating, plan for an estimated 90-minute Friday rush-hour drive to SeaTac; you can be fairly assured of getting an 8 p.m. flight back to Spokane, maybe even 7:00 on standby.

SCLD covers travel, lodging, meal and car rental expenses.

FUTURE BOARD MEETING TENTATIVE AGENDAS: JANUARY – MARCH 2012

FOR INFORMATION ONLY

Next regular meeting

January 17, 2012: Argonne Library/Administrative Offices (4:00 p.m.)

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

- Executive Director transition plan review
- Volunteer Program Policy review
- Overview: Public forum doctrine
- Trustee applicant interviews

Please send requests for agenda additions or changes to the board chair and/or me no later than noon, Tuesday, January 3, for inclusion in the preliminary agenda to be emailed on Wednesday, January 4. The meeting packet will be mailed Wednesday, January 11.

Future meetings/activities

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

February 21, 2012: Argonne Library/Administrative Offices (4:00 p.m.)

- Facility Use for Political Purposes Policy review
- Overview: Communications/advocacy

February 28 or 29, 2012: Administrative Offices (Time to be determined)

- Special meeting/Executive session: Finalize transition plan with executive director-designate

March 20, 2012: Argonne Library/Administrative Offices (4:00 p.m.)

- Friends of the Library Policy review
- 2012 budget revision #1
- Overview: Employee recruitment and hiring

LIBRARY SERVICES

Branch Services

Customer Use Analysis

- The 4.24% increase in circulation over the same month last year continues the trend of growth experiences in October (+1.28%), but is likely a result of diminished numbers in 2010 due to weather and holiday-related closures.
- Self-service checkout activity (self-check, online renewals, and digital downloads) comprised 55.5% of November's circulation.
- Online customer payments comprised 26% of total payments, with the November total 35% higher than last November. The year-to-date amount in total customer payments is 23% higher than the same time period in 2010.
- Door count through the first eleven months of this year remains basically even with the same period in 2010, with 0% change. Most of the branches are hovering within $\pm 2\%$ of last year, the exception being Fairfield, which has seen a -9% decline.
- The number of reference questions so far this year is down just slightly District-wide.
- The attendance at programs (+12%) this year continues to outpace the overall increase in the number of programs offered (+7%), with Moran Prairie and North Spokane seeing substantial increases in attendees (+25% and +20% respectively).
- Software Station bookings for the year remain down (-8%), with declines in reservations at all branches.

Security Incidents

As with October, November proved to be a comparatively quiet month for Security Incident reports and the second consecutive month with a decline. A total of 15 were filed, with Spokane Valley the most active with seven.

Adult Services (Stacey Goddard, adult services manager)

Programming: In conjunction with NaNoWriMo (National Novel Writing Month), we offered seven *Come Write In* programs where NaNoWriMo participants could enjoy a quiet place to work—and even use a District laptop if they wanted. Combined attendance for this series was 31. The second program of our *Civil War 150th Anniversary Series*, a Civil War reenactment presentation, had an audience of 29. Our Humanities Washington program, *Margaret Bourke-White: Trailblazing Photojournalist*, had a combined attendance of 21 for the two sessions offered. Attendance for computer class and book discussion group was higher than last November.

Community: We visited 43 adult facilities.

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

Programming: This month's 106 Storytimes had 2931 total attendance, with the average per program 12% higher than last November. After School Special average attendance was slightly down. The Anime Clubs at North Spokane and Spokane Valley had a 42% increase and the writing club at Spokane Valley attracted 7 teens.

Community: We went to 19 childcare centers this month to provide 48 Storytimes with a total attendance of 666. In comparison, last November we went to 24 childcare centers and did 56 storytimes with 830 kids. This can be a hard month to schedule visits as a majority of the ECEAP

programs have a week off prior to Thanksgiving, which is usually conference week for the elementary and middle school students. In addition, enrollment is down at the centers due to decreased state subsidies for working families. Mary Ellen and Gwendolyn presented a program, "The Value of Play in Storytime," to the ELPLP symposium. Staff did the last database presentation at North Pines Middle School as part of a Supporting Student Success grant for the CV middle schools.

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

November in-branch circulation increased or stayed even at nine of our ten branches this month compared to November 2010 with a District-wide increase of 4.24%.

Branch highlights

At **Airway Heights Library (Stacy Hartkorn, branch supervisor)**, the Word Basics class was attended by just one person, which marks only the second time for such low attendance since we began offering these classes. The ECEAP Preschool visited for a morning and afternoon Storytime with a combined total of 27 in attendance, similar to previous numbers. The ECEAP Preschool invited the library to participate in its Thanksgiving family event, with Stacy presenting a special Storytime in the community center to 38 ECEAP preschoolers and family members. Stacy joined the Airway Heights Kiwanis Club and is currently helping to coordinate use of the meeting room for a storytime and book giveaway during the Airway Heights Winter Festival.

An **Argonne Library (Mary Kay Anderson, branch supervisor)** customer made a point to tell us about how the library helped her start a new business. She checked out books on canning and small business startups and now sells gourmet pickles at craft fairs and through local pubs. She has a law degree, but took this on when she could not find a job. Mary Kay met with the state auditor on four occasions to describe common scenarios related to fee collecting and money handling. The Friends paid for some educational games for use during Play and Learn Storytime and contributed to the dessert fund for the holiday party. Mary Kay helped a volunteer pick out books to read out loud to children attending the Thanksgiving meal at Rogers High School for the Women's and Children's Meal program.

Storytime attendance at **Cheney Library (Pat Davis, branch supervisor)** continued to be up from last year. The county elections office used the meeting room as the West Plains Voter Service Center for the General Election. The Friends provided three poinsettias for library holiday decoration. A game table for the children's area was delivered, purchased in part with a donation from the Cheney Kiwanis.

Deer Park Library's (Kris Barnes, branch supervisor) Friends sponsored a 13th anniversary celebration – an open house with refreshments as well as programs featuring guitarist J.P. Shields and harpist Donna Jo Smith. Deer Park School District's superintendent provided Kris and another staff member with a tour that included all the schools as well the Homelink site in Clayton where homeschool support classes are held. The branch was closed for five days to replace carpeting on both sides of the building, meeting and conference rooms, and foyer. Software station chairs were also replaced with more comfortable models.

At **Fairfield Library (Bev Bergstrom, branch supervisor)** Bev will be one of the judges for the local Chamber of Commerce holiday lighting display contest.

The **Medical Lake Library (Laura Baird, branch supervisor)** 20th anniversary open house was hosted by the Friends of the Library. In appreciation for staff's service to the community, a long-time customer brought home-made pot stickers and rice for lunch. The display case housed the

Medical Lake Historical Society collection of artifacts; President Judy Abbott talked to several interested customers about the history of Medical Lake at the 20th Anniversary open house. Laura was interviewed by the Cheney Free Press about the library branch's past, present and future for an article promoting the anniversary event.

Moran Prairie Library's (Jason Johnson, branch supervisor) children's program attendance was up from last November's. The Friends of the Moran Prairie Library held their annual meeting, re-electing all of the officers, discussing the bank account and spending for the previous year, and making a donation to the staff holiday party.

North Spokane Library's (Patrick Roewe, branch services manager) four Write-In programs had a total of 23 participants, and the Civil War Reenactment program brought in 29 attendees. Highlights included the replica cannon displayed in the lobby. There were increases in Storytime attendance for all but the Toddler group. A signature gatherer asserted it was her constitutional right to gather signatures on District property. While staff printed a copy of our related policy, the woman took it upon herself to contact the police about the matter. When staff returned outside, the woman was packing up, having been informed by the police that she was in violation of the law. North Spokane served as a Voter Service Center for the general election. The new customer-holds shelves have been installed, increasing hold shelving by 60%.

Otis Orchards Library (Bev Bergstrom, branch supervisor) Friends had their very occasional book sale with modest sales. Tim Hattenburg visited as the Friends set up its sale and was recruited to help. An elderly customer was grateful we could extend her Internet time for the day as she was taking an online course and it took longer than she expected.

Spokane Valley Library (Doug Stumbough, branch services manager) staff was contacted by 911 dispatchers who had received hang up calls from the pay phone in our lobby and wanted to verify there was no distress. Staff identified two young boys (10-12) who claimed they were calling a friend. Storytime attendance counts were mixed, some higher and lower than last November. There were no attendees at the first Community Café, a parenting series.

COLLECTION SERVICES (ANDREA SHARPS, COLLECTION SERVICES MANAGER)

Collections

- Ordered 1,235 titles and 3,942 copies, both numbers well below average; processed, added to the system, and sent out 7,679 items to branches, only slightly below this year's monthly average.
- Net year-to-date increase in the print/nonprint collection of 9,925 items after a monthly net increase of 1,261 nonprint and decrease of 659 print items.
- There were a total of 10,899 eBook and audiobook checkouts, representing 1,800 unique users, the highest for any month. For the first time eBooks out-circulated downloadable audiobooks, with eBook circulation up 132% from January.
- On the recommendation of Branch Services staff, Gale's *Health & Wellness Resource Center* will be renewed for another year and the three Grolier databases we subscribe to, *Encyclopedia Americana*, *Lands and Peoples*, & *The New Book of Popular Science* will be dropped. The \$9,328 saved by the cancellation will be applied to a language learning database.
- *Reference USA's* "U.S. New Movers/Homeowners" module was added in November at no additional cost.

ADMINISTRATION

2012 budget

The \$11,445,133 budget adopted at the November Board of Trustees' meeting is the highest in SCLD's history, but the \$10,558,625 property tax levy amount certified at the same meeting isn't. Fortunately, the 2010 levy lid lift afforded a property tax cushion that allows business as usual in spite of two years of small declines in assessed valuation.

Another record was also set, this one for the earliest date at which state-assessed values were posted—November 8. This meant that the total assessed valuation number on which the annual property tax levy is based was more solid than it's ever been. Even better, there was an almost \$63 million increase for the state-assessed values, due in part to a more accurate method used to track personal property locations.

Future budget planning

Based on moderate assumptions for future assessed-valuation changes, expenses are projected to remain within revenue through 2014, with the 2015 shortfall being negligible.

Regional economic forecast

The only good news from the November 15 annual GSI Economic Forecast is that maybe the local economy has hit bottom and will do marginally better than just bouncing along down there. More close to home, the prediction was for continued declines in area housing prices, which translates in an indirect and mysterious way to the potential for another drop in SCLD's assessed valuation. The mystery is that changes in average home sale prices have never tracked directly with our assessed valuation changes. In part, it's because total assessed valuation consists of more than single-family dwellings.

Airway Heights' annexation to SCLD

The Airway Heights City Council discussed the task force recommendation to annex to the District at a November 21 regular meeting workshop that Patrick Roewe and I attended. Based on that discussion and the decided lack of support to take the action necessary to move it along, the issue appears to be dead, at least in terms of a 2012 ballot proposal. The reasons? In part because it would increase property taxes and seen as a backdoor way to do that, so the funds now used for the District's contract fee could be used for other city purposes. Given the fact that one of the slides in the annexation presentation was a list of those purposes, the latter couldn't be denied.

The issue was referred back to the Council Committee, but even if it re-emerges, it'll be too late to make the April special election ballot, the last one before the deadline that would allow the property tax shift to occur in 2013.

Communications Manager position

Communications Manager Bethany Luck-Hutson announced her resignation at the end of the year, to move with her family to Pittsburgh. Thus, for the second year in a row we'll be recruiting in early December, in the hope of filling the position by no later than February 1.

MY PROFESSIONAL AND COMMUNITY ACTIVITIES

Greater Spokane Incorporated 2012 Economic Forecast and Legislative Forum; Greater Spokane Valley Chamber of Commerce Annual Meeting

COMMUNICATIONS (BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)

- In media relations, facilitated a *Spokane Valley News Herald* interview; issued news releases on executive director candidates and the Civil War 150th Anniversary Series that resulted in articles in two newspapers.
- In e-marketing, a new homepage feature for the Winter Family Game Fest was designed and added; the News & Events section was updated; and added more videos to SCLD's You Tube page.
- In publicity materials, edited/proofed, approved and printed several posters and flyers and approved the design for the new North Spokane outdoor sign.
- In departmental support, coordinated preparation of materials for the executive director interview process and prepared the tour schedule; and updated program evaluation forms.
- In community involvement, attended the Central Valley School District partnership presentation and attended the Greater Spokane Valley Chamber Annual Meeting.

HUMAN RESOURCES (PAUL EICHENBERG, HR MANAGER)

- Recruited for three positions with selections made by supervisors for two; there were two resignations, two transfers, and two position reclassifications.
- Screening interviews were held for the executive director position.
- Open enrollment for employee benefits was completed.
- Paul attended the November Washington Counties Insurance Fund/Pool meeting.

INFORMATION TECHNOLOGY (PRISCILLA ICE, IT MANAGER)

- The newest version of the public catalog was turned on for public use.
- All surplus equipment left from the staff computer upgrade was sold, donated or recycled and the four surplus laptops were also sold. Donations were made to East Valley School District and Neighborhood Networks, a non-profit that puts Internet-connected computers in subsidized senior housing and other facilities all over Spokane County
- The latest version of Symantec Endpoint Protection and Centurion console was installed, allowing us to manage power on the computers so they can be turned off at night but turned back on to run updates.
- Priscilla began work on an RFP for the next round of new telecommunications and Internet service contracts.

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

- In finance, property taxes collected year-to-date totals \$10,557,248, 98.3% of the amount budgeted for this year. At the end of the month there was \$4,877,256 cash on hand. There continue to be problems stemming from the payroll software upgrade, requiring manual calculation of leave accruals until the vendor can correct the program.
- In facilities, Deer Park's carpeting replacement was completed without complications; the metal grates and North Spokane's main entrance were removed and the depression filled with concrete.
 - State Auditor's Office staff continued with the 2009-2010 audit, completing onsite work on the November 4. Because of their requirements for several technical revisions in the presentation of the Government-Wide Financial Statements Bill, spent a significant amount of time on task, extending the audit time and creating additional audit costs.

**Customer Use Measures
November 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,319	116,870	N/A	0%	N/A
Door count	103,175	97,685	1,277,388	0%	0%
Circulation	211,966	199,453	2,451,790	5%	5%
Digital Media Catalog	10,899	5,677	107,366	92%	89%
Reference inquiries	14,047	16,632	220,791	-1%	-1%
Programs					
Number	198	183	2,117	7%	8%
Attendance	4,163	3,541	53,215	12%	12%
Group Visits					
Number	2	3	38	58%	67%
Attendance	15	40	789	50%	55%
Software Station bookings	17,809	17,715	217,488	-8%	-8%
Meeting room bookings	301	240	3,116	2%	1%
Holds placed					
By customers	30,627	30,684	357,440	0%	0%
By staff	6,207	6,666	78,106	-5%	-5%
Digital Media Catalog	3,982	1,927	38,430	105%	104%
Database use					
Searches	19,329	49,622	287,310	-1%	8%
Retrievals	14,699	49,746	350,655	16%	36%
Website use (Remote)					
User sessions	77,744	75,796	872,620	15%	15%
Page views	226,646	216,433	2,561,149	30%	30%
Catalog	49,808	40,580	514,241	30%	29%
Database Access	8,182	2,050	84,278	288%	265%
Interlibrary loans					
Loaned	184	229	3,184	0%	-2%
Borrowed	306	349	4,367	9%	9%

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
NOVEMBER 2011**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	202401	171564	373965		84361	50341	134702
Nonprint	47266	21669	68935		19139	5891	25030
Subtotal	249667	193233	442900		103500	56232	159732
Periodicals	17667	3321	20988		366	48	414
Total	267334	196554	463888		103866	56280	160146

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			5269			4893
Licensed eBOOKS			475			475
Audiobooks			9615			8349
Digital music			1117			1117
OverDrive: Total			16476			14834
GRAND TOTAL			480364			174980

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	43509	28412	71921
Nonprint	10253	6387	16640
TOTAL	53762	34799	88561
DELETIONS			
Print	43768	27401	71169
Nonprint	5206	2261	7467
TOTAL	48974	29662	78636

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-259	1011	752
Nonprint	5047	4126	9173
Periodicals	3183	656	3839

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF NOVEMBER 30, 2011
[PERCENT OF YEAR = 91.7%]

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF NOVEMBER 30, 2011

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,557,248	\$ 10,738,027	98.32%
CONTRACTED CITIES, SERVICES & FEES	528,360	493,216	107.13%
MISCELLANEOUS REVENUES	178,326	180,173	98.97%
INTEREST EARNINGS	28,078	35,000	80.22%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 11,292,012	\$ 11,446,416	98.65%
EXPENSES:			
SALARIES	\$ 4,845,006	\$ 5,366,379	90.28%
FRINGE BENEFITS	1,364,474	1,574,741	86.65%
SUPPLIES	159,793	223,004	71.65%
SERVICES	1,318,007	1,740,825	75.71%
CAPITAL EXPENDITURES	417,559	463,800	90.03%
LIBRARY MATERIALS	1,336,978	1,468,595	91.04%
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%
TOTAL EXPENSES	\$ 9,848,632	\$ 11,276,200	87.34%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 1,443,380	\$ 170,216	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 1,443,380	\$ 170,216	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249	
ENDING FUND BALANCE - 11/30/11 & ESTIMATED BALANCE 12/31/11	\$ 4,730,629	\$ 3,457,465	

ASSETS:	
CASH	\$ 4,877,256
ACCOUNTS RECEIVABLE	412
TAXES RECEIVABLE	182,181
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	131,223
TOTAL ASSETS	\$ 5,255,228
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 342,418
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	182,181
TOTAL LIABILITIES	\$ 524,599
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 256,910
NONSPENDABLE FUNDS -- INVENTORY	64,312
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,295
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,207
ASSIGNED FOR FACILITY MAINTENANCE PLAN	180,168
ASSIGNED FOR TECHNOLOGY PLAN	306,409
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	91,260
ASSIGNED FOR LIBRARY MATERIALS PLAN	136,140
ASSIGNED FOR CONTINGENCY RESERVE PLAN	135,552
UNASSIGNED FUND	3,552,376
ENDING FUND BALANCE NOVEMBER 30, 2011	\$ 4,730,629
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 5,255,228
FUND BALANCE CAPITAL PROJECTS FUND - NOVEMBER 30, 2011	\$ 1,170,121