

MISSION

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

Board of Trustees Regular Meeting

January 17, 2012 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 December 20 regular meeting and January 11 special meeting minutes [4:05-4:10]
 - B. Approval of December bill payment vouchers [4:10-4:15]
 - C. Unfinished Business
 - 1. Trustee appointment recommendation to Board of County Commissioners: Motion consideration [4:15-4:20]
 - D. New Business
 - 1. Volunteer Program Policy (Reaffirmation): Approval recommendation [4:20-4:25]
 - 2. Control of Capital Assets Policy (Revision): Approval recommendation [4:25-4:30]
 - 3. Amending and Restating the Deferred Compensation Plan to Include the Associated Roth Amendment and Declaration of Trust (Resolution No. 12-01): Approval recommendation [4:30-4:35]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Executive Director transition plan initial review [4:35-4:55]
 - B. Future board meeting agenda items [4:55-5:00]
- V. REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Director [5:05-5:10]
 - C. Fiscal [5:10-5:15]
 - D. Overview: Public forum doctrine and its application to public libraries [5:15-5:35]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: 1 hour, 35 minutes plus public comment]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 20, 2011

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held December 20, 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
Jacob Laete - Trustee
Michael J. Wirt - Director and Secretary

EXCUSED:

Dan Davis, Trustee.

Also Present: De Bliss, Desktop Administrator; Stacey Goddard, Adult Services Manager; Gwendolyn Haley, Youth Services Manager; Priscilla Ice, IT Manager; Bethany Luck-Hutson, Communications Manager; Bill Sargent, Business Manager; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF NOVEMBER 15, REGULAR MEETING, AND NOVEMBER 5, 11, AND DECEMBER 2, 2011, SPECIAL MEETING MINUTES

Mr. Hattenburg called for corrections to the November 15, 2011, regular meeting minutes, and November 5, 11 and December 2, 2011, special meeting minutes. A title correction for Mr. Laete was noted for the November 15, regular meeting minutes. Minutes for special meetings stand approved as written.

APPROVAL OF NOVEMBER 2011 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Lloyd seconded approval of the November 2011 bill payment vouchers.

Fund

L01	Voucher numbers: 40835 through 41008 and W00053-W00055 totaling	\$ 462,595.43
	Payroll numbers: 11102011PR and 11232011PR totaling	\$ 332,243.99
	Total	\$ 794,839.42

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2012 BUDGET.

2012 REVENUE & EXPENSES: DIRECTOR'S FINAL BUDGET MESSAGE. Mr. Wirt's final budget message summarizes the entire budget and explains the small increase in the property tax revenue estimate, beginning fund balance and estimated ending unassigned fund balance. The only changes since the preliminary budget, presented and adopted at the November 15 regular meeting, are an update to final property tax and contract fee amounts, and a slight reduction in state industrial insurance premiums. There were no questions or comments.

ADOPTING A 2012 FINAL BUDGET (RESOLUTION No. 11-07). Mr. Laete moved and Ms. Apperson seconded that Resolution No. 11-07, Adopting a 2012 Final Budget, be approved.

RESOLUTION No. 11-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2012 FINAL BUDGET; SUPERCEDING THE 2012 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 15, 2011, WITH RESOLUTION NO. 11-04; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Revenues total \$11,553,248; expenditures total \$11,234,154, plus a \$200,000 transfer to the Capital Projects Fund. The estimated ending unassigned fund balance is \$1,809,038. There were no questions or comments.

The motion was unanimously approved.

NEW BUSINESS

EXECUTIVE DIRECTOR APPOINTMENT. Mr. Hattenburg moved and Ms. Lloyd seconded the suggested motion for Nancy Ledeboer to be appointed as Spokane County Library District Executive Director, effective March 1, 2012, at a starting annual salary of \$115,363, and reimbursement for up to \$15,000 of relocation expenses, as well as other compensation/benefits terms of the employment offer, dated December 14, 2011, be approved as written.

Mr. Hattenburg expressed appreciation for all staff input and time committed toward the executive director search. He said each of the two final candidates had excellent credentials and were qualified for the position; however, Ms. Ledeboer stood out as the most qualified to lead the district. There were no questions or public comments.

The motion was unanimously approved.

RULES OF CUSTOMER CONDUCT POLICY. Ms. Apperson moved and Mr. Laete seconded that the Rules of Customer Conduct Policy be reaffirmed as written.

The policy is posted in all District facilities and governs customer behavior in libraries and provides the basis for handling situations where behavior is inconsistent with the policy. Mr. Wirt noted the policy was reviewed and significantly revised in May of this year to address the specificity required for the Safe Environment Training conducted last September. Because December is the established month for biennial review, it is recommended to reaffirm the policy as it is currently written. There were no questions or public comments.

The motion was unanimously approved.

2012 BOARD OF TRUSTEES MEETING LOCATION AND SCHEDULE. Ms. Apperson moved and Mr. Hattenburg seconded that the 2012 Board of Trustees meeting dates and locations schedule be adopted.

By consensus, two special meetings will be scheduled over the next two months, January 11 and February 28. The purpose of the first is to interview applicants for the open trustee position; the second, to discuss the transition plan for the new executive director. Both meetings are scheduled to begin at 4 p.m. at the Argonne Library/Administrative Offices. There were no public comments.

The motion was unanimously approved.

2012 BOARD OF TRUSTEES OFFICERS ELECTION. Mr. Laete nominated Mr. Hattenburg to serve as chair and Ms. Lloyd to serve as vice chair for the 2012 calendar year. Ms. Apperson seconded the nominations. Both candidates expressed interest in serving another term in their respective offices. There were no questions or public comments.

The elected officers will serve from January 1, 2012, through December 31, 2012.

The motion was unanimously approved.

Ms. Apperson addressed the board for permission to add Resolution No. 11-08, Recognizing Retiring Trustee Jacob Laete's Service to Spokane County Library District and its Residents, to the agenda as a New Business item.

Mr. Hattenburg responded that with no objection from the board, this item is hereby added to the agenda.

RECOGNIZING RETIRING TRUSTEE JACOB LAETE'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS (RESOLUTION NO. 11-08). Mr. Hattenburg moved and Ms. Apperson seconded that Resolution No. 11-08, be adopted.

RESOLUTION NO. 11-08

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

Mr. Hattenburg read the resolution aloud for Mr. Laete and others to hear.

In Favor: Tim Hattenburg, Mary E. Lloyd, Ann Apperson.

Abstentions: Jacob Laete.

Motion passed.

Following the vote, Mr. Laete was presented with a framed original of the resolution and an engraved crystal book; photos were taken, and expressions of thanks and best wishes were given by trustees.

WASHINGTON COUNTIES INSURANCE POOL INTERLOCAL AGREEMENT AMENDMENT.

Ms. Lloyd moved and Ms. Apperson seconded Amendment No. 2 to the Washington Counties Insurance Pool (WCIP) Interlocal Agreement be approved.

District trustees approved an interlocal agreement for WCIP to provide self-insured PPO medical coverage to employees at its meeting January 16, 2001. A first amendment to the agreement, effective January 1, 2006, was approved by District Board of Trustees at its meeting, October 18, 2005. WCIP requests approval of Amendment No. 2 to the agreement, which modifies Article 12 (b), Cancellation and Withdrawal. The only change is an additional sentence clarifying withdrawal from the plan for coverage other than medical. HR Manager Paul Eichenberg, also a member of the WCIF Board, recommends approval of the second amendment. There were no questions or public comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

LIBRARY LEGISLATIVE DAY TRUSTEE ATTENDANCE

Washington Library Association Library Legislative Day is scheduled for Thursday, January 19, in Olympia, WA, for which Mr. Hattenburg is unable to attend. Mr. Wirt and Ms. Apperson will attend, and if available, it was suggested Mr. Davis also attend.

FUTURE BOARD MEETING AGENDA ITEMS

A list of agenda items tentatively scheduled for future meetings was distributed prior to the meeting; Mr. Hattenburg reviewed the list and meeting locations. The next regular meeting is scheduled for January 17 at the Argonne Library/Administrative Offices; a transition plan for the new executive director will be in place by then, and a candidate will be selected to fill the open trustee position, formerly held by Jacob Laete.

REPORTS

TRUSTEES

Mr. Laete expressed appreciation for the board and Mr. Wirt's leadership, and said the end of his term provides an opportunity for someone else to learn about the behind the scenes work of the libraries.

Ms. Apperson publicly agreed to all the favorable comments about Mr. Laete. She said it has been a pleasure to work with him, and wished him the best in the future.

Ms. Lloyd expressed sentiment for time shared on the board with Mr. Laete, his appreciation of community and service held with uppermost importance.

Mr. Hattenburg noted he and Ms. Lloyd will give a formal presentation on the future site of Spokane Valley Library to Spokane Valley City Council at its January 10 meeting.

DIRECTOR

The Director's written report provided prior to the meeting included information on the following topics: Library Services – November customer use measures, security, programming and branch services reports; Collection Services – collections; Administration – 2012 budget, future budget planning, regional economic outlook, Airway Heights' annexation to SCLD, communications manager position; Professional and Community Activities; Communications; Human Resources; Information Technology; and Finance, Facilities, & Purchasing.

In response to a trustee's question about patron use of computer stations, Branch Services Manager Patrick Roewe responded though use has declined, District bandwidth is at maximum for personal wireless devices and Wi-Fi. IT Manager Priscilla Ice said this trend was predicted, yet we currently cannot determine future station usage.

FISCAL

Revenue and Expenditure Statement through November 30, 2011

<u>Fund 001</u>		
Revenues	\$ 11,292,012	
Expenditures	\$	9,848,632
Ending Fund Balance	\$ 4,730,629	
Fund Budget Expended	87.34%	

Business Manager Bill Sargent reported SCLD will change its insurance carrier from Unigard to Philadelphia Insurance Companies, which offers 12.5 percent savings for the same coverage. Mr. Sargent also apprised trustees about upcoming financial reporting changes requested by State Auditor's Office staff subsequent to the recent 2009-2010 audit. There were no questions or comments.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting adjourned at 4:40 p.m.

Tim Hattenburg, Chair

Michael J. Wirt, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: January 11, 2012

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Wednesday, January 11, 2012, at the Argonne Library Public Meeting Room, 4322 N. Argonne Road, Spokane, WA, to conduct applicant interviews for the Board of Trustees' position vacancy. The meeting convened at 4:58 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: None.

SPECIAL MEETING – Trustee Applicant Interviews

Interviews were conducted for five of the six applicants interested in the position vacancy created by Jacob Laete's retirement from the board. The sixth applicant's interview was postponed to a later date.

No decisions were made or action taken. Further discussion will take place at the Board of Trustee's regular meeting scheduled for January 17.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 8:05 p.m.

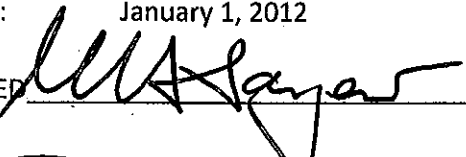
Tim Hattenburg, Chair


Michael J. Wirt, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2011 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$995,030.57 and that we are authorized to authenticate and certify these claims.

DATE: January 1, 2012

SIGNED: 
 TITLE: BUSINESS MANAGER

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
041009	VOID VOUCHER	\$ -
041010	VOID VOUCHER	-
041011	VOID VOUCHER	-
041012	THE ACTIVE NETWORK, INC.	12,228.75
041013	AUDIOGO	39.09
041014	AVISTA UTILITIES	4,259.36
041015	BAKER AND TAYLOR ENTERTAINMENT	1,229.83
041016	BRILLIANCE AUDIO, INC.	143.43
041017	CDW GOVERNMENT, INC.	217.40
041018	CONSOLIDATED ELECTRICAL DIST.	124.30
041019	CENTURYLINK	77.22
041020	CENTURYLINK	3,280.00
041021	CENTURYLINK	41.23
041022	CENTURYLINK	41.01
041023	CENTURYLINK	59.85
041024	CENTURYLINK	86.36
041025	CENTURYLINK	123.68
041026	CENTURYLINK	6,810.94
041027	DIVCO INCORPORATED	4,380.47
041028	FINDAWAY WORLD, LLC	479.93
041029	GALE GROUP, INC.	84.77
041030	THE GLOVER MANSION	460.82
041031	GREENLEAF LANDSCAPING, INC.	621.59
041032	INGRAM DISTRIBUTION GROUP, INC	9,015.58
041033	MIDWEST TAPE	949.22
041034	OTIS ELEVATOR COMPANY	1,772.13
041035	OVERDRIVE, INC.	2,507.88
041036	PAPERJACK.com	189.12

041037	PATRIOT FIRE PROTECTION	SECURITY & SAFETY SERVICES	184.79
041038	CITY DIRECTORIES	LIBRARY MATERIALS	1,890.00
041039	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	634.03
041040	RAGS AND TAGS	CUSTODIAL SERVICES	170.00
041041	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	12,831.47
041042	SPOKESMAN-REVIEW	LIBRARY MATERIALS	96.00
041043	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	224.14
041044	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES	400.00
041045	SUPERMEDIA, LLC	ADVERTISING	15.25
041046	TANTOR MEDIA	LIBRARY MATERIALS	145.00
041047	TEACHING COMPANY	LIBRARY MATERIALS	169.95
041048	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,954.18
041049	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	537.12
041050	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,099.11
041051	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	193.60
041052	ALLIED SECURITY	SECURITY & SAFETY SERVICES	790.14
041053	AUDIOGO	LIBRARY MATERIALS	774.25
041054	AVISTA UTILITIES	UTILITIES	3,587.90
041055	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	878.71
041056	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	52.50
041057	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	77.68
041058	BUDGET-RENT-A-CAR	CAR RENTAL	160.99
041059	CENTURYLINK	TELEPHONE	18.26
041060	CENTURYLINK	TELEPHONE	142.21
041061	CENTURYLINK	TELEPHONE	333.20
041062	CENTURYLINK	TELEPHONE	86.36
041063	CENTURYLINK	TELEPHONE	592.01
041064	CENTURYLINK	TELEPHONE	333.20
041065	CHEVRON U.S.A. INC.	VEHICLE FUEL	98.48
041066	CITY OF SPOKANE	UTILITIES	195.43
041067	CITY OF AIRWAY HEIGHTS	UTILITIES	165.38
041068	CITY OF CHENEY	UTILITIES	668.20
041069	CITY OF DEER PARK	UTILITIES	63.37
041070	COMIC BOOK SHOP	LIBRARY MATERIALS	208.82
041071	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	780.40
041072	DYMAXION COMPUTER SALES	D.P. HARDWARE & SOFTWARE	998.40
041073	EMPIRE DISPOSAL INC.	UTILITIES	17.49
041074	FRONTIER	TELEPHONE	88.17
041075	FRONTIER	TELEPHONE	402.80
041076	GALE GROUP, INC.	LIBRARY MATERIALS	870.91
041077	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,992.94
041078	IT1 SOURCE	D.P. HARDWARE & SOFTWARE	914.20
041079	LERNER GROUP	LIBRARY MATERIALS	50.61
041080	MIDWEST TAPE	LIBRARY MATERIALS	2,664.01
041081	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,671.85
041082	MONTGOMERY HARDWARE	OFFICE/LIBRARY SUPPLIES	16.83
041083	MORNINGSTAR, INC.	LIBRARY MATERIALS	3,016.44

041084	NEW YORK TIMES	LIBRARY MATERIALS	60.00
041085	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	42.39
041086	OVERDRIVE, INC.	LIBRARY MATERIALS	2,229.61
041087	PINNACLE CREDIT CORP	RECRUITING	82.25
041088	RANDOM HOUSE, INC.	LIBRARY MATERIALS	607.32
041089	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,181.79
041090	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	597.31
041091	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
041092	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	211.70
041093	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
041094	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	5,730.97
041095	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	558.54
041096	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,324.91
041097	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,735.57
041098	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
041099	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,104.73
041100	ALLIED SECURITY	SECURITY & SAFETY SERVICES	232.62
041101	AUDIOGO	LIBRARY MATERIALS	270.00
041102	AVISTA UTILITIES	UTILITIES	1,341.26
041103	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	1,008.09
041104	BOOKS IN MOTION	LIBRARY MATERIALS	38.32
041105	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	29.98
041106	COUNTER COUNTRY CONSTRUCTION	FURNITURE, FIXTURES & EQUIPMENT	7,785.39
041107	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	240.94
041108	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	25.40
041109	CENTURYLINK	TELEPHONE	117.98
041110	CENTURYLINK	TELEPHONE	82.45
041111	CITY OF MEDICAL LAKE	UTILITIES	234.09
041112	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,056.94
041113	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,284.00
041114	EARTHWORKS RECYCLING,INC	UTILITIES	215.00
041115	ELECTRONIC HANDBOOK PUB.	LIBRARY MATERIALS	360.89
041116	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	312.33
041117	GREATAMERICA LEASING CORP.	EQUIPMENT LEASE	159.95
041118	GALE GROUP, INC.	LIBRARY MATERIALS	514.70
041119	JUNE GARCIA	RECRUITING	6,587.40
041120	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL & GROUNDS SERVICES	1,240.03
041121	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT MAINTENANCE & REPAIR	331.71
041122	HEARTLAND AG-BUSINESS GROUP	LIBRARY MATERIALS	225.00
041123	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,584.02
041124	INLAND POWER AND LIGHT	UTILITIES	1,145.49
041125	LINCOLN CENTER SPOKANE, LLC	TRAINING & TRAVEL	500.00
041126	MIDWEST TAPE	LIBRARY MATERIALS	5,737.49
041127	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,561.50
041128	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	98.88
041129	OVERDRIVE, INC.	LIBRARY MATERIALS	4,248.25
041130	PAINE, HAMBLÉN, LLP	LEGAL SERVICES	3,646.25

041131	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	325.01
041132	QWEST CORPORATION	TELEPHONE	2,071.38
041133	RANDOM HOUSE, INC.	LIBRARY MATERIALS	97.74
041134	RECORDED BOOKS, LLC	LIBRARY MATERIALS	421.82
041135	SNO ISLE LIBRARIES	BUSINESS TRAVEL	135.00
041136	SPOKANE COUNTY UTILITIES	UTILITIES	412.41
041137	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	19.37
041138	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	923.19
041139	TANTOR MEDIA	LIBRARY MATERIALS	14.99
041140	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT MAINTENANCE & REPAIR	2,317.47
041141	VERIZON WIRELESS	TELEPHONE	153.88
041142	VERIZON WIRELESS	TELEPHONE	138.11
041143	DIANE SMIKAHL VIEIRA	RECRUITING	479.75
041144	WESTERN STATES INSURANCE	INSURANCE	875.00
041145	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
041146	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	79.20
041147	ALLIED SECURITY	SECURITY & SAFETY SERVICES	83.71
041148	AUDIOGO	LIBRARY MATERIALS	36.67
041149	AURORA PLASTICS & PKG	OFFICE/LIBRARY SUPPLIES	8,385.64
041150	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	651.66
041151	BERNAN ESSENTIAL REF. PUB.	LIBRARY MATERIALS	163.24
041152	JAMIESON ENTERPRISES, LLC	STORAGE LEASE	300.00
041153	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	179.30
041154	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	76,513.39
041155	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	1,793.55
041156	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	176.29
041157	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	538.43
041158	CENTURYLINK	TELEPHONE	85.90
041159	CENTURYLINK	TELEPHONE	33.68
041160	CENTURYLINK	TELEPHONE	59.85
041161	CENTURYLINK	TELEPHONE	86.36
041162	CENTURYLINK	TELEPHONE	123.68
041163	CENTURYLINK	TELEPHONE	6,810.94
041164	CITY OF SPOKANE VALLEY	RECRUITING	229.00
041165	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	7,022.62
041166	FILM IDEAS, INC.	LIBRARY MATERIALS	362.00
041167	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	73.68
041168	GALE GROUP, INC.	LIBRARY MATERIALS	976.72
041169	GRANTSTATION	LIBRARY MATERIALS	1,990.00
041170	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	2,144.76
041171	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,064.43
041172	ELECTRONIC RECYCLING LLC	UTILITIES	35.00
041173	INLAND POWER AND LIGHT	UTILITIES	308.43
041174	IT1 SOURCE	D.P. HARDWARE & SOFTWARE	1,458.03
041175	NANCY LEDEBOER	RECRUITING	378.50
041176	MIDWEST TAPE	LIBRARY MATERIALS	3,116.17
041177	OVERDRIVE, INC.	LIBRARY MATERIALS	1,993.41

041178	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
041179	PINNACLE CREDIT CORP	RECRUITING	129.50
041180	RANDOM HOUSE, INC.	LIBRARY MATERIALS	203.81
041181	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	726.42
041182	SHOWCASES	OFFICE/LIBRARY SUPPLIES	1,404.64
041183	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	14.80
041184	SPOKESMAN-REVIEW	LIBRARY MATERIALS	288.00
041185	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	443.56
041186	STATE AUDITOR'S OFFICE	AUDIT FEES	8,433.44
041187	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	43.62
041188	UPS	FREIGHT	13.73
041189	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	577.61
041190	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,324.25
041191	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	25,647.02
041192	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	279.00
041193	AUDIOGO	LIBRARY MATERIALS	512.02
041194	AUNTIES BOOKSTORE	LIBRARY MATERIALS	141.64
041195	AVISTA UTILITIES	UTILITIES	5,272.98
041196	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	306.54
041197	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	41.83
041198	COUNTER COUNTRY CONSTRUCTION	FURNITURE, FIXTURES & EQUIPMENT	2,320.07
041199	CENTURYLINK	TELEPHONE	3,280.00
041200	CENTURYLINK	TELEPHONE	41.23
041201	CENTURYLINK	TELEPHONE	41.01
041202	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	5,734.02
041203	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	3.59
041204	FILM IDEAS, INC.	LIBRARY MATERIALS	409.00
041205	GALE GROUP, INC.	LIBRARY MATERIALS	547.53
041206	JUNE GARCIA	RECRUITING	1,760.00
041207	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL & GROUNDS SERVICES	938.47
041208	INFOGROUP	LIBRARY MATERIALS	8,918.00
041209	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,581.87
041210	LISTEN & LIVE AUDIO, INC.	LIBRARY MATERIALS	10.00
041211	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	6,326.34
041212	MIDWEST TAPE	LIBRARY MATERIALS	527.90
041213	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	97.83
041214	OCTAMERON ASSOCIATES	LIBRARY MATERIALS	76.50
041215	OVERDRIVE, INC.	LIBRARY MATERIALS	5,643.58
041216	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	500.86
041217	RANDOM HOUSE, INC.	LIBRARY MATERIALS	124.73
041218	RECORDED BOOKS, LLC	LIBRARY MATERIALS	5,909.07
041219	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	585.02
041220	SIRSIDYNIX	WEB CATALOG & SOFTWARE SUPPORT	107,500.65
041221	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
041222	SUPERMEDIA, LLC	ADVERTISING	15.25
041223	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,569.72
041224	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,091.46

041225	WASHINGTON LIBRARY ASSOCIATION	SOFTWARE SUPPORT	360.00
W00056	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	47,928.37
W00057	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,201.65
W00058	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>47,913.51</u>

Total Non-Payroll General Operating Fund \$ **668,143.63**

PAYROLL VOUCHERS

12092011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 164,034.70
12232011PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>162,852.24</u>

Total Payroll General Operating Fund \$ **326,886.94**

TOTAL GENERAL OPERATING FUND \$ 995,030.57

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 4,941.12
Maintenance	2,919.40
Travel	5,580.13
Acquisitions	10,380.97
Information Technology	1,682.28
Total Purchases	<u>\$ 25,503.90</u>

VOLUNTEER PROGRAM POLICY (REAFFIRMATION): APPROVAL RECOMMENDATION

Recommendation:

That the Volunteer Program Policy be reaffirmed as written.

Action Required:

Motion.

Background:

The Volunteer Program Policy was first adopted in November 1999 to carry out a strategic objective to establish and maintain a formal volunteer program. While the District had for many years used volunteers and had various related procedures, there had been no coordinated and integrated program. It provides policy direction for a program that's branch-based but meets the District's needs for some centralized coordination. It also assumes the program will be carried out within existing staffing levels and without a formal volunteer coordinator position.

The policy was reviewed in 2007 and 2009, and reaffirmed with no changes. We're once again recommending reaffirmation with no changes after review by HR Manager Paul Eichenberg.

The policy follows.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: VOLUNTEER PROGRAM

It is the policy of Spokane County Library District to encourage the use of volunteers to augment the work of paid staff, assisting the District in carrying out its mission and providing an enriching community service opportunity.

Qualified volunteers will be recruited, trained and retained in a manner that provides an overall benefit to the District and makes effective use of District resources.

The director is responsible for establishing administrative procedures to carry out this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: NOVEMBER 16, 1999
~~LATEST REVIEW AND REAFFIRMATION: OCTOBER 16, 2007~~
LAST REVIEWED AND REAFFIRMED: NOVEMBER 17, 2009

CONTROL OF CAPITAL ASSETS POLICY (REVISION): APPROVAL RECOMMENDATION

Recommendation:

That the Control of Capital Assets Policy be revised and renamed as presented.

Action Required:

Motion.

Background:

The Control of Capital Assets Policy was first adopted in May 2000, in part because of a Washington State Auditor's Office (SAO) recommendation to establish and maintain a formal fixed asset program rather than continue the broad inventory program that had been in place for many years.

At that time the State Auditor's Office documentation identified the following elements must be included in establishing a fixed asset program:

- Create a policy that defines which assets should be added to the fixed asset system by dollar limit.
- Include within the policy a requirement for controlling small attractive items that are not capitalized but are susceptible to pilferage or misuse.
- Establish policies and procedures governing the taking, documentation and reconciliation of a physical inventory not less than once a year.

As Business Manager Bill Sargent related at your December meeting, during the most recent audit SAO staff brought up issues with the manner in which capital assets were defined and represented on financial statements as well as distinctions between capital and controlled assets – even though we were following SAO staff direction from the prior audit.

The major changes include –

- A clearer differentiation between capital and controlled assets
- Statements about the manner in which capital assets are represented on financial statements and depreciated

The recommended revision, which includes changing the title to Capital and Controlled Assets Policy, addresses the most recent SAO concerns. Because the recommended revision makes substantial changes in the policy presentation and format, rather than employing the usual underline and strikeout method for showing changes, both the revision and current version follow for your review.

Recommended Revision

SPOKANE COUNTY LIBRARY DISTRICT POLICY: CAPITAL AND CONTROLLED ASSETS

The Spokane County Library District Board of Trustees has the authority, pursuant to RCW 27.12.210 to declare certain items purchased or received as donations as "capital assets" or "controlled assets."

CAPITAL ASSETS

1. DEFINITION

Capital assets are all real property, or personal property with a per-unit cost of \$5,000 or more (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more. Examples of Capital assets include, but are not limited to, land, buildings, vehicles or information technology equipment costing at least \$5,000 per item. Additionally, as prescribed by the Washington State Budget, Accounting and Reporting System (BARS) manual, the annual expenditures for library materials will be capitalized and reported as Capital Assets on the District's financial statements.

2. ESTABLISHMENT OF CAPITAL ASSETS

- a. All real property will be classified as a capital asset at the time of acquisition. The value of the property will be reported as "Capital Assets" in the District's financial statements using the aggregate acquisition cost.
- b. All personal property with a per-unit aggregate acquisition cost of \$5,000 or more will be classified as "Capital Assets."
- c. The annual expenditures for the acquisition of library materials will be capitalized and included as "Capital Assets."
- d. For all categories of capital assets, less land and artwork, the items will be subject to depreciation, the recording of accumulated depreciation and being reported in the financial records at "net value."
- e. All information technology-related personal property costing more than \$5,000 will be assigned an SCLD property tag upon acquisition and be added to the District's Capital and Controlled Assets Inventory.

CONTROLLED ASSETS

1. DEFINITIONS

- a. Controlled assets are those items having a per-unit cost of less than \$5,000 that are desirable to control and inventory due to: (1) their attractiveness, (2) their susceptibility to theft, or (3) an administrative determination of the need for monitoring and control.
- b. Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost); computer monitors; network printers; cash registers; server room equipment such as UPS units, switches and routers; cellular phones and other mobile devices.
- c. The Executive Director may designate additional items as controlled assets as required.

2. ESTABLISHMENT OF CONTROLLED INVENTORY ITEMS

- a. All controlled inventory items will be assigned an SCLD property tag upon acquisition and be added to the District's Capital and Controlled Assets Inventory.

ANNUAL PHYSICAL INVENTORY AND DISPOSAL OF CAPITAL AND CONTROLLED ASSETS

1. An annual physical inventory will be conducted for the SCLD tagged capital assets and the controlled inventory items. The results of the inventory will then be reconciled with the inventory records.
2. All property regulated by this policy will remain in the District's records until declared surplus, in accordance with the Disposal of Surplus Property Policy.

PROCEDURES

The Executive Director is authorized to develop and carry out procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: May 16, 2000
LATEST REVIEW AND REVISION: January 17, 2012

Current Policy

SPOKANE COUNTY LIBRARY DISTRICT POLICY: CONTROL OF CAPITAL ASSETS

The Spokane County Library District Board of Trustees has the authority, pursuant to RCW 27.12.210 to declare certain expenditures as "capital assets" and/or "controlled inventory."

2. DEFINITIONS

Capital assets are personal or real property with a per unit cost of \$5,000 or more. Examples of fixed assets include, but are not limited to land, buildings, vehicles or computer components costing at least \$5,000 per item.

Controlled inventory items, while having a per unit cost of less than \$5,000 are required to be inventoried due to: (1) their attractiveness, (2) their susceptibility to theft, or (3) an administrative determination of the need to monitor and control these items.

2. ESTABLISHMENT OF FIXED ASSETS OR CONTROLLED INVENTORY

- a. All real property will be classified as a capital asset at the time of acquisition. The value of the property will be reported as "Capital Assets" in the District's annual financial statements using the aggregate acquisition cost.
- b. All personal property with an acquisition cost of \$5,000 or more will be included as part of the District's "Capital Assets." Additionally, these acquisitions will be reported as such in the District's annual financial statements using the aggregate acquisition cost.
- c. Controlled inventory items include but are not limited to computer central processing units (CPUs) (regardless of cost), computer monitors, network printers, cash registers, server room equipment such as UPS units, switches and routers; cellular phones and other mobile devices. While not normally included in the "Capital Assets," these items will be included in the District's inventory and strictly accounted for.
- d. The director may designate additional items as controlled inventory as required.

3. ANNUAL PHYSICAL INVENTORY

A physical inventory will be conducted for the controlled inventory annually. The physical inventory will then be reconciled with the controlled inventory records.

4. DISPOSAL AND SALE OF SURPLUS FIXED ASSETS AND CONTROLLED INVENTORY

All property regulated by this policy will remain in the District's records until declared surplus, in accordance with the Disposal of Surplus Property Policy.

5. PROCEDURES

The director is authorized to develop and carry out procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: MAY 16, 2000
LATEST REVIEW AND REVISION: MARCH 15, 2011

AMENDING AND RESTATING THE DEFERRED COMPENSATION PLAN AND DECLARATION OF TRUST (RESOLUTION NO. 12-01): APPROVAL RECOMMENDATION

Recommendation:

That Resolution No. 12-01, Amending and Restating the Deferred Compensation Plan and Declaration of Trust, be adopted.

Action Required:

Motion.

Background:

As an employee benefit, the District offers a deferred compensation plan administered by the ICMA Retirement Corporation, one of the major administrators of public employee plans. Legally, it's referred to as a 457 deferred compensation plan and is similar in concept to the 401(k) plans that are widespread in private business.

This plan is offered as a supplement to the Public Employees Retirement System (PERS) membership, which is mandated by state law for employees working 70 or more hours per month. Participation in the 457 plan is voluntary, and it's limited to employee pre-tax contributions. There is no District match.

The District originally adopted the ICMA deferred compensation plan through Resolution No. 85-06. It was subsequently amended through Resolution 96-22 to incorporate Internal Revenue Code changes, and again through Resolution No. 01-19, which amended the plan to incorporate changes that were part of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) that took effect January 1, 2002.

In the second quarter of 2011, ICMA added new ROTH elective deferral provisions to its 457 plan offerings. ICMA-RC will provide separate accounting for Roth assets within participant accounts. The Roth provisions are optional features to our existing Plan. The District is required to submit a statement of intent to offer the Roth provisions, which first requires Board of Trustees' approval by resolution of the ICMA Retirement Corporation Governmental 457 Deferred Compensation Plan and Trust amendment to add Roth provisions.

As with the existing deferred compensation plan options, employee contributions will be voluntary and there will be no employer match.

RESOLUTION NO. 12-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AMENDING AND RESTATING THE DEFERRED COMPENSATION PLAN TO INCLUDE THE ASSOCIATED ROTH ADMENDMENT AND DECLARATION OF TRUST

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

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

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

WHEREAS the Board of Trustees of the District (the "Board") has the authority, pursuant to RCW 27.12.210(3), to establish employee compensation, including benefits;

WHEREAS, the District has employees rendering valuable services;

WHEREAS, the Board has established a deferred compensation plan (the "Plan") for such employees that serves the interest of the District by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel;

WHEREAS, the Board has designated the ICMA Retirement Corporation as the provider of the Plan;

WHEREAS, the Board previously amended and restated the Plan and declaration of trust through Resolution No. 96-22 on December 19, 1996, and Resolution No. 01-19 on December 18, 2001, in response to changes in the Internal Revenue Code;

WHEREAS, a Plan amendment is required to add provisions allowing Roth Elective Deferrals and In-Plan Roth Conversions ("Roth Provisions");

WHEREAS, the Board has determined that the continuance of the Plan with the Roth Provisions will serve the above objectives;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

Section 1: DEFERRED COMPENSATION PLAN

The Board hereby amends and restates the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan and Trust, to include the associated Roth amendment (a copy of which is attached and is incorporated herein by reference).

Section 2: ASSETS HELD IN TRUST

The Board further determines the assets of the Plan shall be held in trust with the District serving as trustee ("Trustee"), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan assets held in Vantage Trust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries.

Section 3: PLAN TRUSTEE

The Board hereby determines the District shall serve as Trustee under the Plan.

Section 4: 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 17th day of January, 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Michael J. Wirt
Secretary to the Board of Trustees

See Attachment

**ICMA Retirement Corporation Governmental 457 Deferred Compensation Plan & Trust
Amendment to add Roth Provisions**

EXECUTIVE DIRECTOR TRANSITION PLAN INITIAL REVIEW: DISCUSSION AND DIRECTION

Discussion goal:

Confirm transition/orientation plan tasks, establish general priorities, and discuss potential resource person assignments

Background:

Library Consultant June Garcia provided an executive director transition/orientation plan template, which current executive director Mike Wirt customized to SCLD and the local community. The plan document covers the following broad topic areas and includes specific tasks under each:

- Know the Service Area
- Know the Board
- Know the District
- Know the Washington Library Community

Besides the tasks, there is space on the plan document to list a resource person, start and finish date, and status for each so it can be used to track progress in carrying it out.

For this meeting, the goals are to:

1. Review the tasks list to make any desired changes, additions or deletions
2. Assign general priorities to each task, as follows. Specific dates can be established during your meeting with Nancy on February 28.
 - a. 1 = Immediate, within first two months
 - b. 2 = Intermediate, within three to six months
 - c. 3 = Longer term, beyond six months
3. Discuss assignment of resource people for each task – trustees, managers or others

The draft document follows.

EXECUTIVE DIRECTOR TRANSITION/ORIENTATION

SPOKANE COUNTY LIBRARY DISTRICT

TASK	GENERAL PRIORITY	RESOURCE PERSON	DATE		STATUS
			Start	Finish	
KNOW THE SERVICE AREA					
Attend the "Meet the New Executive Director" reception					
Meet key elected and appointed local and state officials including: <ul style="list-style-type: none"> • County Commissioners Mark Richard, Todd Mielke, and Al French • Spokane County CEO Marshall Farnell • County Auditor Vicky Dalton • County Assessor Vicki Horton • Spokane Valley Mayor Tom Towey & City Manager Mike Jackson • Cheney Mayor Tom Truelove & City Administrator Arlene Fisher • Airway Heights Mayor Patrick Rushing & City Manager Albert Tripp 					
Meet the Superintendents of the 14 school districts in SCLD's service area <ul style="list-style-type: none"> • Largest/key districts are Mead, Central Valley, East Valley, West Valley, Cheney, Deer Park • NE WA ESD 101 					

<p>Meet key community leaders including:</p> <ul style="list-style-type: none"> • Greater Spokane Incorporated CEO Rich Hadley • Greater Spokane Valley Chamber of Commerce CEO Eldonna Shaw • United Way CEO Tim Henkel • Spokane Transit CEO Susan Meyer • Community-Minded Enterprises Exec Director Dan Baumgarten, Family Resources Initiative Director Kathy Thamm • Spokane Teachers Credit Union CEO Tom Johnson • Valley Meals on Wheels Exec Director Pam Almeida • Valleyfest Exec Director Peggy Doering • Whitworth University CFO Brian Benzel • <i>Journal of Business</i> Publisher Greg Bever • Spokane Valley Partners Exec Director Ken Briggs 					
<p>Review information about the County on the its website, www.spokanecounty.org</p>					
<p>Review information about affiliated cities on their respective websites</p>					
<p>Meet with key individuals at the local newspapers such as:</p>					

<ul style="list-style-type: none"> • Craig Howard, Spokane Valley News Herald • Nina Culver, Spokesman-Review Valley Voice • Mike Prager, Spokesman-Review county reporter • Pacific NW Inlander Ed & Pub Ted McGregor 					
KNOW THE BOARD					
Review the Board Bylaws, standing rules, procedures					
Meet with each trustee one on one					
Review board minutes for past 12 months					
Meet with the board to discuss and establish measurable performance objectives for first 3 months, first 6 months and first year					
Discuss key issues with Mike Wirt prior to his retirement					
KNOW THE DISTRICT					
Review the District's Balanced Scorecard					
Review the Library Facilities Master Plan					
Review organizational chart					
Review 2011 E.D. reports to the Board					

Review District Web site content					
Review District Intranet content					
Review District's printed info materials					
Meet with each management team member one on one					
Meet with Adult and Youth Services managers one on one					
Visit each library location and meet with staff					
Meet one on one with each branch supervisor					
Review Personnel Policies Manual					
Become familiar with HR policies and procedures, specifically those related to hiring and evaluating staff					
Review all policies and related procedures, with special attention to <ul style="list-style-type: none"> • Collection Development • Confidentiality of Customer Information • Customer Use of Internet Resources • Eligibility for Library Use • Public Records • Purchasing • Rules of Customer Conduct • Travel 					

Review current budget and become familiar with budget process					
Become familiar with library data collection practices and review data for at least the past 3 years					
Review District interlocal agreements, including <ul style="list-style-type: none"> • Cheney, Fairfield, Medical Lake regarding facility • Airway Heights regarding library services • Spokane Public Library reciprocal use • City of Spokane GMA joint planning and annexation mitigation • City of Spokane regarding Moran Prairie Library Capital Facility Area 					
Review Spokane Is Reading 501(3)(c) documents and become familiar with SIR operation					
Review applicable WA state laws, including: <ul style="list-style-type: none"> • Public libraries (Chapter 27.12 RCW) • Open Public Meetings Act (Chapter 42.30 RCW) • Public Records Act (Chapter 42.56 RCW) • Property taxes (Chapters 84.52 and 					

84.55 RCW) <ul style="list-style-type: none"> Election campaigns/lobbying (Chapter 42.17 RCW) 					
KNOW THE WASHINGTON LIBRARY COMMUNITY					
Visit Spokane Public Library and meet with the director					
Attend semi-annual state Public Library Directors meetings (January & July)					
Meet the Interim State Librarian and other key state library staff					
Become active in WLA (Washington Library Association), including participation on Legislative Planning Committee					
Meet with directors of other libraries in the area including: <ul style="list-style-type: none"> Spokane Community College, Spokane Falls Community College, Coeur d'Alene Public, Kootenai-Shoshone, EWU, Gonzaga, Whitworth, Stevens County, Whitman County and Liberty Lake 					
Review Early Learning Public Library Partnership agreement, work plan and quarterly reports					

FUTURE BOARD MEETING TENTATIVE AGENDAS: FEBRUARY – APRIL 2012

FOR INFORMATION ONLY

Next regular meeting

February 21, 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 February 2012 regular Board of Trustees' meeting.

- Facility Use for Political Purposes Policy review
- Overview: Responding to customer comments/complaints
- Executive Director transition plan final review

Please send requests for agenda additions or changes to the board chair and/or me no later than noon, Monday, February 6, for inclusion in the preliminary agenda to be emailed on Wednesday, February 8. The meeting packet will be mailed Wednesday, February 15.

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 28, 2012: Administrative Offices (4:00 p.m.)

- 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
- Overview: Employee recruitment and hiring

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

- 2012 budget revision #1 (Resolution)
- Memberships in Organizations Policy review
- Overview: Play and Learn Storytimes

LIBRARY SERVICES

Branch Services

Customer Use Analysis

- Total circulation (in-branch and online) in 2011 was 4.8% higher than 2010. In-branch checkouts (over the desk and self-check) were up 2% overall but online transactions drove the majority of the overall increase, with online renewals up 7% and digital downloads a whopping 94%.
- Self-service checkout activity (self-check, online renewals and digital downloads) comprised 52.8% of December circulation.
- Door count through December remains statistically unchanged from last year with 5,578 more people visiting, for a total of 1,378,980 for the year.
- Program attendance for the year showed a 12% increase, while the number of programs only increased by 7%; indicating our program offerings continue to remain popular.
- Software station bookings for the year remain 7% below last year, with the most significant decreases at Fairfield, Deer Park (both -14%) and Medical Lake (-11%), but with declines at all branches.
- Reference inquiries remained even with last year. Significant increases at Deer Park (19%), Moran Prairie and Otis Orchards (both 15%) were offset by 11% decreases at Fairfield and Medical Lake, and 7% downturns at Spokane Valley and Airway Heights.

Customer Payments

The 2011 year-to-date amount in total customer payments is 23% higher than the same time period in 2010. December online payments comprised 25% of the total collected.

Security Incidents

December was a busier month than November in terms of Security Incident reports. There were 24 filed, nine more than last month. North Spokane was the most active, with 11 reports (several of which related to the vandalism noted below). Spokane Valley, which has historically been the most active, had only four.

Adult Services (Stacey Goddard, adult services manager)

Programming: Our five computer classes yielded a combined attendance of 28, an average of 5.6, up from last December's combined attendance of 15 for the four classes offered (an average of 3.75). The third program of our *Civil War 150th Anniversary Series*, a discussion titled *The Secession Crisis*, had 35 in attendance. This is proving to be a popular series: the average attendance for the three programs thus far (October, November and December.) is 38. Book discussion attendance averaged 7.75, up slightly from last month's average of 7.6.

Community: We visited 44 facilities in December, up one from last month. One facility paid for lost items, and another is about to, so we should be back up to 45 visits in January.

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

Programming: No one attended the Community Cafe at Spokane Valley but we're hoping after the holidays there will be interest. In December we provided 109 in-library Storytimes, with 2,359 in attendance (an increase from 112 Storytimes and 2,093 attendees in 2010). The "Winter

Wonderland” Afterschool Specials had an average attendance of 15 and the Winter Family Game Fest had an average attendance of 19.

Community: Mary Ellen attended the Inland Northwest Early Learning Mobilization Retreat, which started the process of establishing goals for the coming year, taking into consideration the Race to the Top Early Learning Challenge Grant that Washington State received. We visited 14 childcare facilities and provided 34 Storytimes to 406 children.

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

Circulation of materials checked out or renewed in our branches during the month of December was up over all by 3.44% compared to the same month last year. On a percentage basis, Airway Heights leads the positive in-branch circulation change over the past three years at 60.6%, followed by Argonne at 38.8%. At the other end of the curve, Fairfield dropped by 19.1% and Otis Orchards by 10.5%. For our two largest libraries, the increases are 38.3% at North Spokane and 36.2% at Spokane Valley. District-wide the three-year in-branch increase was 32.2%. There’s been an increase in online card renewals involving people who have moved out of state – at least for the winter – but still want to maintain SCLD library cards, quite possibly for use of downloadable books.

Branch highlights

On a particularly cold day with temperatures below freezing at **Airway Heights Library (Stacy Hartkorn, branch supervisor)**, a customer commented to staff that he was grateful to have a warm place to wait because he had an hour until his next bus. We coordinated with Airway Heights Kiwanis Club to offer a special Holiday Storytime during the Airway Heights Winter Festival. An estimated total of 70 people attended the one-hour event and the Kiwanis provided one free book to each child. The Friends also provided a free book per child at its ongoing book sale located in Hicks Open Market during the Airway Heights’ Winter Festival.

Storytime attendance at **Argonne Library (Mary Kay Anderson, branch supervisor)** was strong throughout the month, as was the Game Fest participation. A sheriff’s deputy asked for the corresponding address to a name on a checkout slip found at a site under investigation. Staff in the administrative offices and then Argonne handled the situation and he was informed of our policy regarding dispensing private customer information. The Friends purchased a new, small table for use during Storytime, and a poinsettia. We displayed holiday cards made by West Valley students on our art wall. New countertops were installed early in the month, and later in the month the customer holds shelves were replaced and expanded.

Cheney Library (Pat Davis, branch supervisor) had 34 at the Winter Family Game Fest but Storytime attendance dropped from December 2010 levels. After receiving several calls, two gentlemen from Spokane Community Mental Health Crisis Response came in one evening looking for a regular customer who appears to have such issues, but we hadn’t seen the customer for a few days. We stayed open an extra hour for the Cheney Christmas Tree Lighting; many people came in for hot cocoa and a story read by a Cheney police officer.

Deer Park Library (Kris Barnes, branch supervisor) staff heard “Hi, I just got a new eReader. Can you help me transfer a book to it?” numerous times. The Friends met to discuss its upcoming January book sale that will coincide with the Winterfest celebration, and to decorate the branch for the holiday season.

In conjunction with Christmas on the Palouse and the local Christmas Bazaar, **Fairfield Library (Bev Bergstrom, branch supervisor)** Friends had an “honor system” book-sale with tables set up in the meeting room and the payment box inside the branch. They were pleased to make a modest

amount of money, and plan to repeat the process next Flag Day. We held a holiday activity/Storytime for 14 children at the community center to coincide with the Christmas Bazaar.

Storytime attendance at **Medical Lake Library** (*Laura Baird, branch supervisor*) was up from last December. The Winter Family Game Fest attendance was 26. A customer who has been referred for collection because of owing over \$1,350 in lost and damaged items begged staff to waive his fees due to lack of funds; he was informed all fees need to be paid before his card can be used. Staff was invited to the Friends annual Christmas luncheon celebration.

Moran Prairie Library's (*Jason Johnson, branch supervisor*) Storytime numbers were down across the board this month when compared to November, but up across the board when compared to December 2010. The Winter Family Game Fest program attracted 16 participants.

North Spokane Library (*Patrick Roewe, branch services manager*) had four vandalism incidents in the last two weeks of December where someone shot at windows with a BB or pellet gun. There are 17 holes in seven panes of glass on the building's north and west sides. Attendance at all but the Toddler Storytimes was dramatically up over December 2010. There were two Security Incident reports in two days involving the same intoxicated customer. Self-check stations were moved to new counters and include a lower ADA-compliant station and one dedicated to self-payments.

Once again the **Otis Orchards Library** (*Bev Bergstrom, branch supervisor*) Friends treated staff to Christmas Breakfast at a local restaurant. 33 kids made tree ornaments from materials on the craft table. Storytime attendance was up slightly. The Friends purchased a poinsettia for the checkout desk.

Spokane Valley Library's (*Doug Stumbough, branch services manager*) average Storytime attendance for Family and Play and Learn sessions was up but Preschool and Baby Lapsit were down. 28 attended Teen Anime Club, and Game Fest program offered during the holiday break for most area schools, had 46 attendees, which almost quadrupled last December's attendance of 12. Book Club attendance was also up from last December.

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

Collections

- Ordered 1,622 titles and 6,295 copies; processed, added to the system, and sent out 6,059 items to branches. We processed 94,620 items in 2011, a new record for a year and 3.2% above 2010, which was the previous record.
- Net year-to-date increase in the print/nonprint collection of 7,860 items after a monthly net increase of 737 nonprint and decrease of 2,802 print items. For the year, we had a net increase of 9,910 nonprint items and a net decrease of 2,050 print items. We also had a net increase of 7,896 downloadable items.
- OverDrive had 12,902 circulations in December, a new record; we had 2,305 unique customer cards used, 505 more than the previous best month; and a total of 738 new customers, more than twice as many as the old record for a month.
- There was a surge of eBook activity in late December, no doubt due to many people getting eBook readers for the holidays. Not including Project Gutenberg, we averaged 363.67 circulations per day from December 1-24. From December 25-31, we averaged 549.57 circulations per day, the difference almost entirely from eBook circulations with a peak on December 28 of 699 circulations.

- *Gale's Health & Wellness Resource Center* was renewed for 2012; the three Grolier databases were dropped; and *Livemocha*, an online language learning community, will be added with a live date of January 1, 2012.

Other

- Andrea attended a Spokane Is Reading meeting at which a 2012 program shortlist was determined. She also met with a *Spokesman-Review* reporter doing a story on library downloadable materials that ran December 28 with the title "Libraries Boost Devotion to Digital."
- A Medical Lake customer gave \$100 for the purchase of adult fiction by local women authors with the caveat that they not be religious titles.

BOARD OF TRUSTEES

Executive Director appointment

With Nancy Ledeboer's appointment to the Executive Director position effective March 1, I've begun to respond to questions from her regarding District operations. I've begun compiling information to assist her with the transition and provided consultant June Garcia with feedback to customize her transition/orientation document template to SCLD.

Trustee applications

Six applications were received for the Board of Trustees' vacancy that comes with Jake Laete's retirement after ten years of services. Four are West Plains' residents, with one from Spokane Valley and another from North Spokane. With interviews January 11, it's possible for the Board of County Commissioners to make an appointment prior to your February 21 meeting and in time for me to assist with the orientation.

ADMINISTRATION

2012 budget

The final budget approved December 20 had very few changes from the November preliminary version. As has been the case for the past several years, it's the highest in the District's history at \$11,434,154, which includes a \$200,000 transfer to the Capital Projects Fund. Revenue is estimated at \$11,553,248, up only slightly from 2011.

Property taxes

The final property tax estimate is down about \$150,000 from the 2011 figure, due to a drop in total assessed valuation but actual property tax revenue will be down another \$200,000 or so because of the transfer of West Plains' annexation area taxes to the cities of Spokane and Airway Heights. This year it will be made up by the Airway Heights' contract fee and first year Spokane mitigation payment. The Spokane County Assessor's Office provided the earliest and most accurate information ever.

Public Employees Retirement System

The one significant outstanding issue – new Public Employees Retirement System employer contribution rates effective July 1 – will continue to be outstanding until the next session of the Legislature. The State Actuary has determined the recommended rate range, yet because it's ultimately up to the Legislature, we're waiting for actual rates rather than inserting a guess into expenses.

Future budget planning

As was the case last month, based on moderate assumptions for future assessed-valuation changes, expenses are projected to remain within revenue through 2014, with the 2015 shortfall being negligible.

United Way campaign

This year's employee United Way campaign participation is up both in number of contributors and total contributions. The 37 participants is an increase of 23.3% from last year; the \$8,068 amount is up 8.8%. Overall, Spokane County United Way raised 3.4% more than last year in its campaigns conducted in more than 600 local businesses and organizations.

Vandalism at North Spokane

Since December 20 there have been multiple incidents of what appear to be BB gun holes in North Spokane Library windows on the north and west sides. As of now, three of the four sections of glass in the window on the north side between fiction and non-fiction are damaged, and there are cone-shaped holes in staff room, meeting room, and periodical-area windows for a total of seven large panes. Other than a smashed window of a car parked on Colfax, there haven't been other similar vandalism reports in the area so it may be directed at the library.

Communications Manager position

We've had quite a response from our Communications Manager position posting. When the application period ended, we had 50 total applications, five of which were incomplete and won't be considered. Interviews of five candidates will be held January 4, with a target start date of February 1.

West Plains' annexation

As discussed above, the City of Airway Heights and City of Spokane annexations in West Plains is effective January 1, 2012. After that date all District-levied property tax payments for the 2012 tax collection year from the annexation area will be transferred to the respective cities.

The interlocal agreement with City of Spokane regarding West Plains' annexation financial mitigation was signed by all parties and filed with the County Auditor.

Audit

During the month, two state examiners working on our audit and the regional audit manager met with Bill and me to review reasons that the 2009-2010 audit is taking considerably longer than anticipated. All relate to technicalities of compliance with GASB 34 accounting standards that SCLD implemented in 2008, such as depreciation of capital assets and booking unpaid property taxes. One of the outcomes is the need for our current Control of Capital Assets Policy to cover more than just the control aspect. A revision recommendation will be on your January meeting agenda.

Audit staff is continuing to work with Bill on final details, and we expect the exit briefing sometime after mid-January. We were also told to expect the audit to cost more than the estimate because of additional time required.

MY PROFESSIONAL AND COMMUNITY ACTIVITIES

Greater Spokane Incorporated member breakfast; Greater Spokane Valley Chamber of Commerce member breakfast; United Way campaign event

COMMUNICATIONS (BETHANY LUCK-HUTSON, COMMUNICATIONS MANAGER)

- Bethany was unable to write a December report prior to her December 30 last day of work.

HUMAN RESOURCES (*PAUL EICHENBERG, HR MANAGER*)

- Recruited for three positions with selections made by supervisors for two; there was one resignation, and no transfers, promotions, or reclassifications.
- The Board of Trustees announced the selection of Nancy Ledeboer as the District's new executive director after a lengthy recruitment and interview process.

INFORMATION TECHNOLOGY (*PRISCILLA ICE, IT MANAGER*)

- Received and installed a new blade server to add to the Hyper-V cluster, giving us three physical servers sharing the hosting duties for most of our servers.
- Put our major telecommunication services out for bidding, following e-rate requirements and procedures.
- Two staff received formal training on the new operating system for our Cisco phone system
- More of the wireless PAC computers were installed as well as a pay station at North Spokane when the self-check computers were moved to a new location.
- Staff spent a lot of time working with the Business Office and software vendor support to resolve issues related to Time Sheet and ABRA. Some configurations had not been set up properly when the upgrade was done in September.

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

- In finance, property taxes collected year-to-date total \$10,612,603, 98.6% of the amount budgeted for this year, and at the end of the month there was \$3,979,666 cash on hand; leasehold excise tax collections for the year are 14% above the budget estimate.
- Problems continue from the September payroll software upgrade, requiring manual calculation of part-time employees' leave accruals; the issue was elevated to a more senior vendor software support technician.
- For the 2009-2010 period, the auditor-requested revisions for the presentation of the "Government-Wide Financial Statement" are completed, which will now require an additional three to four hours of on-site time to complete fieldwork. It now appears the audit exit briefing will be mid- to late-January 2012.
- Western States Insurance, broker for the District, was able to obtain a proposal costing 12% less than the current carrier for the same coverage.
- In facilities, the repair estimate for the North Spokane Library glass vandalism is about \$1,600; our insurance has a \$1,000 deductible.

**Customer Use Measures
December 2011**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,381	116,788	N/A	1%	N/A
Door count	101,592	96,014	1,378,980	0%	0%
Circulation	208,445	194,821	2,660,235	5%	5%
Digital Media Catalog	12,902	6,115	120,268	94%	94%
Reference inquiries	17,927	18,378	242,644	0%	0%
Programs					
Number	183	178	2,300	7%	7%
Attendance	3,343	2,904	56,558	12%	12%
Group Visits					
Number	0	2	38	46%	46%
Attendance	0	27	789	43%	43%
Software Station bookings	17,070	18,202	234,558	-7%	-7%
Meeting room bookings	246	225	3,362	3%	3%
Holds placed					
By customers	29,615	27,927	387,055	0%	0%
By staff	5,267	5,990	83,373	-6%	-6%
Digital Media Catalog	4,449	2,242	42,879	104%	104%
Database use					
Searches	13,816	43,587	301,137	-10%	-10%
Retrievals	13,145	81,126	363,800	-5%	-5%
Website use (Remote)					
User sessions	76,546	72,456	949,166	14%	14%
Page views	225,755	200,647	2,786,904	28%	28%
Catalog	60,412	36,655	574,653	33%	33%
Database Access	4,913	2,015	89,191	275%	275%
Interlibrary loans					
Loaned	187	258	3,371	-2%	-2%
Borrowed	395	325	4,762	10%	10%

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
DECEMBER 2011**

	ITEMS				TITLES		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	201272	169891	371163		84568	50046	134614
Nonprint	47909	21763	69672		19362	5865	25227
Subtotal	249181	191654	440835		103930	55911	159841
Periodicals	14024	2564	16588		365	48	413
Total	263205	194218	457423		104295	55959	160254

	ITEMS			TITLES		
OverDrive: eBOOKS			6494			5999
Licensed eBOOKS			522			522
Audiobooks			9885			8578
Digital music			1150			1150
OverDrive: Total			18051			16249
GRAND TOTAL			475474			176503

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	46847	29765	76612
Nonprint	11294	6714	18008
TOTAL	58141	36479	94620
DELETIONS			
Print	48235	30427	78662
Nonprint	5604	2494	8098
TOTAL	53839	32921	86760

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	-1388	-662	-2050
Nonprint	5690	4220	9910
Periodicals	-460	-101	-561

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF DECEMBER 31, 2011
[PERCENT OF YEAR = 100.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,612,603	\$ 10,738,027	98.83%
CONTRACTED CITIES, SERVICES & FEES	555,338	493,216	112.60%
MISCELLANEOUS REVENUES	189,573	180,173	105.22%
INTEREST EARNINGS	32,004	35,000	91.44%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 11,389,518	\$ 11,446,416	99.50%
EXPENSES:			
SALARIES	\$ 5,288,791	\$ 5,366,379	98.55%
FRINGE BENEFITS	1,490,519	1,574,741	94.65%
SUPPLIES	612,177	674,804	90.72%
SERVICES	1,436,758	1,740,825	82.53%
CAPITAL EXPENDITURES	11,862	12,000	98.85%
LIBRARY MATERIALS	1,447,777	1,468,595	98.58%
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	\$ 10,694,699	\$ 11,276,200	94.84%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 694,819	\$ 170,216	
CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 694,819	\$ 170,216	
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2011	3,287,249	3,287,249	
ENDING FUND BALANCE - 12/31/11 & ESTIMATED BALANCE 12/31/11	\$ 3,982,068	\$ 3,457,465	

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

ASSETS:	
CASH	\$ 3,979,666
ACCOUNTS RECEIVABLE	427
TAXES RECEIVABLE	173,823
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	64,156
PREPAID EXPENSES	256,498
TOTAL ASSETS	\$ 4,474,570
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 318,679
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	173,823
TOTAL LIABILITIES	\$ 492,502
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	2,803,815
ENDING FUND BALANCE DECEMBER 31, 2011	\$ 3,982,068
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 4,474,570
FUND BALANCE CAPITAL PROJECTS FUND - DECEMBER 31, 2011	\$ 1,171,152

OVERVIEW:

PUBLIC FORUM DOCTRINE AND ITS APPLICATION TO PUBLIC LIBRARIES

The first overview of the year is a condensed version of the public forum training Attorney Jim Sloane and I did last fall for managers and supervisors, with me providing solo this time.

SPOKANE COUNTY LIBRARY DISTRICT
CUSTOMER USE MEASURES
 By Branch
 December 2011

Library	Registered Borrowers					Visits/Doorcount					Circulation					Reference Inquiries				
	This year	Last year	YTD	Last YMTD		This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos
	This Month	This Month	This year	Comparison		This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD
Airway Heights	3,683	3,629	Not Applicable	1%		3,682	3,112	50,784	2%	2%	4,750	4,259	62,037	10%	10%	621	464	6,778	-7%	-7%
Argonne	10,980	10,761		2%		8,422	7,249	104,733	0%	0%	13,815	13,000	179,763	3%	3%	1,484	1,434	16,889	0%	0%
Cheney	8,636	8,558		1%		11,090	9,671	133,958	3%	3%	14,822	13,711	185,735	5%	5%	1,852	1,460	24,078	6%	6%
Deer Park	6,482	6,298		3%		12,519	11,156	163,749	3%	3%	13,126	12,267	171,521	8%	8%	1,188	1,093	16,081	19%	19%
Fairfield	715	745		-4%		1,402	1,499	20,009	-9%	-9%	1,183	1,194	15,307	-14%	-14%	93	113	2,230	-11%	-11%
Medical Lake	2,595	2,629		-1%		3,866	3,958	58,814	1%	1%	3,747	4,482	59,544	-2%	-2%	494	404	5,776	-11%	-11%
Moran Prairie	10,794	10,625		2%		9,969	9,440	143,850	0%	0%	15,104	14,405	198,849	-1%	-1%	1,385	1,728	22,332	15%	15%
North Spokane	30,919	30,860		0%		23,890	24,049	328,212	0%	0%	44,993	44,951	606,433	1%	1%	4,475	4,623	61,731	0%	0%
Otis Orchards	4,521	4,621		-2%		3,817	3,293	52,895	3%	3%	5,091	6,123	85,038	-4%	-4%	551	536	9,855	15%	15%
Spokane Valley	36,573	36,656		0%		22,935	22,587	321,976	-1%	-1%	49,573	46,258	635,271	2%	2%	5,784	6,523	76,894	-7%	-7%
Outreach/Overdrive	3	31		-90%							12,902	6,115	120,268	94%	94%	N/A	N/A	N/A	N/A	N/A
Support Services	1,480	1,375		8%							280	319	4,299	-40%	-40%					
Web											29,059	27,737	336,170	7%	7%					
DISTRICT TOTAL	117,381	116,788		1%		101,592	96,014	1,378,980	0%	0%	208,445	194,821	2,660,235	5%	5%	17,927	18,378	242,644	0%	0%
											Web circulation = renewals via Web by customers					Web reference = questions sent over Web				
Library	Programs										Group Visits									
	Number of Programs					Attendance					Number of Visits					Attendance				
	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos
Airway Heights	8	9	103	4%	4%	155	182	1840	-10%	-10%	0	0	10	400%	400%	0	0	338	1107%	1107%
Argonne	8	6	117	18%	18%	136	54	2203	12%	12%	0	0	5	25%	25%	0	0	102	34%	34%
Cheney	19	17	185	8%	8%	252	305	5769	13%	13%	0	0	6	200%	200%	0	0	97	106%	106%
Deer Park	16	11	182	4%	4%	248	231	4952	7%	7%	0	0	1	-50%	-50%	0	0	17	42%	42%
Fairfield	9	7	95	20%	20%	35	51	807	5%	5%	0	0	0			0	0	0		
Medical Lake	6	6	92	5%	5%	91	44	1373	6%	6%	0	0	1	0%	0%	0	0	10	-41%	-41%
Moran Prairie	16	17	220	6%	6%	322	187	4922	27%	27%	0	0	0			0	0	0		
North Spokane	47	49	498	7%	7%	1,037	885	13959	20%	20%	0	0	7	17%	17%	0	0	103	-47%	-47%
Otis Orchards	11	10	133	6%	6%	179	93	2755	6%	6%	0	1	1	0%	0%	0	7	7	0%	0%
Spokane Valley	43	46	666	5%	5%	888	872	17019	4%	4%	0	1	7	-13%	-13%	0	20	115	-32%	-32%
Support Services	0	0	9	125%	125%	0	0	959	931%	931%	0	0	0			0	0	0		
DISTRICT TOTAL	183	178	2300	7%	7%	3,343	2904	56558	12%	12%	0	2	38	46%	46%	0	27	789	43%	43%
Library	Software Station Bookings					Meeting Room Bookings														
	This year	Last year	YTD	Last YTD	12 Mos	This year	Last year	YTD	Last YTD	12 Mos										
	This Month	This Month	This year	Comparison	Rolling YTD	This Month	This Month	This year	Comparison	Rolling YTD										
Airway Heights	521	467	7034	-3%	-3%	5	3	64	-41%	-41%										
Argonne	1,453	1,485	21455	-10%	-10%	32	39	665	1%	1%										
Cheney	1,575	1,651	19863	-6%	-6%	9	5	164	-16%	-16%										
Deer Park	1,455	1,539	19495	-14%	-14%	26	20	328	22%	22%										
Fairfield	181	235	2859	-14%	-14%	1	1	3	-88%	-88%										
Medical Lake	373	503	5950	-11%	-11%	5	3	63	31%	31%										
Moran Prairie	1,307	1,295	18342	-4%	-4%	66	46	706	22%	22%										
North Spokane	4,357	4,674	59735	-7%	-7%	40	38	529	-10%	-10%										
Otis Orchards	480	465	6375	-8%	-8%	7	7	97	37%	37%										
Spokane Valley	5,368	5,888	73450	-6%	-6%	55	63	743	1%	1%										
DISTRICT TOTAL	17,070	18,202	234558	-7%	-7%	246	225	3362	3%	3%										