

MISSION

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

Board of Trustees Regular Meeting

November 20, 2012 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of October 13 Special Meeting and October 16, 2012, Regular Meeting minutes [4:00-4:05]
 - B. Approval of October Payment Vouchers [4:05-4:10]
 - C. Unfinished Business
None.
 - D. New Business [4:10-5:00]
 1. Social Media Policy: Approval recommendation
 2. Personnel Policy Shared Sick Leave: Approval recommendation
 3. WCIP Inter-local Agreement Termination (Resolution No. 12-05): Approval recommendation
 4. 2013 Budget
 - a. 2013 Revenue and Expenses: Preliminary budget presentation update
 - b. Adopting a 2013 Preliminary Budget and Certifying it to the Board of County Commissioners (Resolution No. 12-06): Approval recommendation
 - c. Authorizing 2012 Property Tax Levy Increase for Collection in 2013 (Resolution No. 12-07): Approval recommendation
 - d. Levying Regular Property Taxes for SCLD for Collection in 2013 (Resolution No. 12-08): Approval recommendation
 - e. Board direction to staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Strategic Planning Update [5:00-5:15]
 - B. 2013 Meeting Dates and Locations [5:15-5:20]
 - C. Future Board Meeting Agenda Items [5:20-5:25]
- V. REPORTS**
 - A. Trustees [5:25-5:30]
 - B. Executive Director [5:30-5:35]
 - Administrative
 - Community Activities
 - C. Public Services [5:35-5:40]
 - D. Communication [5:40-5:45]
 - E. Fiscal [5:45-5:50]
 - F. Fairfield and Otis Orchards Libraries Spotlight [5:50-6:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**
[Estimated meeting length: Two hours, plus public comment]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: October 13, 2012

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Saturday, October 13, 2012, in Room 108 at CenterPlace, 2426 N. Discovery Place, Spokane Valley, WA, for the purpose of strategic planning. Chair Tim Hattenburg convened the meeting at 9:04 a.m.

PRESENT:	Tim Hattenburg	- Chair
	Mary E. Lloyd	- Vice Chair
	Ann Apperson	- Trustee
	Daniel Davis	- Trustee
	Mark Johnson	- Trustee
	Nancy Ledebor	- Executive Director and Secretary

Also present: Jeff Stafford, Consultant; Jane Baker, Communication Manager; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Priscilla Ice, IT Manager; Patrick Roewe, Branch Services Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

STRATEGIC PLANNING

Consultant Jeff Stafford provided an overview of the strategic planning process and facilitated discussions involving strategic direction, vision, mission and values. Doug Stumbough, Sonia Gustafson and Patrick Roewe presented brief highlights from community forums and Staff Day. They led the Board in a discussion of service roles. Jeff Stafford facilitated discussion regarding the Library Facilities Master Plan for which the Board indicated they would like staff to bring back a revised plan with consideration given to feedback from community forums. The Board discussed possible options for taking a bond issue to voters to fund capital improvements. The Board also indicated they are open to future partnerships with other libraries and non-profits. They are open to exploring requests to annex to the District that might come from cities in Spokane County. Mr. Stafford led a discussion on values, mission and vision. The Board provided general direction for staff to draft a Mission Statement that will be included in the Strategic Plan.

There was no action taken.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 3:59 p.m.

Tim Hattenburg, Chair

Nancy Ledebor, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: October 16, 2012

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held October 16, 2012, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mary E. Lloyd - Vice Chair
Ann Apperson - Trustee
Daniel Davis - Trustee
Mark Johnson - Trustee
Nancy Ledebor - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication Manager; Laura Baird, Medical Lake Branch Supervisor; Paul Eichenberg, Human Resources Manager; Sonia Gustafson, Librarian; Patrick Roewe, Branch Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Branch Services Manager; and Patty Franz, Administrative Assistant.

GUEST:

James Zahand.

AGENDA APPROVAL

Ms. Apperson moved and Ms. Lloyd seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF SEPTEMBER 18, 2012, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the September 18, 2012, regular meeting minutes. There were no corrections; minutes stand approved as written.

APPROVAL OF SEPTEMBER 2012 BILL PAYMENT VOUCHERS

Ms. Lloyd moved and Mr. Hattenburg seconded approval of the September 2012 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 42771 through 42923 and	
	W00084, W00085, W00086 totaling	\$ 471,235.97
	Payroll numbers: 09102012PR and 09252012PR totaling	\$ 344,489.80
	Total	\$ 815,725.77

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

INTER-LOCAL AGREEMENT FOR ACQUISITION OF REAL ESTATE. Ms. Apperson moved and Mr. Davis seconded to approve the purchase of property for a future library to replace the Spokane Valley Library on Sprague Avenue in the amount of \$744,047.50. There were no questions or public comment.

The motion was unanimously approved.

RECIPROCAL USE AGREEMENT WITH LIBERTY LAKE MUNICIPAL LIBRARY. Mr. Hattenburg moved and Ms. Apperson seconded to approve the Reciprocal Use Inter-local Agreement with Liberty Lake Municipal Library.

In response to a Trustee's question about renewal of the agreement, Mr. Davis said the standard language used for renewal of the agreement states parties can mutually agree to terminate at any time. However, the agreement will automatically renew on January 1 of each successive year unless 180 days' notice is provided otherwise. There were no further questions or public comment.

The motion was unanimously approved.

NEW BUSINESS

COLLECTION DEVELOPMENT POLICY. Ms. Apperson moved and Ms. Lloyd seconded that the Collection Development Policy be revised as presented.

Ms. Sharps noted while the policy itself remains relatively unchanged, language was added to make it more user-friendly and less legalistic, and provides particular emphasis stating that we are a popular materials library. The primary change is the deletion of reference and attachment to three American Library Association documents—the Library Bill of Rights, Freedom to Read and Freedom to View statements—and the Washington Library Association Intellectual Freedom Statement. The revised Collection Development Policy stands on its own without reference to these documents, although we still fundamentally follow the American Library Association and the Washington Library Association professional canons.

Ms. Lloyd commented as a trustee she found the reference articles particularly helpful. Ms. Ledebor responded in the future the articles will be placed in orientation packets for incoming Trustees. There were no further questions or public comment.

The motion was unanimously approved.

PERSONNEL POLICY. Mr. Davis moved and Mr. Hattenburg seconded that revisions to the following Personnel Policy sections be approved: 2.16 *Transfers*, Chapter 3 *Compensation: Wages and Salary*, and sections 3.5 *Specialty Pay*, 3.6 *Increase on Promotion*, 3.7 *Demotions*, 3.9 *Acting Appointment*, 3.12 *Overtime*, and 3.13 *Salary Adjustment*; Chapter 4 *Compensation: Benefits*, sections 4.2 *Medical*, 4.6 *Health Care Costs*, 4.7 *Other Benefits*, and 4.8 *HIPAA*. Mr. Eichenberg briefly summarized the recommended changes, noting that the majority of the changes document, clarify or expand on current practice. Section 4.8, HIPAA, is a reflection of changes in state or federal law. In response to questions posed by Trustees, regarding Section 2.16, Transfers, Mr. Eichenberg said in the past there were instances of involuntary transfers of employees to different work locations. In response to Section 3.5, Specialty Pay, Mr. Sargent indicated the impact of special assignment pay is minimal, approximately \$2,500 per year. There were no further questions or public comments.

The motion was unanimously approved.

REVISING THE DISTRICT'S 2012 FINAL BUDGET (RESOLUTION NO. 12-04). Mr. Hattenburg moved and Ms. Apperson seconded that Resolution No. 10-04, Revising the District's 2012 Final Budget, be adopted.

RESOLUTION NO. 12-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2012 BUDGET, ADOPTED DECEMBER 20, 2011, WITH RESOLUTION NO. 11-07, AND SUBSEQUENTLY REVISED WITH RESOLUTION 12-03; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

General Operating Fund (001-661):	\$ 12,026,480
Capital Projects Fund (008-661):	\$ 900,000

Business Manager Bill Sargent briefly explained the mid-year budget review procedure and reviewed mid-year #2 changes. Based on discussion with the Executive Director, revenue was moved to library materials, where it is most needed, and Capital Projects Fund to be used as a savings account. Previously, revenue was embedded in the General Operating Fund and accessible only if the entire operating budget was expended. The Capital Projects Fund will now provide a baseline of funds to support business plans and infrastructure maintenance over five years. There were no questions or public comments.

The motion was unanimously approved.

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Hattenburg called to order the Public Hearing on Authorized 2013 Property Tax Revenue and Other Revenues at 4:22 p.m. and called for public testimony. There was no testimony; the hearing closed at 4:23 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Hattenburg moved and Ms. Lloyd seconded that organizational memberships listed in the background material be approved to include in the 2013 General Operating Fund budget.

Ms. Ledeboer said included in the list proposed for 2013 are several new professional, community or business memberships. Washington Society of Public Accountants, MarCom, Department of Enterprise Services, Launchpad and Community Minded Enterprises have been added; the latter two offer training opportunities for staff. Mr. Sargent said Department of Enterprise Services is an expense-neutral item, as we receive a refund based on our purchasing activities. There were no questions or comments.

The motion was unanimously approved.

PRELIMINARY 2013 BUDGET PRESENTATION. Mr. Sargent reviewed and summarized the preliminary 2013 budget which includes a General Operating Fund and Capital Projects Fund. Revenues are down primarily due to reduced property valuations and the low level of new construction. Expenditures are up slightly and the difference will be made up by utilizing the ending fund balance. This is consistent with the message that was given to voters when they passed the 2010 levy override. Funds in the early years would be saved to support services in later years. The primary goal is to sustain services in 2013 while positioning the District to implement the 2013-2015 Strategic Plan.

Regarding the General Operating Fund, Mr. Sargent noted the estimated unassigned balance for 2013 is currently 17%, whereas policy dictates 15%. In addition to the unassigned balance there are contingency funds in the General Operating Fund. Ms. Ledeboer said these funds allow the District to continue business as usual without borrowing funds with interest. The Capital Fund primarily has funds to support the District's infrastructure plans for technology, facilities, maintenance and collections. Mr. Sargent pointed out several unknown factors that may have an impact on the final budget.

The 2013 preliminary budget will be presented for adoption at the November meeting and a final budget will be presented in December.

In response to a Trustee's question, Ms. Ledeboer said strategic planning costs were paid from the 2012 budget. Funds were spent to send two staff members to PLA Boot Camp in Nashville, TN, in August 2012, and to fund a local consultant's fees.

Mr. Hattenburg expressed appreciation to Mr. Sargent for his detailed budget presentation, looking ahead and involving the Management Team in planning. Ms. Ledeboer added managers met individually and together as a group to ensure project costs and timelines dovetailed for most efficient cost planning. The resulting budget represents a team effort.

BOARD DIRECTION TO STAFF. There was consensus by the Board for staff to continue its progress toward finalizing the 2013 budget. In response to a Trustee's question about new construction, Mr. Sargent said updated figures will become available for the November meeting.

DISCUSSION ITEMS, POSSIBLE ACTION

STRATEGIC PLANNING UPDATE

Mr. Hattenburg expressed appreciation to Trustees and staff for their involvement in the annual Board retreat, Saturday, October 13, at CenterPlace in Spokane Valley, for which there was consensus the event was highly productive. Strategic planning goals on the agenda were achieved.

Librarian Sonia Gustafson reported there were 11 participants at the Medical Lake Community Forum yesterday evening, with the next forum tomorrow evening at North Spokane. Mr. Roewe commented that meeting notes highlight the unique attributes of each community forum. The Strategic Planning Team will consider all community input to identify and prioritize service roles for the future.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for future meetings. The November 20 meeting at Argonne will include the 2013 budget review, and 2013 Board meetings schedule and locations. Ms. Ledeboer inquired whether Trustees would like to continue travel among library locations to hold meetings throughout the year. The consensus was to continue meetings rotation as usual, taking winter driving conditions into consideration. Tentatively, Trustee applicant interviews are scheduled for November 20.

REPORTS

TRUSTEES

Ms. Apperson said she found Spokane is Reading guest author Chris Cleave's explanation of his book, *Little Bee*, impressive. She also noted her enjoyment of Humanities Washington Bedtime Stories, held Friday evening, September 28. Ms. Apperson read a thank-you note to SCLD Board of Trustees published in the September 13 Inlander public "Cheers" column, which expressed gratitude for the recent approval of revisions to the District Computer, Wireless Network and Internet Use Policy. Ms. Lloyd also mentioned reading this public acknowledgment.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. Ms. Ledeboer expressed her enjoyment of Staff Day—her first—along with appreciation to the HR Assistant who coordinated the event and others who made the day possible. She noted retirement of two long-time district employees, Technical Services Coordinator David Girshick, who retired recently, and Interlibrary Loan Clerk Barbara Berreman, who is preparing to retire in November.

PUBLIC SERVICES

Branch Services Managers Patrick Roewe and Doug Stumbough provided written reports for September 2012 Public Services in advance of the meeting. Mr. Hattenburg appreciated the update on the Computer, Wireless Network and Internet Use Policy; its effect on operations and staff's handling of filter questions within 72 hours—good job. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions about her September report submitted prior to the meeting. There were no questions.

FISCAL

Revenue and Expenditure Statement through September 30, 2012.

Fund 001

Revenues	\$ 11,205,181
Expenditures	\$ 8,978,370
Ending Fund Balance	\$ 7,050,770
Fund Budget Expended	71.47%

There were no questions.

MEDICAL LAKE LIBRARY SPOTLIGHT

Branch Supervisor Laura Baird reported on Medical Lake Library, its members, community partnerships, special connections and how the library impacts members' lives. Ms. Baird provided the history of how City of Medical Lake was settled, first by Native Americans and later by others who also discovered the healing properties of the lake. In 1888, the location of Eastern State Hospital was selected because of its proximity to the lake. Soon thereafter, the town became known as a vacation area and health spa. Medical Lake today is a tight-knit bedroom community, known mostly as a retirement area and for its beauty and recreational opportunities. Major employers are public schools, Eastern State Hospital and Lakeland Village. City government is fiscally conservative and was the first and only West Plains community to halt new construction due to limited water resources. City residents have much community pride.

Visitors to the library include parents and children, high school students and Haven Home residents. A local Hutterite community visits regularly. Residents learn about one another and what is going on in the community through library visits. The Friends group is active and generously purchases items with its book sale funds. Ms. Baird also shared anecdotal stories about the library's impact on the community. First, the positive outcome of a job search for a member who initially had no computer skills before training at the library; and second, a month-to-month changing series featured in the library display case that stimulated dialog among members about the value of the hospital to the community.

Trustees expressed appreciation to Ms. Baird for her informative report.

OVERVIEW: SCLD Website Redesign

Communication Manager Jane Baker presented a mock up for the website redesign. WordPress, the new website platform, is more user-friendly and interactive. Ms. Baker noted use of new branding colors and a more standard across-the-top navigation. Currently, the Web Team is identifying content that will be migrated to the new platform. The plan is to reduce text and add images to resemble the welcoming appeal of the branches.

PUBLIC COMMENT

Mr. James Zahand presented a bequest to Spokane Valley Library on behalf of his family and friends in memory of his late wife, Diane E. Zahand. The purpose of the bequest—a book collection and annual monetary contributions—is to continue Ms. Zahand’s efforts to foster a love of learning and dedication to service. The Board was asked to accept the collection of books and create a fund in memory of Diane Zahand to support programs that foster love of learning. Mr. Zahand acknowledged Branch Services Manager Doug Stumbough for arranging SCLD staff to review the collection of over 4,000 books. On behalf of the Board, Mr. Hattenburg expressed appreciation for these significant contributions to Spokane Valley Library and the District, and condolences to Mr. Zahand. There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Tim Hattenburg, Chair

Nancy Ledebuer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2012 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,668,460.41 and that we are authorized to authenticate and certify these claims.

DATE: November 1, 2012

SIGNED: *[Signature]*
 TITLE: BUSINESS MANAGER

SIGNED: *[Signature]*
 TITLE: Executive Director

VOUCHER NUMBER	GENERAL OPERATING FUND	DESCRIPTION	VOUCHER AMOUNT
042924	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	\$ 108.95
042925	AVISTA UTILITIES	UTILITIES	3,587.48
042926	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	506.23
042927	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	173.89
042928	CALL REALTY, INC.	MANAGEMENT FEES	504.32
042929	CENTURYLINK	TELEPHONE	79.94
042930	CENTURYLINK	TELEPHONE	27.24
042931	CENTURYLINK	TELEPHONE	41.84
042932	CENTURYLINK	TELEPHONE	41.62
042933	CENTURYLINK	TELEPHONE	144.89
042934	DEPT OF ENTERPRISE SERVICES	DUES & MEMBERSHIPS	250.00
042935	CITY OF SPOKANE	UTILITIES	1,111.39
042936	CITY OF CHENEY	UTILITIES	1,054.84
042937	CITY OF DEER PARK	UTILITIES	150.67
042938	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	559.42
042939	ANDREA FITZSIMMONS	CUSTODIAL SERVICES	170.00
042940	FRONTIER COMMUNICATION	TELEPHONE	88.88
042941	FRONTIER COMMUNICATION	TELEPHONE	405.00
042942	GALE GROUP, INC.	LIBRARY MATERIALS	574.17
042943	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	204.63
042944	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,863.29
042945	IT1 SOURCE	D. P. HARDWARE & SOFTWARE	494.39
042946	LINCOLN CENTER SPOKANE, LLC	TRAINING & TRAVEL	4,437.15
042947	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,695.84
042948	OVERDRIVE, INC.	LIBRARY MATERIALS	12,161.22
042949	PRESSWORKS	PRINTING	1,288.10
042950	RANDOM HOUSE, INC.	LIBRARY MATERIALS	709.19
042951	RECORDED BOOKS, LLC	LIBRARY MATERIALS	271.10
042952	SCHOLASTIC LIBRARY	LIBRARY MATERIALS	1,708.60
042953	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
042954	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,225.40
042955	TANTOR MEDIA	LIBRARY MATERIALS	89.94
042956	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	77.40
042957	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	281.64
042958	HAGEL & COMPANY	D. P. HARDWARE & SOFTWARE	15,208.16

042959	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,181.46
042960	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,129.41
042961	***Void Check***	VOID VOUCHER	-
042962	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
042963	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	4,311.00
042964	ALLIED SECURITY	SECURITY & SAFETY SERVICES	1,545.42
042965	AUDIOGO	LIBRARY MATERIALS	330.22
042966	AVISTA UTILITIES	UTILITIES	1,971.75
042967	BACKSTAGE LIBRARY WORKS	CATALOGING & AUTHORITY SERVICES	882.04
042968	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	29.22
042969	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	131.47
042970	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	596.26
042971	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	187.18
042972	DEPT OF ENTERPRISE SERVICES	DUES & MEMBERSHIPS	250.00
042973	CHEVRON U.S.A. INC.	VEHICLE FUEL	35.27
042974	CITY OF AIRWAY HEIGHTS	UTILITIES	568.38
042975	COMIC BOOK SHOP	LIBRARY MATERIALS	144.18
042976	CITY OF MEDICAL LAKE	UTILITIES	242.22
042977	COUNCIL FOR COMMUNITY AND	LIBRARY MATERIALS	165.00
042978	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,068.00
042979	STATE OF WASHINGTON	LEASEHOLD EXCISE TAX	290.16
042980	EMPIRE DISPOSAL INC.	UTILITIES	17.60
042981	KENNETH W. ESTES	LIBRARY PROGRAMS	1,000.00
042982	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	197.29
042983	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	179.97
042984	GREATAMERICA LEASING CORP.	POSTAGE METER LEASE	159.95
042985	GALE GROUP, INC.	LIBRARY MATERIALS	967.94
042986	GRAYBAR	D. P. HARDWARE & SOFTWARE	453.95
042987	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,147.17
042988	HER INTERACTIVE, INC.	LIBRARY MATERIALS	44.97
042989	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,770.10
042990	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	972.87
042991	MIDWEST TAPE	LIBRARY MATERIALS	9,381.26
042992	NEW YORK TIMES	LIBRARY MATERIALS	62.40
042993	OVERDRIVE, INC.	LIBRARY MATERIALS	12,219.47
042994	PAINE, HAMBLIN, LLP	LEGAL SERVICES	1,275.00
042995	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
042996	RANDOM HOUSE, INC.	LIBRARY MATERIALS	224.19
042997	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,588.22
042998	SCHOLASTIC LIBRARY	LIBRARY MATERIALS	496.45
042999	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,735.10
043000	SPOKANE COUNTY UTILITIES	UTILITIES	456.75
043001	TEACHING COMPANY	LIBRARY MATERIALS	114.95
043002	VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	759.29
043003	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	244.58
043004	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	547.26
043005	WHITWORTH WATER DISTRICT #2	UTILITIES	221.22
043006	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,409.09
043007	AMERICAN LIBRARY ASSOCIATION	DUES & MEMBERSHIPS	125.00
043008	ALLIED SECURITY	SECURITY & SAFETY SERVICES	492.43
043009	AVISTA UTILITIES	UTILITIES	567.47
043010	A+ PRINTING, INC	PRINTING	713.44
043011	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	83.63

043012	CAPSTONE	LIBRARY MATERIALS	17.23
043013	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	218.94
043014	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	636.42
043015	CENTURYLINK	TELEPHONE	88.84
043016	CENTURYLINK	TELEPHONE	88.65
043017	CENTURYLINK	TELEPHONE	592.01
043018	CENTURYLINK	TELEPHONE	123.85
043019	CENTURYLINK	TELEPHONE	84.93
043020	CENTURYLINK	TELEPHONE	34.41
043021	CENTURYLINK	TELEPHONE	59.85
043022	CENTURYLINK	TELEPHONE	89.12
043023	CENTURYLINK	TELEPHONE	127.82
043024	CENTURYLINK	TELEPHONE	529.70
043025	CENTURYLINK	TELEPHONE	9,219.04
043026	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	229.01
043027	DOWN TO EARTH SPRINKLER SERV	GROUNDS MAINTENANCE	576.11
043028	EARTHWORKS RECYCLING,INC	UTILITIES	177.50
043029	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	232.51
043030	FED EX OFFICE	PRINTING	610.95
043031	GALE GROUP, INC.	LIBRARY MATERIALS	791.39
043032	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,028.89
043033	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	17,228.72
043034	INLAND POWER AND LIGHT	UTILITIES	1,038.90
043035	JAN WAY COMPANY	OFFICE/LIBRARY SUPPLIES	232.78
043036	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	7,387.26
043037	MIDWEST TAPE	LIBRARY MATERIALS	282.54
043038	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	4,302.53
043039	OVERDRIVE, INC.	LIBRARY MATERIALS	10,950.38
043040	PLUNKETT RESEARCH LTD.	LIBRARY MATERIALS	649.00
043041	PRESSWORKS	PRINTING	1,815.29
043042	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	571.17
043043	QWEST CORPORATION	TELEPHONE	2,071.38
043044	RANDOM HOUSE, INC.	LIBRARY MATERIALS	556.01
043045	RECORDED BOOKS, LLC	LIBRARY MATERIALS	52.85
043046	SINGLEWIRE SOFTWARE, LLC	SOFTWARE SUPPORT	3,547.50
043047	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	637.59
043048	TANTOR MEDIA	LIBRARY MATERIALS	266.34
043049	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	4,720.85
043050	VERIZON WIRELESS	TELEPHONE	154.25
043051	VERIZON WIRELESS	TELEPHONE	138.46
043052	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	196.29
043053	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,979.44
043054	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,982.98
043055	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	263.25
043056	ALLIED SECURITY	SECURITY & SAFETY SERVICES	189.14
043057	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	86.20
043058	AVISTA UTILITIES	UTILITIES	265.79
043059	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	23.89
043060	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTA, VISION & LIFE INS.	80,178.13
043061	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	14,245.13
043062	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	969.00
043063	CENTURYLINK	TELEPHONE	3,280.00
043064	CENTURYLINK	TELEPHONE	41.96

043065	CITY OF SPOKANE VALLEY	BOARD/STAFF TRAVEL/TRAINING	283.00
043066	DASHER PRINTING SERVICES, INC	OFFICE/LIBRARY SUPPLIES	5,757.67
043067	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	945.62
043068	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	676.39
043069	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	12,555.78
043070	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,079.73
043071	GALE GROUP, INC.	LIBRARY MATERIALS	726.32
043072	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	286.27
043073	HER INTERACTIVE, INC.	LIBRARY MATERIALS	89.96
043074	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,395.66
043075	LIBERTY LAKE SPLASH	LIBRARY MATERIALS	100.00
043076	MIDWEST TAPE	LIBRARY MATERIALS	12,625.67
043077	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	179.00
043078	OVERDRIVE, INC.	LIBRARY MATERIALS	5,619.86
043079	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
043080	RANDOM HOUSE, INC.	LIBRARY MATERIALS	48.92
043081	RECORDED BOOKS, LLC	LIBRARY MATERIALS	22.10
043082	SPOKESMAN-REVIEW	LIBRARY MATERIALS	104.00
043083	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,176.29
043084	TANTOR MEDIA	LIBRARY MATERIALS	153.54
043085	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	138.08
043086	COSUGI	DUES & MEMBERSHIPS	100.00
043087	UPS	FREIGHT	53.03
043088	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	14,811.74
043089	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	328.75
043090	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,139.93
W00087	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	49,952.41
W00088	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,108.38
W00089	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>51,870.14</u>

Total Non-Payroll General Operating Fund \$ 553,902.54

PAYROLL VOUCHERS

10102012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 168,201.24
10252012PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>172,547.75</u>

Total Payroll General Operating Fund \$ 340,748.99

TOTAL GENERAL OPERATING FUND \$ 894,651.53

CAPITAL PROJECTS FUND

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
009504	BLACK COMMERCIAL, INC.	BROKERAGE SERVICES
009505	CITY OF SPOKANE VALLEY	PROPERTY PURCHASE
		\$ 29,761.88
		744,047.00
	Total Capital Projects Fund	<u><u>\$ 773,808.88</u></u>

Spokane County Library District
Monthly Credit Card Activity
For the Month of October 2012

<u>Card Category</u>	<u>Amount</u>
General Purchases	4,917.60
Maintenance	1,078.77
Travel	1,539.67
Acquisitions	3,936.02
Information Technolgy	3,282.52
Outreasch	57.16
Total Purchases	<u><u>\$14,811.74</u></u>

SOCIAL MEDIA POLICY (NEW):
APPROVAL RECOMMENDATION

Recommendation:

Staff recommends approval of the Social Media Policy.

Action Required:

Motion to approve the Social Media Policy.

Background:

The Social Media Policy is being proposed as a new policy. The District is active in social media and this policy as written supports the purpose and intent of the District's participation.

The current policy follows for review/approval.

POLICY: SOCIAL MEDIA

APPROVAL DATE: 11/20/2012

Related Policy

Code of Conduct

Purpose

Spokane County Library District endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between District staff, library members and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its members.

Definition

Social media is defined as any web applications, site, or account that facilitates the sharing of ideas, opinions, and information about library related subjects and issues.

Policy

Social media tools employed by the District will be selected to enhance or provide more cost-effective means to deliver such library services and functions as:

- Community outreach, marketing and publicity
- Education of the community in the use of library resources
- Reader's advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for children and youth
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the District
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration
- Create a welcoming and inviting online space where library users will find useful and entertaining information
- Catalog search and library account access

Public Terms of Use

SCLD has no affiliation with any advertisements or other material posted by third party sites or software. SCLD social media sites are for individuals to discuss things related to SCLD and our community.

By choosing to comment on SCLD social media sites, individuals agree to these terms:

Comments are moderated by SCLD staff, and SCLD reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material
- Off-topic comments
- Commercial material/spam or solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information

- Profanity, hate, political statements
- Any efforts to intimidate, harass, personally attack, or defraud another
- Any disruptive or overly excessive postings
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage or otherwise express bias against any race, religion, or protected class of individuals
- Content that reveals private, personal information without permission
- Copyright violations
- Information that may tend to compromise the safety or security of the public
- Images, executable programs or any non-textual content

Persons who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such, are subject to public records laws and records retention schedule. Commenters are urged to protect their privacy. Comments should not post personally identifying information, including but not limited to: school, age, phone number, address, library card number.

The District's Executive Director is responsible for establishing administrative procedures necessary to carry out this policy, which shall include the right of appeal for suspensions longer than thirty (30) days.

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

PERSONNEL POLICY (NEW): SHARED SICK LEAVE

APPROVAL RECOMMENDATION

Recommendation:

That a new **Section 5.4**, *Shared Sick Leave*, be added to our sick leave policy and be approved by the Board of Trustees.

Action Required:

Motion.

Background:

The District does not have a shared leave program. As a result, once an employee exhausts all paid leave, he/she must go on leave without pay (LWOP) until such time as they return to work, or, if covered, their long-term or short-term disability insurance benefit is activated. The intent of this policy is to provide some measure of financial protection to any employee forced to go on leave without pay as a result of an unexpected severe or catastrophic health issue.

Normally leave without pay occurs when a benefit-eligible employee has exhausted all accrued sick leave and vacation. However, non-benefited employees also face the risk of economic loss. Consequently, the District is proposing to implement a shared sick leave policy allowing employees to donate sick leave to any co-worker faced with loss of income while recuperating from a severe or catastrophic condition.

After researching the issue, HR Manager Paul Eichenberg recommends the District adopt a shared sick leave policy that is easy to administer and does not create a future unfunded liability for the District.

5.4 Shared Sick Leave

The District understands that employees may be faced with unexpected severe or catastrophic health care issues that may require them to exhaust all available paid leave. In order to provide some measure of financial protection, the District has established a shared leave program for all District employees. Any employee who has suffered a severe or extraordinary illness, injury, or impairment that results in an extended absence from work, and who has either exhausted all paid leave or is not eligible for paid leave, may participate in the shared leave program.

An employee with no available sick leave and vacation leave may apply for donated leave under the following conditions:

- The employee is not eligible for time loss compensation under RCW 51.32. If a time loss claim is approved at a later time, all donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee is suffering from an unexpected severe or catastrophic illness, injury or impairment that will cause the employee to take leave without pay (LWOP) for at least one full pay period before being able to return to work.
- The employee must submit a request for donated leave to the Human Resources Department accompanied by a medical certification by a licensed physician verifying the extraordinary nature of the employee's condition and the expected duration of the condition. Human Resources will then make a recommendation to the Executive Director. If the request is approved by the Executive Director, Human Resources will notify all benefited employees of the request and will provide a sick leave donation form to those employees wishing to participate.
- Leave is transferred on an hour-for-hour basis, regardless of the pay level of the donor or recipient.
- Employees must donate sick leave in one-hour increments. All donated leave must be given voluntarily. An employee donating sick leave pursuant to this policy shall relinquish all rights, interest or benefits derived from such sick leave. No employee shall be coerced, threatened, intimidated or financially induced into donating leave for purposes of this benefit. The donating employee should weigh the potential consequences of their donation against anticipated need.
- The names of both donors and recipients of donated sick leave will be kept confidential.
- The donated sick leave will be deducted from each participant's leave balance and will be credited to the requesting employee as shared sick leave. While on shared sick leave, the employee will not be eligible for holiday pay, nor will they accrue sick leave or vacation.
- Any unused donated sick leave will be returned to the donating employees on a last-in, first-out basis.
- Donated sick leave awards will be limited to a maximum of 12 weeks per calendar year per employee, based on the employee's regularly scheduled hours per week. The maximum of 12 weeks leave shall include all accrued paid leave taken for the condition (sick, vacation, holiday(s) and donated sick-leave allotments). For example, an employee with a serious health condition is on an approved leave of absence due to a serious health condition for a total of 12 weeks. That employee's own accrual of sick leave, vacation and paid holidays

occurring during their absence equals six (6) weeks. The employee is eligible to apply for up to six (6) weeks of donated sick leave for a total of 12 weeks of paid leave.

- There is no guarantee of a response to a request for donated leave.
- Employees may not donate more than 40 hours of sick leave in any calendar year.
- Donated (shared) sick leave pay is ineligible earnings for calculating PERS contributions and service credit for the recipient pursuant to WAC 415-108-468.

WCIP INTER-LOCAL AGREEMENT TERMINATION (RESOLUTION No. 12-05):
APPROVAL RECOMMENDATION

Recommendation:

That the Board of Trustees approves Resolution 12-05, terminating the Inter-local Agreement between Washington Counties Insurance Pool (WCIP) and the District, and to authorize the Executive Director to sign on behalf of the District.

Action Required:

Motion.

Background:

At its meeting on November 2, 2010, the WCIP Board of Directors voted to discontinue its self-insured medical program effective December 31, 2010, and replace it with a fully insured medical program offered by Premera through Washington Counties Insurance Fund, effective January 1, 2011. WCIP has continued to exist to process all outstanding claims, and complete other functions necessary to cease operation of the Pool.

To terminate the Inter-local Agreement, governing bodies of three-fourths of the participating employers must provide written consent to its termination.

HR Manager Paul Eichenberg is a member of the WCIF Board and recommends approval of Resolution 12-05 to terminate the Inter-local Agreement with WCIP.

RESOLUTION NO. 12-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING TERMINATION OF THE WASHINGTON COUNTY INSURANCE POOL HEALTH BENEFITS INTER-LOCAL AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, Spokane County Library District is a participating employer of the WCIP; and

WHEREAS, the Board of Directors of WCIP ended the Pool's self-insured medical plan for members' employees by transferring that program to a fully insured plan effective at the end of 2010, and thereafter operated the medical program of WCIP for the purposes of paying run-out claims, and concluding other business activities including adopting an additional premium on 2010 medical plan members in order to address the actuarial insufficiency of the medical plan; and

WHEREAS, the WCIP no longer provides any self-insured health benefits for members' employees; and

WHEREAS, Article 13 (a) of the WCIP Inter-local Agreement which participating employers are signatories to, calls for three-fourths (75%) of such members to give consent to the termination of that agreement with the WCIP; and

WHEREAS, the administration of run-out claims is nearly complete; and

WHEREAS, other costs of concluding the affairs of the WCIP have been paid or are in predictable amounts; and

WHEREAS, the Board of Directors of the WCIP should make the final decision to complete the termination and dissolution of the WCIP;

NOW, THEREFORE, BE IT RESOLVED that Spokane County Library District hereby consents to the termination of the WCIP upon motion of the WCIP Board of Directors at a time no sooner

than all run-out claims are paid and all other functions necessary to conclude the affairs of the WCIP are completed.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of November, 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledebor, Secretary

**2013 PRELIMINARY BUDGET – FINAL VERSION
NOVEMBER UPDATE**

General Operating Fund: \$11,799,700

(\$226,780 Reduction from 2012)

BUDGET GOALS

The District's message to voters in 2010 regarding the purpose of the levy lid lift included three major points. These three goals continue to form the basis for 2013 budget development.

- Maintain the current level of services
- Respond to increased customer use, including Internet access, checking out and purchasing best-selling materials and modern formats like e-books and downloadable audio books, and offering job searching resources and assistance
- Use the General Fund Balance to stabilize library funding through 2014 and 2015

SUMMARY

The November line item 2013 budget presented here is virtually complete. The only outstanding question in revenue is the District's final assessed valuation. On the expense side, it is the District's premium rates for Workers' Compensation coverage, and any changes in the IRS authorized mileage reimbursement rate.

On the revenue side, we continue to be hit once again with the effects of the recession. Property values have dropped for a second year, though modestly compared with the Puget Sound area. New construction value aside, the decline was close to 3.0%. The City of Spokane annexation mitigation agreement payments continues to decline by 20% per annum.

In expenses, the largest increases are personnel-related. As directed in October, this budget includes a 1.67% salary scale adjustment for non-minimum wage positions and a mandatory minimum wage increase. There is not any additional staffing included in the 2013 budget. The library materials expenditures are budgeted at a level similar to 2012.

Operational Contingencies include the following:

- (1) A "placeholder" \$50,000 expense to a similar \$50,000 revenue increase for any yet to be identified property tax increases;
- (2) \$200,000 to allow for early implementation for some of the potential 2013 -2015 Strategic Plan initiatives; and
- (3) \$21,000 as a placeholder for \$21,000 in Administrative Property Tax Refunds that will be deducted from the District's gross property tax collections.

Finally, there is a sufficient unassigned balance to transfer \$240,000 from the General Operating Fund to the Capital Projects Fund for future use.

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

ESTIMATED 2013 REVENUE: \$11,101,200

REVENUE CHANGES FROM THE 2013 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.

The 2013 revenue projection is currently \$203,687 less than the final 2012 budgeted amount.

Property taxes: On October 24, the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2012 assessed valuation to be used to determine the 2013 property tax levy for collection in 2013. This amount is less than the current year's assessed valuation. Therefore, the District's levy is limited by the statutory 50¢ per \$1,000 of assessed valuation maximum. Applying the full 50¢ levy rate to the \$20,202,911 assessed valuation estimate – which includes new construction and changes in personal property values but not changes in state-assessed values (which will not be known until late 2012) – the estimated levy to be certified for collection in 2013 will be \$10,101,455. The 101% levy lid limit is \$10,948,551.

Subsequent information received from the Spokane County Assessor's office indicates a further decrease of projected property taxes of \$6,100. Additionally, the Spokane County Treasurer's Office identified almost \$21,000 in 2012 in administrative refunds that will be diverted from the 2013 property tax collections.

There also remains the \$50,000 increase in the current levy estimate to ensure the highest possible levy amount in the event there is an increase in state-assessed values.

City contract fees:

Two cities will be paying contract fees in 2013.

- Airway Heights: Subsequent information received from the Spokane County Assessor's Office indicates a further decrease of projected property taxes of \$3,600.
- City of Spokane prior annexations: Subsequent information received from the Spokane County Assessor's Office indicates a further decrease of projected property taxes of \$1,300.

ESTIMATED 2013 EXPENSES: \$11,559,700

EXPENSE CHANGES FROM THE 2013 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.

The 2013 expense projection is currently \$454,111 higher than the final 2012-budgeted amount. Additionally, there is now a proposed \$260,000 transfer to the Capital Projects Fund.

Salaries: At \$5,661,100, the budgeted salaries are \$93,649 greater than in 2012.

Benefits: Currently, the 2013 budget of \$1,674,200 is \$81,963 more than 2012. There was a \$16,000 reduction in the medical insurance segment of the employee benefits, due to a combination of the District being able to qualify for the "Wellness Incentive" premiums and a number of employees selecting a lower priced insurance plan.

Supplies: The 2013 supplies budget of \$580,900 is \$26,055 above the 2012 budget.

Services: Presently the \$1,633,701 Services budget has increased \$21,859 above 2012. There are two changes in service expenses since the October budget was presented. These changes are:

- Postage: The USPS requested and received approval for a 2013 rate increase. The estimated cost to the District is \$1,000.

- Advertising: It is planned to “shrink wrap” the District’s Outreach Van. This will improve the appearance of a rather drab van and help in marketing the District throughout the county. This will be a \$3,500 one-time expense.

Capital Expenditures: The \$15,000 increase in capital expenditures is a function of the scheduled expenditures found in the 2013 Technology Plan.

Library Materials: There is a modest increase in Library Materials of \$1,585, which has the 2013 budget lines consistent with the 2012 funding levels and represents slightly over 14% of the 2013 budget.

Operational Contingencies: The normal baseline is \$40,000. To support potential initiatives identified by the Strategic Planning process, \$200,000 was previously added to this line item. Another \$50,000 was also added to offset the same increase in property tax revenue to ensure the highest possible levy amount in the event there is an increase in state-assessed values. A new addition to this budget line is \$21,000 to compensate for the loss of “Administrative Refunds” which have been calculated by the Treasurer’s Office and will be directly taken from the District’s 2013 property tax collections.

Transfers out: Because the 2013 “Estimated Unassigned Ending Fund Balance” would be in excess of the Board directed 15% of 2013 budgeted expenses, the excess funds are recommended for transfer to the Capital Projects Fund. Accordingly, a \$240,000 transfer to the Capital Projects Fund is included in the budget recommendation.

Capital Projects Fund: \$264,100

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

Revenues & Transfers In: \$260,000

- Interest Earnings: \$20,000
- Transfer In from General Operating Fund: \$240,000

Expenses & Transfers Out: \$264,100

- Professional Services: \$100,000
- Transfer Out to General Operating Fund: \$164,100

Fund Balance

The estimated ending assigned fund balance for 2013 is \$1,208,544 *

- * This includes \$735,436 in funds assigned to support the infrastructure plans

Exhibit A-1		
Spokane County Library District		
2013 Budget -- November 16, 2012 Revision		
General Operating Fund (001-861)		
Summary		
REVENUES & TRANSFERS IN:		
TOTAL PROPERTY TAX	\$ 10,151,500	
TOTAL CONTRACT CITIES, SERVICES & FEES	705,900	
TOTAL MISCELLANEOUS REVENUES	207,800	
TOTAL INTEREST REVENUES	36,000	
TOTAL REVENUES		\$ 11,101,200
TRANSFER IN - CAPITAL PROJECTS		
TOTAL TRANSFERS IN		\$ 164,100
TOTAL REVENUES & TRANSFERS IN		\$ 11,265,300
EXPENSES & TRANSFERS OUT:		
TOTAL SALARIES	\$ 5,661,100	
TOTAL FRINGE BENEFITS	1,674,200	
TOTAL SUPPLIES	580,900	
TOTAL SERVICES	1,633,700	
TOTAL CAPITAL EXPENDITURES	77,000	
TOTAL LIBRARY MATERIALS	1,621,300	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	311,000	
TOTAL EXPENSES		\$ 11,559,700
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		240,000
TOTAL EXPENSES & TRANSFERS OUT		\$ 11,799,700
REVENUES OVER/(UNDER) TOTAL EXPENSES		\$ (534,400)
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2013		\$ 3,202,368
REVENUES OVER/(UNDER) TOTAL EXPENSES		(534,400)
SUBTOTAL		\$ 2,667,968
LESS:		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(257,613)
NONSPENDABLE FUNDS -- INVENTORY		(53,763)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,282)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,316)
ASSIGNED FOR CONTINGENCY RESERVE PLAN		(578,800)
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2013		\$ 1,770,194

Exhibit A-2

Spokane County Library District
2013 Budget: November 16, 2012
Capital Projects Fund (008-661)
Summary

Revenues		
	Interest Earnings	\$ 20,000
	Transfer in from General Fund	240,000
	Total Revenues & Transfers In	\$ 260,000
Expenses		
	Consultant Services - Proposed Spokane Valley Library	\$ 100,000
	Total Expenses	\$ 100,000
	Transfer Out to General Operating Fund	\$ 164,100
	Total Transfers Out	\$ 164,100
	Total Expenses & Transfers Out	\$ 264,100
	Excess of Revenues Over (Under) Expenses	\$ (4,100)
	Estimated Beginning Assigned Fund Balance 1/1/13	\$ 1,208,544
	Assigned for Facility Maintenance Plan	(195,240)
	Assigned for Technology Plan	(245,160)
	Assigned for Furniture, Fixtures & Equipment Plan	(132,906)
	Assigned for Library Materials Plan	(162,130)
	Estimated Ending Assigned Fund Balance 12/31/13	\$ 469,008

Spokane County Library District

2013 General Operating Fund Budget

Beginning Budget – November 2012

Supplementary Budget Data

(Final)

Spokane County Library District
 2013 Master Budget Detailed: November 16, 2012 Revision
 General Operating Fund (001-861)

	2012		2013		2013		2013		2013	
	Budget	Less	Budget	October	Budget	10/12	Budget	November	Budget	November
	Adjustments	One-Time	Adjustments	Adjustments	Adjustments	Version	Adjustments	Adjustments	Notes	Version
PROPERTY TAX -- CURRENT YEAR	\$10,338,507		(\$180,907)		\$10,157,600	R1	(\$6,100)		R10	10,151,500
TOTAL PROPERTY TAX	\$10,338,507		(\$180,907)		\$10,157,600		(\$6,100)			10,151,500
CONTRACT CITY - AIRWAY H.	\$228,108		(\$908)		\$227,200	R2	(\$3,600)		R11	223,600
CONTRACT CITY - SPOKANE	223,654		(21,654)		202,000	R3	(1,300)		R12	200,700
TOTAL CONTRACTED CITIES	\$451,762		(\$22,562)		\$429,200		(\$4,900)			424,300
INTERLIBRARY LOANS	\$200		\$0		\$200		\$0			200
COPYING & PRINTING	12,000		(6,000)		6,000	R4	0			6,000
NONRESIDENT FEES	12,000		(2,100)		9,900	R4	0			9,900
FINES & CHARGES	175,000		(25,000)		150,000	R4	0			150,000
WEB BASED LIBRARY FEES & CHARGES	66,000		12,200		78,200	R4	0			78,200
LOST & DAMAGED	40,200		(4,100)		36,100	R4	0			36,100
RENTALS	12,600		(12,600)		0	R5	0			0
RETAIL SALES	1,250		(50)		1,200	R6	0			1,200
TOTAL SERVICES & FEES	\$319,250		(\$37,650)		\$281,600		\$0			281,600
TOTAL CONTRACT CITIES, SERVICES & FEES	\$771,012		(\$60,212)		\$710,800		(\$4,900)			705,900
LEASEHOLD EXCISE TAX	\$6,000		\$14,000		\$20,000	R7	0			20,000
TIMBER TAX	6,000		(2,000)		4,000	R7	0			4,000
SALE OF SURPLUS DISTRICT PROPERTY	0		0		0		0			0
GRANTS -- NONGOVERNMENTAL	0		0		0		0			0
EMPLOYEE PROGRAMS - WELLNESS GRANTS & SUMMER APPAREL	1,765		35		1,800	R6	0			1,800
PURCHASE DISCOUNTS	4,000		0		4,000		0			4,000
MISCELLANEOUS	4,000		0		4,000		0			4,000
GIFTS & DONATIONS	10,000		0		10,000		0			10,000
CASHIERS OVER/(SHORT)	0		0		0		0			0
SALE OF LIBRARY MATERIALS	26,000		0		26,000		0			26,000
E-RATE REIMBURSEMENT	115,000		23,000		138,000	R8	0			138,000
TOTAL MISCELLANEOUS REVENUES	\$172,765		\$35,035		\$207,800		\$0			207,800
TOTAL INTEREST REVENUES	\$35,000		\$1,000		\$36,000	R9	\$0			36,000
TOTAL REVENUES	\$11,317,284		(\$205,084)		\$11,112,200		(\$11,000)			11,101,200
TRANSFER IN - CAPITAL PROJECTS	\$0		\$164,100		\$164,100	T1	\$0			164,100
TOTAL REVENUES & TRANSFERS IN	\$11,317,284		(\$40,984)		\$11,276,300		(\$11,000)			11,265,300
SALARIES; REGULAR HOURS WORKED	\$4,628,592		\$95,308		\$4,723,900	E1	\$0			4,723,900

Spokane County Library District
 2013 Master Budget Detailed: November 16, 2012 Revision
 General Operating Fund (001-861)

	2012	2013	2013	2013	2013	2013	2013
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	Less	October	10/12	November	November	November	November
	One-Time	Adjustments	Version	Adjustments	Adjustments	Version	Version
	Adjustments		Notes		Notes		Notes
SALARIES: TEMPORARY HOURS WORKED	100,000	5,000	E1	105,000	0	105,000	0
SALARIES: PAID TIME OFF	816,810	12,890	E1	829,700	0	829,700	0
SALARIES: OVERTIME HOURS WORKED	2,500	0		2,500	0	2,500	0
TOTAL SALARIES	\$5,547,902	\$113,198		\$5,661,100	\$0	5,661,100	
FICA-SOCIAL SECURITY	\$343,438	\$5,862	E2	\$349,300	\$0	349,300	
FICA - MEDICARE	80,445	1,455	E2	81,900	0	81,900	
RETIREMENT CONTRIBUTIONS	372,283	60,817	E2,E3	433,100	0	433,100	
UNEMPLOYMENT INSURANCE	6,700	(2,000)	E2	4,700	0	4,700	
MEDICAL INSURANCE	667,458	10,542	E2	678,000	(16,000)	662,000	E25
VISION INSURANCE	14,574	(174)	E2	14,400	0	14,400	
DENTAL INSURANCE	88,140	(3,140)	E2	85,000	0	85,000	
LIFE & DISABILITY INSURANCE	2,938	(38)	E2	2,900	0	2,900	
STATE INDUSTRIAL INSURANCE	37,618	(418)	E2	37,200	0	37,200	
LONG TERM DISABILITY INSURANCE	2,058	(58)	E2	2,000	0	2,000	
EMPLOYEE ASSISTANCE PROGRAM	1,745	(46)	E6	1,700	0	1,700	
TOTAL FRINGE BENEFITS	\$1,617,398	\$72,802		\$1,690,200	(\$16,000)	1,674,200	
CLEANING & SANITATION SUPPLIES	\$17,500	(\$1,500)	E4	\$16,000	\$0	16,000	
VEHICLE FUEL	11,000	0		11,000	0	11,000	
OTHER SUPPLIES	100	0		100	0	100	
MAINTENANCE SUPPLIES	4,200	(1,200)	E4	3,000	0	3,000	
MISCELLANEOUS EXPENSES	0	0		0	0	0	
EMPLOYEE AWARDS & RECOGNITION	700	0		700	0	700	
SMALL TOOLS	750	50	E6	800	0	800	
COST OF RETAIL INVENTORY SOLD	4,500	0		4,500	0	4,500	
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	65,000	99,600	E5	164,600	0	164,600	
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	170,000	8,500	E5	178,500	0	178,500	
OFFICE & LIBRARY SUPPLIES	201,400	300	E6	201,700	0	201,700	
TOTAL SUPPLIES	\$475,150	\$105,750		\$580,900	\$0	580,900	
ACCOUNTING & AUDITING SERVICES	\$0	\$14,000	E7	\$14,000	\$0	14,000	
LEGAL SERVICES	24,000	(9,000)	E8	15,000	0	15,000	
DAMAGES, CLAIMS & SETTLEMENTS	0	0		0	0	0	
OTHER PROFESSIONAL SERVICES	30,000	0		30,000	0	30,000	
BAD DEBT EXPENSE	400	0		400	0	400	
BANK & POSTAL CHARGES	13,400	(1,400)	E9	12,000	0	12,000	
SOFTWARE SUPPORT & CONSULTING	146,500	29,500	E10	176,000	0	176,000	
WEB CATALOG CONTENT SERVICES	11,200	0		11,200	0	11,200	
COLLECTION AGENCY & NOTICE FEES	67,000	0		67,000	0	67,000	
ELECTRONIC LIBRARY SERVICES	0	0		0	0	0	
DATA COMMUNICATIONS: WAN	141,000	14,000	E11	155,000	0	155,000	
DATA COMMUNICATIONS: INTERNET	32,000	(8,000)	E11	24,000	0	24,000	

Spokane County Library District
 2013 Master Budget Detailed: November 16, 2012 Revision
 General Operating Fund (001-861)

	2012		2013		2013		2013		2013	
	Budget	Less	Budget	October	Budget	Notes	Budget	Notes	Budget	Notes
	One-Time	Adjustments	Adjustments	Adjustments	10/12	Version	November	Adjustments	November	Version
	Adjustments				Version	Version	Adjustments		Version	Version
TELEPHONE	24,500	0	0	0	24,500	24,500	0	0	24,500	
POSTAGE	37,000	0	0	0	37,000	37,000	1,000	1,000	38,000	E26
FREIGHT CHARGES	2,000	(1,000)	1,000	(1,000)	1,000	E8	0	0	1,000	
COURIER SERVICES	60,000	1,000	(700)	3,700	61,000	E12	0	0	61,000	
MILEAGE	20,700	(700)	3,700	0	20,000	E8	0	0	20,000	
BUSINESS TRAINING & TRAVEL	95,000	0	0	0	98,700	E13	0	0	98,700	
BOARD TRAINING & TRAVEL	16,500	0	0	0	16,500		3,500	3,500	16,500	E27
ADVERTISING & PROMOTION	6,000	0	0	0	6,000		0	0	9,500	
RECRUITMENT	12,000	0	0	0	12,000		0	0	12,000	
RENTALS & LEASES: OTHER	4,700	(1,700)	1,700	(1,700)	3,000	E8	0	0	3,000	
RENTAL & LEASES: EQUIPMENT	8,400	(1,900)	3,400	(1,900)	6,500	E8	0	0	6,500	
INSURANCE	68,000	0	0	0	71,400	E14	0	0	71,400	
PRINTING	16,000	0	(18,000)	0	16,000		0	0	16,000	
HEAT, LIGHT & POWER	150,000	0	0	0	132,000	E8	0	0	132,000	
WATER, REFUSE & SEWER	46,000	0	0	0	46,000		0	0	46,000	
MISCELLANEOUS	6,000	(2,000)	2,000	(2,000)	4,000	E8	0	0	4,000	
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	32,000	(2,000)	2,000	(2,000)	30,000	E8	0	0	30,000	
REPAIR & MAINTENANCE: VEHICLES	4,000	0	0	0	4,000		0	0	4,000	
REPAIR & MAINTENANCE: BUILDINGS	167,000	(7,700)	16,700	(7,700)	159,300	E15	0	0	159,300	
REPAIR & MAINTENANCE: SERVICES	42,000	0	0	0	58,700	E15	0	0	58,700	
SECURITY ALARM MONITORING	11,700	0	0	0	11,700		0	0	11,700	
SNOW REMOVAL	21,000	(5,000)	5,000	(5,000)	16,000	E8	0	0	16,000	
CUSTODIAL SERVICES	170,000	(10,300)	10,300	(10,300)	159,700	E8	0	0	159,700	
DUES & MEMBERSHIPS	9,000	1,200	1,200	1,200	10,200	E16	0	0	10,200	
WELLNESS SERVICES & PROGRAMS	765	2,435	9,746	2,435	3,200	E17	0	0	3,200	
LIBRARY PROGRAMS	46,254	0	0	0	56,000	E18	0	0	56,000	
LIBRARY PROGRAM: IRVING FUND	500	0	0	0	500		0	0	500	
CATALOGING & AUTHORITY SERVICES	43,600	2,200	2,200	2,200	45,800	E8	0	0	45,800	
BINDING SERVICES	500	0	0	0	500		0	0	500	
INTERLIBRARY LOAN SERVICES	13,000	400	400	400	13,400	E19	0	0	13,400	
TOTAL SERVICES	\$1,599,619	\$29,581	\$29,581	\$29,581	\$1,629,200		\$4,500	\$4,500	1,633,700	
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	\$30,000	\$20,000	\$20,000	\$20,000	\$50,000	E20	\$0	\$0	50,000	
VEHICLES	0	27,000	27,000	27,000	27,000	E21	0	0	27,000	
TOTAL CAPITAL EXPENDITURES	\$30,000	\$47,000	\$47,000	\$47,000	\$77,000		\$0	\$0	77,000	
LIBRARY MATERIALS	\$1,199,031	\$422,269	\$422,269	\$422,269	\$1,621,300	E22	\$0	\$0	1,621,300	
TOTAL LIBRARY MATERIALS	\$1,199,031	\$422,269	\$422,269	\$422,269	\$1,621,300		\$0	\$0	1,621,300	
SHORT TERM INTEREST EXPENSE	\$500	\$0	\$0	\$0	\$500		\$0	\$0	500	
OPERATIONAL CONTINGENCIES	\$40,000	\$50,000	\$50,000	\$50,000	\$90,000	E23	\$21,000	\$21,000	111,000	E28
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	0	200,000	200,000	200,000	200,000	E24	0	0	200,000	

Spokane County Library District
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	2012	2013	2013	2013	2013	2013
	Budget	Budget	Budget	Budget	Adjustments	2013
	Less	October	10/12	November	Notes	Budget
	One-Time	Adjustments	Version	November	Notes	Version
	Adjustments	\$1,040,600	\$11,550,200	Adjustments	Notes	Version
	\$10,509,600	\$0	\$0	\$9,500		11,559,700
TOTAL EXPENSES	\$0	\$0	\$0	240,000	T2	240,000
TRANSFER OUT - CAPITAL PROJECTS FUND	\$10,509,600	\$1,040,600	\$11,550,200	249,500		11,799,700
TOTAL EXPENSES & TRANSFERS OUT	\$ 807,684	\$ (1,081,584)	\$ (273,900)	\$ (260,500)		\$ (534,400)
REVENUES OVER/(UNDER) TOTAL EXPENSES	\$3,202,368		\$3,202,368			\$ 3,202,368
ACTUAL BEGINNING FUND BALANCE 1/1/13	\$4,010,052		\$2,928,468			\$ 2,667,968
ESTIMATED ENDING FUND BALANCE 12/31/13	(257,613)		(257,613)			(257,613)
(LESS)	(53,763)		(53,763)			(53,763)
NONSPENDABLE FUNDS -- PREPAID ITEMS	(6,282)		(6,282)			(6,282)
NONSPENDABLE FUNDS -- INVENTORY	(1,316)		(1,316)			(1,316)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(525,480)	(52,030)	(577,510)	(1,290)		(578,800)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	\$3,165,598	(1,133,614)	\$ 2,031,984	(261,790)		\$ 1,770,194
ASSIGNED FOR CONTINGENCY RESERVE PLAN						
ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/13						

**SPOKANE COUNTY LIBRARY DISTRICT
 FOOTNOTES TO 2013 GENERAL OPERATING FUND (LO1) BUDGET
 GENERAL OPERATING FUND (001-861)**

NOTE	COST ACCOUNT	EXPLANATION	Increase / (Decrease)	One-Time / GO Fund
E8	REPAIR & MAINTENANCE: MISCELLANEOUS	GENERAL REDUCTION (\$2,000)	(2,000)	0
E8	REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	GENERAL REDUCTION (\$2,000)	(2,000)	0
E8	SNOW REMOVAL	GENERAL REDUCTION (\$5,000)	(5,000)	0
E8	CUSTODIAL SERVICES	GENERAL REDUCTION (10,300)	(10,300)	0
E8	CATALOGING & AUTHORITY SERVICES	OCLC: REDUCTION IN CREDITS \$1,000, RATE INCREASE \$1,200	2,200	0
E9	BANK & POSTAL CHARGES	GENERAL REDUCTION (\$1,400)	(1,400)	0
E10	SOFTWARE SUPPORT & CONSULTING	INCREASED SIRS/INEX COST \$26,000, SUPPORT FOR EMPOWERTIME \$3,500	29,500	0
E11	DATA COMMUNICATIONS: WAN	FULL YEAR FOR UPGRADED CIRCUITS \$14,000	14,000	0
E11	DATA COMMUNICATIONS: INTERNET	REDUCED COSTS TO REFLECT NEW CONTRACT (\$8,000)	(8,000)	0
E12	COURIER SERVICES	INCREASED COSTS TO SUPPORT ADDITIONAL DAY FOR AH & ML	1,000	0
E13	BUSINESS TRAINING & TRAVEL	TRAINING: IT \$1,200, COLLECT SVCS. \$1,600, BRANCH SVCS \$2,930, COMMUNICATIONS (\$2,000), ROUNDING \$30	3,700	0
E14	INSURANCE	TENTATIVE 5% PREMIUM INCREASE \$3,400	3,400	0
E15	REPAIR & MAINTENANCE: BUILDINGS	2013 FACILITY MAINTENANCE PLAN IS IN EXCESS TO BASELINE (\$7,700)	(7,700)	(7,700)
E15	GROUPS MAINTENANCE SERVICES	TRANSFER IN TO SUPPORT 2013 FACILITY MAINTENANCE PLAN REQUIREMENTS	16,700	16,700
E16	DUES & MEMBERSHIPS	ADD COMMUNITY MINDED ENTERPRISES & LAUNCHPAD & ANNUAL DUES ADJ. \$1,200	1,200	0
E17	WELLNESS SERVICES & PROGRAMS	PROVIDES FOR DISTRICT SUPPORT TO WELLNESS PROGRAMS \$2,435	2,435	0
E18	LIBRARY PROGRAMS	INCREASE LIBRARY PROGRAMS TO 0.5% OF DISTRICT EXPENSES \$9,746	9,746	0
E19	INTERLIBRARY LOAN SERVICES	ESTIMATED INCREASE IN ILL SERVICE CHARGES \$400	400	0
E20	CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	TRANSFER IN TO SUPPORT 2013 TECHNOLOGY PLAN REQUIREMENTS \$20,000	20,000	20,000
E21	VEHICLES	TRANSFER IN TO SUPPORT 2013 FACILITY MAINTENANCE PLAN REQUIREMENTS \$27,000	27,000	27,000
E22	LIBRARY MATERIALS	INCREASES LIBRARY MATERIALS TO LEVEL CONSISTANT TO 2012 \$421,369	422,269	0
E23	OPERATIONAL CONTINGENCIES	ALLOWS FOR POTENTIAL INCREASE IN PROPERTY TAX COLLECTIONS \$50,000	50,000	0
E24	CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	2013 CONTINGENCY FUND SUPPORT FOR STRATEGIC PLANNING INITIATIVES \$200,000	200,000	200,000
E25	MEDICAL INSURANCE	NET SAVINGS ATTRIBUTABLE TO RECEIVING WELLNESS DISCOUNT & SOME EMPLOYEES OPTING FOR LOWER PRICED MEDICAL PLANS	(16,000)	0
E26	POSTAGE	2013 POSTAGE RATE INCREASE	1,000	0
E27	ADVERTISING	"SHRINK WRAPPING" OF OUTREACH VAN	3,500	3,500
E28	OPERATIONAL CONTINGENCIES	TO ALLOW FOR ADMINISTRATIVE REFUND OF PROPERTY TAXES AS CALCULATED BY TREASURER'S OFF (PLACE HOLDER)	21,000	0
	TOTAL EXPENSES		<u>\$1,050,100</u>	<u>\$381,600</u>
			<u>\$240,000</u>	
T2	TRANSFERS OUT - CAPITAL PROJECTS FUND	TRANSFER OF UNASSIGNED FUND BALANCE IN EXCESS OF PRESCRIBED 15% RESERVE	\$1,290,100	
	TOTAL EXPENSES AND TRANSFERS OUT		<u>(\$1,342,084)</u>	
	TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES			

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2013 GENERAL OPERATING FUND (L01) BUDGET
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>	<u>One-Time/ GO Fund</u>
REVENUES:				
R1	PROPERTY TAX - CURRENT YEAR	DECLINE IN AV (\$230,874), POTENTIAL INCREASES \$50,000, ROUNDING (\$33)	(\$180,907)	
R2	CONTRACT CITY - AIRWAY HEIGHTS	DECLINE IN AV (\$986), ROUNDING \$78	(908)	
R3	CONTRACT CITY - CITY OF SPOKANE	REDUCTION IN ANNEXATION MITIGATION PAYMENTS (\$21,627), ROUNDING (\$27)	(21,654)	
R4	COPYING & PRINTING	ELIMINATION OF COPYING FEES (\$6,000)	(6,000)	
R4	NONRESIDENT FEES	PROJECTED REDUCTION IN APPLICATION OF NON-RESIDENT CARDS (\$2,100)	(2,100)	
R4	FINES & CHARGES	PROJECTED REDUCTION OF FINES BEING PAID IN PERSON (\$25,000)	(25,000)	
R4	WEB BASED LIBRARY FEES & CHARGES	PROJECTED INCREASED USAGE OF PAYING FEES ONLINE \$12,200	12,200	
R4	LOST & DAMAGED	PROJECTED REDUCTION OF LOST MATERIALS CHARGES BEING PAID IN PERSON (\$12,600)	(4,100)	
R5	RENTALS	ELIMINATION OF RENTAL FEES (\$12,600)	(12,600)	
R6	RETAIL SALES	ROUNDING ADJUSTMENT (\$50)	(50)	
R7	LEASEHOLD EXCISE TAX	REVISED PROJECT OF TAXES TO BE COLLECTED \$14,000	14,000	
R7	TIMBER TAX	REVISED PROJECTION OF TAXES TO BE COLLECTED (\$2,000)	(2,000)	
R6	EMPLOYEE PROGRAMS - SUMMERE APPAREL	ROUNDING ADJUSTMENT \$35	35	
R8	E-EATE REIMBURSEMENT	PER APPROVED 2013 E-RATE APPLICATION AS PROVIDED BY IT \$23,000	23,000	
R9	INTEREST REVENUES	PROJECTED INCREASE IN 213 INTEREST REVENUES \$1,000	1,000	
R10	PROPERTY TAX - CURRENT YEAR	Further Decline in A.V. Per Assessor's Office	(6,100)	
R11	CONTRACT CITY - AIRWAY HEIGHTS	Further Decline in A.V. Per Assessor's Office	(3,600)	
R12	CONTRACT CITY - CITY OF SPOKANE	Further Decline in A.V. Per Assessor's Office	(1,300)	
	TOTAL REVENUES		<u>(\$216,084)</u>	

TRANSFERS IN:

T1	TRANSFERS IN	TO SUPPORT FIVE-YEAR PLANS - FF&E \$99,600, TECHNOLOGY \$28,500, FACILITIES MAINTENANCE \$36,000	\$164,100	
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TOTAL REVENUES AND TRANSFER IN

(\$51,984)

EXPENSES:

E1	SALARIES: REGULAR HOURS WORKED	STEP INCREASES, \$65,489, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$86,851, 1% REDUCTION (\$57,052), ROUNDING \$20	\$95,308	
E1	SALARIES: TEMPORARY HOURS WORKED	INCREASE TO SUPPORT ADDITIONAL OPEN HOURS & INCREASED SALARY COSTS \$5,000	5,000	
E1	SALARIES: PAID TIME OFF	STEP INCREASES, \$6,841, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$11,725, 1% REDUCTION (\$7,702), ROUNDING \$26	12,890	
E2	FICA-SOCIAL SECURITY	STEP INCREASES, \$9,801, ADDITIONAL TEMPORARY HOURS \$310 MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$5,261, 1% REDUCTION (\$3	5,862	
E2	FICA - MEDICARE	STEP INCREASES, \$949, ADDITIONAL TEMPORARY HOURS \$73 MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$1,259, 1% REDUCTION (\$827)	1,455	
E2	RETIREMENT CONTRIBUTIONS	STEP INCREASES, \$4,506, ADDITIONAL TEMPORARY HOURS \$205, MINIMUM WAGE & 1.67% SALARY ADJUSTMENT, \$6,993, 1% REDUCTION (\$	7,289	
E2	UNEMPLOYMENT INSURANCE	GENERAL REDUCTION \$2,000	(2,000)	
E2	MEDICAL INSURANCE	PREMIUM INCREASES \$16,348, 1% REDUCTION (\$6,838), HAS ADMIN FEES \$1,100, ROUNDING (\$68)	10,542	
E2	VISION INSURANCE	1% REDUCTION (\$145), ROUNDING (\$29)	(174)	
E2	DENTAL INSURANCE	WILLAMETTE RATE DECREASE (\$2,293), 1% REDUCTION (\$858), ROUNDING (\$11)	(3,140)	
E2	LIFE & DISABILITY INSURANCE	1% REDUCTION (\$29), ROUNDING (\$9)	(38)	
E2	STATE INDUSTRIAL INSURANCE	1% REDUCTION (\$376), ROUNDING (\$42)	(418)	
E2	LONG TERM DISABILITY INSURANCE	1% REDUCTION (\$20), ROUNDING (\$38)	(58)	
E3	RETIREMENT CONTRIBUTIONS	PERS EMPLOYER CONTRIBUTION INCREASES EFFECTIVE 7/1/12 (\$53,528)	53,528	
E4	CLEANING & SANITATION SUPPLIES	GENERAL REDUCTION (\$1,500)	(1,500)	
E4	MAINTENANCE SUPPLIES	GENERAL REDUCTION (1,200)	(1,200)	
E5	NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	TRANSFER IN TO SUPPORT 2013 FF&E PLAN REQUIREMENTS	99,600	
E5	NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	TRANSFER IN TO SUPPORT 2013 TECHNOLOGY PLAN REQUIREMENTS	8,500	
E6	OFFICE & LIBRARY SUPPLIES	ROUNDING \$300	300	
E6	EMPLOYEE ASSISTANCE PROGRAM	ROUNDING (\$46)	(46)	
E6	SMALL TOOLS	ROUNDING \$50	50	
E7	ACCOUNTING & AUDITING SERVICES	SAC PROJECTED FEES FOR 2011 - 2012 AUDIT (\$14,000)	14,000	
E8	LEGAL SERVICES	GENERAL REDUCTION (\$9,000)	(9,000)	
E8	FREIGHT CHARGES	GENERAL REDUCTION (\$1,000)	(1,000)	
E8	MILEAGE	GENERAL REDUCTION (\$700)	(700)	
E8	RENTALS & LEASES: OTHER	GENERAL REDUCTION (\$1,700)	(1,700)	
E8	RENTAL & LEASES: EQUIPMENT	GENERAL REDUCTION (\$1,900)	(1,900)	
E8	HEAT, LIGHT & POWER	GENERAL REDUCTION (\$18,000)	(18,000)	

RESOLUTION NO. 12-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2013 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2013 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (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, a preliminary budget forms the basis for Board action required prior to November 30th pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2012 maintenance and operation of the District, which is reflected in a 2013 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2012 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2013 PRELIMINARY BUDGET

The Board adopts a 2013 Preliminary Budget as follows:

General Operating Fund (001-661): \$11,799,700
Capital Projects Fund (008-661): \$ 264,100

Section 2: CERTIFICATION OF 2013 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2013 Preliminary Budget (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), which includes estimates of the 2013 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 20th day of November 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

Exhibit A-1

Spokane County Library District
 2013 Budget -- November 16, 2012 Revision
 General Operating Fund (001-861)
 Summary

REVENUES & TRANSFERS IN:		
TOTAL PROPERTY TAX	\$ 10,151,500	
TOTAL CONTRACT CITIES, SERVICES & FEES	705,900	
TOTAL MISCELLANEOUS REVENUES	207,800	
TOTAL INTEREST REVENUES	36,000	
TOTAL REVENUES		\$ 11,101,200
TRANSFER IN - CAPITAL PROJECTS		
TOTAL TRANSFERS IN		\$ 164,100
TOTAL REVENUES & TRANSFERS IN		\$ 11,265,300
EXPENSES & TRANSFERS OUT:		
TOTAL SALARIES	\$ 5,661,100	
TOTAL FRINGE BENEFITS	1,674,200	
TOTAL SUPPLIES	580,900	
TOTAL SERVICES	1,633,700	
TOTAL CAPITAL EXPENDITURES	77,000	
TOTAL LIBRARY MATERIALS	1,621,300	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	311,000	
TOTAL EXPENSES		\$ 11,559,700
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		240,000
TOTAL EXPENSES & TRANSFERS OUT		\$ 11,799,700
REVENUES OVER/(UNDER) TOTAL EXPENSES		\$ (534,400)
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2013		\$ 3,202,368
REVENUES OVER/(UNDER) TOTAL EXPENSES		(534,400)
SUBTOTAL		\$ 2,667,968
LESS:		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(257,613)
NONSPENDABLE FUNDS -- INVENTORY		(53,763)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,282)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,316)
ASSIGNED FOR CONTINGENCY RESERVE PLAN		(578,800)
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2013		\$ 1,770,194

Exhibit A-2

Spokane County Library District
2013 Budget: November 16, 2012
Capital Projects Fund (008-661)
Summary

Revenues		
	Interest Earnings	\$ 20,000
	Transfer in from General Fund	240,000
	Total Revenues & Transfers In	\$ 260,000
Expenses	Consultant Services - Proposed Spokane Valley Library	\$ 100,000
	Total Expenses	\$ 100,000
	Transfer Out to General Operating Fund	\$ 164,100
	Total Transfers Out	\$ 164,100
	Total Expenses & Transfers Out	\$ 264,100
	Excess of Revenues Over (Under) Expenses	\$ (4,100)
	Estimated Beginning Assigned Fund Balance 1/1/13	\$ 1,208,544
	Assigned for Facility Maintenance Plan	(195,240)
	Assigned for Technology Plan	(245,160)
	Assigned for Furniture, Fixtures & Equipment Plan	(132,906)
	Assigned for Library Materials Plan	(162,130)
	Estimated Ending Assigned Fund Balance 12/31/13	\$ 469,008

RESOLUTION NO. 12-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2012 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2013 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

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

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

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 16, 2012, to consider the District's current expense budget for the 2013 fiscal year, pursuant to RCW 84.55.120; and

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

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2012 levy to be collected in 2013 in the amount of \$0.00, which is a percentage increase of zero (0.0%) from the previous year.

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

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

Section 2: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of November 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

RESOLUTION NO. 12-08

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 2013 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2013 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2013 maintenance and operation of the District, which is reflected in the 2013 Preliminary General Operating Fund budget adopted by Resolution No. 12-06;

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

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 16, 2012, to consider the District's current expense budget for the 2013 fiscal year, pursuant to RCW 84.55.120;

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

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2013 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2012 property tax levy for collection in 2013 in the amount of \$10,151,500, which includes \$20,888 for administrative refunds.

Section 2: CERTIFICATION OF 2013 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2012 property tax levy for collection in 2013.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 20th day of November 2012.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

STRATEGIC PLANNING UPDATE

FOR INFORMATION ONLY – Updated 11/13/12

Preparation

August 21 – 25 - PLA Results Boot Camp, Nashville, TN (Staff) - (Completed)

September 11-17 Training the Staff Facilitators (Staff, Facilitator) - (Completed)

October 2 - Planning Committee Orientation (Staff) - (Completed)

Gathering Input

September 28 - Staff Training and Development Day (All staff) - (Completed)

Identifying community needs & organizational competencies

October 13 - Board Retreat (Board of Trustees, Facilitator) - (Completed)

Facilitated Board of Trustees discussion to consider and identify the District's mission and vision.

October-November - Community Forums (Staff facilitators)

Facilitated open forums at each library, designed to identify community needs and potential library service responses

October 9	Otis Orchards	6-7:30pm	(Completed)
October 11	Airway Heights	6-7:30pm	(Completed)
October 15	Medical Lake	6-7:30pm	(Completed)
October 17	North Spokane	6-7:30pm	(Completed)
October 23	Argonne	6-7:30pm	(Completed)
October 24	Moran Prairie	6-7:30pm	(Completed)
October 30	Fairfield	6-7:30pm	(Completed)
November 8	Spokane Valley	6-7:30pm	(Completed)
November 13	Cheney	6-7:30pm	(Completed)
November 14	Deer Park	6-7:30pm	

Developing the Plan

November 20 - Regular Board Meeting (Board of Trustees)

Review Community needs responses, present Board recommended service response priorities and draft Mission and Vision statements for direction

November – January 2013 (Planning committee)

Draft Strategic Plan Goals and Objectives based on identified community needs and service response priorities

January 15, 2013 - Regular Board Meeting (Board of Trustees)

Present draft Strategic Plan to Board for review and direction

February or March 2013 - Regular Board Meeting (Board of Trustees)

Board Approval of final Strategic Plan

Implementation of the Plan

March 2013-2015 (Board and staff)

2013 BOARD OF TRUSTEES MEETING DATES/LOCATIONS APPROVAL RECOMMENDATION

Background:

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

PROPOSED 2013 REGULAR MEETING SCHEDULE

January 15	Spokane Valley Library
February 19	Argonne Library/ Administrative Offices
March 19	Otis Orchards Library
April 16	Airway Heights Library
May 21	Medical Lake Library
June 18	Fairfield Library
July 16*	Deer Park Library (tentative)
August 20*	Deer Park Library (tentative)
September 17	North Spokane Library
October 15	Argonne Library/ Administrative Offices
November 19	Argonne Library/ Administrative Offices
December 17	Argonne Library/ Administrative Offices

*if not canceled

SPECIAL MEETINGS AND ACTIVITIES

January 25-29	2013 ALA Midwinter Conference (Seattle)
February 15	Library Legislative Day (Olympia)
April 24-26	2013 ALA/OLA Conference (Vancouver, WA)

FUTURE BOARD MEETING TENTATIVE AGENDAS: DECEMBER 2012 – JANUARY 2013

FOR INFORMATION ONLY

Next regular meeting

December 18, 2012: Argonne Library (4:00 p.m.)

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

- 2013 Budget Adoption
- 2012 Balanced Scorecard Summary and 2013 Work Plan
- Strategic Planning Update
- Branch Spotlight – Airway Heights
- 2013 Overview Topics Selection
- Board Chair and Vice Chair Nominations and Elections for 2013
- Trustee Applicant Interviews
- BT Holiday Gathering

Please send requests for agenda additions or changes to the board Chair or Patty no later than noon, Monday, December 3, for inclusion in the preliminary agenda to be emailed Wednesday, December 5. The meeting packet will be mailed Wednesday, December 12.

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.

January 15, 2013: Spokane Valley Library (4:00 p.m.)

- Distribution of Community-Interest Information Policy
- Friends of the Library Recognition
- Strategic Planning - Presentation of Draft Plan
- Branch Spotlight - Spokane Valley
- Overview - Outreach

SPECIAL MEETINGS AND ACTIVITIES

January 25-29	2013 ALA Midwinter Conference (Seattle)
February 15	Library Legislative Day (Olympia)
April 24-26	2013 ALA/OLA Conference (Vancouver, WA)

EXECUTIVE DIRECTORS REPORT OCTOBER 2012

Administration

Business Office, Finance and Facilities (Bill Sargent)

The first version of the 2013 General Operating Fund budget has been completed. A preliminary budget presentation was provided to the Board of Trustees at its October meeting. In this version, expenses exceed revenues by \$273,900, with \$200,000 of this figure being reserved to support initiatives that may be identified within the new strategic plan. The balance of the deficit is to allow for the continuation of ongoing library services and programs, as was previously discussed as a potential use of excess tax revenues received during the initial years after a levy-lid override was approved.

Mid-Year Review #2 for the 2012 budget was also completed and presented to the Board of Trustees at their October meeting. The major budget change within this document was the reallocation of \$234,000 in under-utilized budget line items. The chief beneficiary in the reallocation process was to increase the budget line for library materials by \$125,000, operational contingencies by \$57,000, and \$25,000 for the purchase of the new electronic timesheet program. The second major change is the transfer of \$720,891 to the Capital Projects Fund. This funds transfer will allow the assigned funds, which support the District's infrastructure plans, to be established within the Capital Projects Fund and be more readily available to support District operations as needed.

The District Bond Counsel, Roy Koegen, was approached by representatives of Seattle Northwest Securities Corporation (SNWSC) with a proposal to refinance the 2015 – 2023 portions of the Moran Prairie Local Capital Facility Area (MPLCFA) bonds. With the decline in interest rates and the desirability of tax-free municipal bonds, there is an opportunity to refinance the bonds and save the taxpayers approximately \$110,000 in debt service costs. These net savings are after proceeds for the new bonds pay for underwriting, legal, administrative and other costs related to the refinancing. The refinancing proposal will be presented to the Spokane County Board of County Commissioners in early November. Roy Koegen will attend to respond to any Commissioner questions. While the final interest rates, refinancing costs and net savings will not be lowered until after the new bonds are placed in late November, it is known the composite interest rate will decrease from slightly over 4.8% to a rate currently projected to be around 2.1%.

Human Resources (Paul Eichenberg)

Three employees are currently on Terminal Leave; e.g., their sick leave pay-out has been converted to terminal leave per policy. Once that leave is exhausted, they will officially resign or retire from the District.

Two employees officially promoted on October 1, 2012. An Information Specialist was promoted to Librarian, and a Librarian was promoted to the newly created Virtual Services Manager position.

The District will be eligible for the Wellness Discount offered by WCIF in 2013. We exceeded the number of participants needed to reach 40%. Fifteen employees switched their medical plans to one of

the two new High Deductible Health Plans (HDHP) and two current employees without medical insurance elected to add a HDHP.

Information Technology (Priscilla Ice)

- The office received a fresh coat of paint, new carpet and ceiling tiles during the first week of the month.
- A power outage tested our backup generator and air conditioning. The generator worked well, but the air-conditioning failed, leading to a reexamination of the HVAC and generator set-up.
- The new Internet filter policy was in place all month. Back end procedures to respond as quickly as possible to member requests for changes were developed with a few requests used as test cases. After an initial flurry of requests, activity has quieted down.
- A server was prepared for installation of the new timesheet software. The vendor installed the new program late in the month in time for supervisor training set for early November.
- The first of several new purchases from SirsiDynix was introduced. It's now possible to search the library catalog and to log into member accounts directly through Facebook. More to come: a customized app for iPhones and iPads (Android coming "soon") and a major upgrade to the catalog interface.
- It appears that broadband for Fairfield may become a reality by the end of January. We met with the vendor who will do the installation as part of round two of the broadband stimulus grants funded two years ago.

Collection Services (Andrea Sharps)

- We ordered 2,217 titles and 8,273 copies in October; the number of titles ordered was average for this year and the number of copies ordered was above average.
- With 83.33% of the year done, total print/nonprint stands at 79.94% expended.
- We processed, added to the system, and sent out to the branches 6,849 items in October. This was a fairly normal month for this year.
- Downloadable lending in October was up from September. A total of 15,649 audiobook, eBook and music items circulated (includes 194 Project Gutenberg eBook checkouts) in October. Members placed a total of 4,421 holds.
- The 2012 Spokane Is Reading event was well received by the just under 400 people combined who attended the two free presentations featuring award-winning author Chris Cleave discussing his book *Little Bee*. On 10/13, Mr. Cleave tweeted that "Spokane, WA is a fantastic & friendly city. Had two of my best ever shows there yesterday. Thanks to everyone who came."

Executive Director Report & Community Activities (Nancy Ledeboer)

One of the highlights for this month was the Spokane is Reading presentation by Chris Cleave. The afternoon and evening sessions attracted nearly 400 people to hear the author talk about his work. Along with the Director of Spokane Public Library, I met with Get Lit! Coordinator Melissa Huggins. I am hopeful we might be able to coordinate efforts in the future to co-promote these literary events. In time, it may be possible to build upon these two events to create a literary season to celebrate reading, writing and creative expression for the entire community.

I met with Jayne Singleton, Director of Spokane Valley Heritage Museum. We discussed opportunities to collaborate on programming and agreed to work toward applying for grants that support our mutual goals of educating the community and celebrating local history. Stacey Goddard followed up on this meeting to begin scheduling talks to be co-hosted by the Museum and Spokane Valley Library.

Liberty Lake Library reciprocal use agreement was implemented following the September Board meeting. To date, 14 Liberty Lake residents have applied for SCLD library cards. The Liberty Lake Library has run into some technical difficulties implementing this reciprocal agreement. Spokesman-Review Reporter Nina Culver ran a story describing the agreement. It was unfortunate the article's headline made it appear that Valley residents would be rushing to get library cards at Liberty Lake libraries. This led some of the libraries participating in the Consortium of Inland Northwest libraries (CIN) to question whether their materials would be used to fill holds for SCLD residents. I assured all members of CIN libraries who called that this was not our intention and the agreement did not extend beyond the two libraries, Liberty Lake and SCLD. Hopefully they will find a way to transparently manage this agreement within their automation system.

Administration was visited by Medical Lake residents and library cardholders Ken and Elaine Beardsley, who were very impressed with District operations and particularly enjoyed learning more about how centralized selection and processing benefits the entire District. The Beardsleys attended the Medical Lake Community Forum and expressed appreciation for the library. They would like to see the library expanded in order to provide more educational programming and to serve as a community center offering classes, volunteer opportunities and more. I also met with Steve Peck, a resident and supporter of the Moran Prairie Library, to discuss the importance of Friends in helping to pass a future bond election and in raising awareness about the essential role of libraries.

The Management Team held its annual retreat. The focus of the day was Strategic Planning and helping members to prepare for re-directing resources to support new focus areas. The Team discussed the planning process and had an opportunity to provide input on Mission, Vision and Values. They also looked at examples of how space is utilized to support strategic service roles in libraries around the country. This sparked a dialog about how to identify resources that can be redirected or re-purposed to support new directions. Overall, the Team felt we are well prepared to manage change. The Team identified some areas that will require work once the new Plan is adopted.

Patrick Roewe and I met with the Mayor of Airway Heights. We discussed increased hours and use of Airway Heights Library. The Mayor shared some of the challenges facing Airway Heights and plans to address transportation, water and growth. He anticipates the City will be looking at potential new taxes to support demands for essential services over the coming year. He is aware the City could propose annexation and let the voters decide. We plan to schedule a follow-up visit with the City Manager, Albert Tripp, who wasn't available to join us that day.

We worked with Spokane County Auditor's Office to prepare for a record turnout this election season. Both North Spokane and Spokane Valley libraries received additional ballot boxes. The planning appears to have paid off as libraries experienced a steady stream of visitors dropping off ballots right up until polls closed on Election Day. During October I attended several candidate forums to learn more

about our local representatives and their views. I hope to learn more about the successful candidates as we prepare for the Washington Library Association's Legislative Day, February 15, 2013.

We met with representatives of Homestreet Bank to plan for introducing this new partnership to library staff, family members and board members. Through its affiliate member program, the bank offers reduced fees for home loans or to refinance an existing loan. Since we are currently managing open enrollment for health insurance followed by participation in the United Way campaign, we will postpone offering informational programs until after the holidays.

I attended a meeting of City of Spokane Valley's Economic Development Task Force to share information about how libraries support economic development. The City is looking for recommendations from this task force that will help the City invest in new programs or infrastructure that will create an environment that sparks new economic development. The Spokane Valley City Council approved the purchase of the Sprague Avenue property to be developed as a joint library park with a 6 to 1 vote. The purchase closed October 31 and the District has forwarded funds to the City for 2.5 acres based upon the agreed upon purchase price. We are in the process of jointly issuing a Request for Qualifications to select a design team to work with us on developing a site plan. The current timeline is to interview and select the team in January and begin planning in February.

I attended a BizStreet presentation at Greater Spokane, Inc., to hear three "Women of Influence" speak. Panelists included Patricia McRae of Q6, Elaine Couture of Providence Medical Center and Linda Elkin of U.S. Bank. They shared their insights about working in industries that are undergoing extreme change and creating positive work environments that have four generations working together.

I met with Jason Johnson, Branch Services Manager of the Moran Prairie Library, and continue to learn about each community as I visit with staff around the District. Jason will be taking on a special assignment to work with Communication Manager Jane Baker. Jason has a background in public relations and this assignment will help expand our social media efforts as well as our new partnership with Community-Minded Enterprises.

**ITEM AND TITLE MONTHLY REPORT
OCTOBER 2012**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	195158	168414	363572		85837	50683	136520
Nonprint	50727	22753	73480		20507	6100	26607
Subtotal	245885	191167	437052		106344	56783	163127
Periodicals	18554	3371	21925		352	48	400
Total	264439	194538	458977		106696	56831	163527

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			10943			9600
Licensed eBOOKS			1198			1198
Audiobooks			11722			10004
Digital music			1435			1435
OverDrive: Total			25298			22237
GRAND TOTAL			484275			185764

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	33661	23989	57650
Nonprint	8366	3641	12007
TOTAL	42027	27630	69657
DELETIONS			
Print	39775	25466	65241
Nonprint	5548	2651	8199
TOTAL	45323	28117	73440

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-6114	-1477	-7591
Nonprint	2818	990	3808
Periodicals	4530	807	5337

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

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

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

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

PUBLIC SERVICES REPORT
OCTOBER 2012

Summary (Patrick Roewe/Doug Stumbough)
Customer Use Analysis

- In-Library Circulation

Circulation at the libraries in was up slightly (+0.71%) over October 2011, and 2012 Y-T-D remains basically unchanged (-0.5%). Through the first 10 months of the year, 1,852,879 items have been checked out of the libraries, 8,606 fewer than the same period last year (1,861,485). Airway Heights (+14%) and North Spokane (+2%) experienced increases, while all other locations saw slight drops, ranging from -0.03% at Medical Lake to -7.4% at Deer Park.

Usage of the self-checkout stations continues to hover around 47% District-wide for the fourth month in a row, up +1.5% from last October. Slightly more than half of in-library circulation at Medical Lake (53%), North Spokane (57%), and Spokane Valley (54%) come through the self-checkout stations, while most members at Cheney (23%), Deer Park (27%) and Argonne (33%) show a preference for staff-assisted checkout.

-YTD Measures at a Glance

- Door count through the first 10 months of the year (1,161,054) is down slightly from the same period in 2011 (1,174,213; -1%).
- Programming since January 2012 remains up both in the number of programs offered (+13%) and in attendance (+18%).
- Total software station bookings for the year are down (-7%) when compared to 2011, consistent with what has been seen all year.
- Reference inquires through October are down slightly (-2%) District-wide, although Airway Heights (+26%), Argonne (+6%), Medical Lake (+4%), and Spokane Valley (+2%) report increases.

-Selected Self-Service Activity

	2012			2011			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	229,143		2,305,174	222,108		2,239,824	7,035		65,350
Self-Check	85,703	37%	800,507	82,395	37%	781,395	3,308	0%	19,112
Online Renewal	29,410	13%	291,594	28,387	13%	277,911	1,023	0%	13,683
Digital Collection	15,649	7%	157,674	10,925	5%	96,467	4,724	2%	61,207
Total Self Service	130,762	57%	1,249,775	121,707	55%	1,155,773	9,055	2%	94,002
Total Holds	42,704		457,631	41,916		433,160	788		24,471
By Customer	31,539	74%	334,653	31,778	76%	326,813	-239	-2%	7,840
Digital Collection	4,421	10%	54,594	3,802	9%	34,448	619	1%	20,146
Total Self Service	35,960	84%	389,247	35,580	85%	361,261	380	-1%	27,986
Total Payments	\$22,648.59		\$252,062.58	\$24,533.07		\$246,480.04	-\$1,884.48	0%	\$ 5,582.54
Online*	\$7,048.72	31%	\$62,909.23	\$5,306.85			\$1,741.87		

*Online self-payment option began June 2011, with first full month July 2011

Selected Service Point Activity

Remote service provision usage was varied this month:

- Tutor.com provided 127 tutoring sessions, down (-24%) from October 2011 (167).

- AskWA live reference chat tallied 171 total chat and/or email sessions, down -17% from last October 2011(207). This is the fifth month in a row with declining use when compared to the previous year.
- Livemocha reported 134 language learning sessions, up slightly (+6%) from last month's 126. This increase is what we were hoping to see as the school year got underway.

Security Incident Reports

There were 27 Security Incident reports filed, 10 more than both last month (17) and last October 2011 (17). This month's increase reverses the declining trend that we saw in April through September. However, 9 of the reports involved small scale situations with a pair of siblings at Airway Heights. Consequently, Airway Heights had the most incidents reported with 12. The most frequently reported incidents related to fraudulent card use (9) and potential problems (12).

Internet Filtering Update

As per the revised Computer, Wireless Network, and Internet Use policy, 10 requests to review websites being blocked were received by staff. Five sites were determined to be correctly categorized and filtered at all levels; five were reclassified to allow access at all levels. All decisions were made within 72 hours of the initial request.

Adult Services (Stacey Goddard)

Programming:

- The big programming news this month was the *Firefighters vs. Librarians Chili Cook-Off*. 150 people came to sample the various chili recipes, vote on their favorites, and check out the fire truck. The Spokesman Review was also there, and ran a nice article in the October 31st food section, complete with the winning chili recipes.
- Also this month, we had the first two music programs in the *World War II Lecture & Music Series*. Combined attendance for the programs was 37, an average of 18.5.
- The final *Washington's Channeled Scablands* program, presented by local author John Soennichsen, had 36 people in attendance.
- The final three programs in our fall gardening series--*Dividing Perennials*, and two *Storage and Care of Summer Bulbs* sessions—had a combined attendance of 43 (an average of 14.3).
- The *Let's Talk Trash* program, presented by the Spokane Regional Solid Waste System, was offered in seven of our locations this month, with a combined attendance of 19 (an average of 1.8). This informational program explained the County's new single stream recycling program. The program was not offered in Fairfield, Cheney, or Medical Lake because they handle their recycling differently at this time.
- Our six computer classes had a combined attendance of 33, an average of 5.5. This is down from last October, when 36 attended the five classes offered (an average of 6.6).
- Book discussion attendance averaged 7.75, up slightly from last month's average of 7.5.

Information:

- We did 12 Book-a-Librarian sessions this month throughout the District, up from last month's 10.
- We proctored 17 tests for members throughout the District in October, up from last month's 15.

Collection:

- This month's weeding focus was the audio book collection. This is another collection that is weeded regularly throughout the year, so we used this month to catch up on any problem areas.

Community connections:

- We visited 48 facilities in October, the same number as last month. Residents checked out 1845 items during these visits—up 11% from last month's circulation of 1658 items.

- Information Specialist Don Nelson delivered a book talking presentation at Fairwood Village, one of the larger adult facilities we visit. An audience of 14 residents attended the presentation.
- We received word this month that we've been certified as a WorkSource Connections Site. We're completing the necessary paperwork, and I'm working on a draft of a new landing page for our website, where we can spotlight WorkSource and other job-seeking resources.
- I attended the monthly WorkSource system meeting, and—along with Librarian Kelsey Hudson—an Introduction to WorkSource workshop. This is something we're having all our librarians (and eventually, all Information Services staff) attend, to gain a better understanding of the myriad services WorkSource offers to the community.
- I also met with Jayne Singleton, director of Spokane Valley Heritage Museum. The museum is interested in working with the library to present a series of programs next spring and fall. We've booked the meeting room for eight months for them, (Feb-May and Sept-Dec), and I'll be checking in with Jayne regularly as they get their line-up of presenters set. Also this month, librarians Vanessa Strange and Ellen Peters represented SCLD at the Pitney Bowes Health Fair. This is an event we've participated in the past few years. Vanessa and Ellen interacted with 53 individuals, talking about library services and answering questions.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Programming

- *Color Explosion*, October's After School Special brought in a total of 183 in attendance, an average of 18 per program.
- District Storytime attendance increased over October 2011 by 22% to 4091 this month, an average 33 per Storytime. The average attendance in September 2012 month was 30, so there was a slight increase there as well.
- The Tween and Teen programs continue to build their audiences. We are seeing big growth, with Deer Park's *Game On* program jumping from 5 last month to 9 this month. In the same way, the *Tween Club* at North Spokane jumped from 7 to 15 in attendance. The growth was positive enough that we are planning to continue these programs into the winter months. In October, we had a total attendance of 71 at Teen/Tween programs, with an average of 11. Last Month, the total attendance was 59, with an average attendance of 9. In October 2011, total Tween/Teen attendance was 76, with an average attendance of 6.
- We visited 26 childcares, and provided 39 Storytimes to 813 children.

Collection

- This month the focus was on the picture book collection focusing on the first half of the collection, A – M. We catch the items in bad condition and those that are not checking out.

Community connections

- Mary Ellen met with the Inland Northwest Early Learning Alliance Mobilization Team. The focus of the meeting was applying for another grant from Thrive by Five which would help with the implementation of WAKids, Home Visiting, Early Achievers, and Love, Talk, Play.
- Mary Ellen attended the Thrive by Five Meeting in Seattle regarding a Love, Talk, Play grant that works with Teen Parents. The meeting was a conversation with teen parents from the Seattle Area on what needs they have and how best to get Love, Talk, Play materials to other teen parents. The next meeting with teen parents will be in Spokane, Spring 2013.
- Gwendolyn and Mary Ellen attended the ELPLP symposium in Seattle. The focus of the symposium was STEM in Early Learning. We found out that Spokane is one of three communities in Washington State that have a local STEM group and we are already at the table. In addition there was an excellent workshop on incorporating movement into storytime and one on screen time for the birth – five age groups.

- Kristy Bateman attended the Spokane Stem Meeting on SCLD's behalf. The group is in the very early stages of coordinating STEM efforts across Spokane. In particular, they are trying to identify a focus or project for the different agencies to coordinate efforts.
- Mary Ellen attended the monthly Early Achiever meeting and was given an update on how many child cares are now participating in Early Achievers which is a Quality Rating and Improvement System for childcares. The Eastern region now has 51 providers enrolled with a target of 72 enrolled by the end of December. This is part of the Race to the Top Grant that Washington State received.
- Mary Ellen and Sheri Boggs met with James Zahand to look at the collection of books he has to donate to the District. The books are from the school that his late wife, Diane, ran. Sheri and I were impressed with the collection and will be making arrangements to add them to our collection.
- Mary Ellen attended a Family Literacy Night at the Otis Orchards Elementary school to promote the library. This was their first family literacy event and they had a nice turnout of 50 attendees.
- Gwendolyn and Mary Ellen attended the Cleary Library Meeting at the University of Washington. As part of the meeting, we got to lunch with Christopher Paul Curtis, who was the Spencer Shaw lecturer that evening. We also had the privilege of attending the lecture that evening. He wrote "The Watsons go to Birmingham" and "Bud, not Buddy". One of the perks we have as being a Cleary Library is to secure the Spencer Shaw Lecturer for the following year. Next year's author is going to be Grace Lin. Dr. Eliza Dresang, the Cleary Professor, gave an overview and report of Project VIEWS, now entering the second year. While they could not discuss the ongoing research project in detail, the early findings are encouraging. We are eagerly awaiting the final report of this three year research project into the impact of story times.
- Gwendolyn and Mary Ellen presented two workshops at WALE this month. The first workshop we presented with Cindy Wiggin from Spokane Public Library was on our "Books to Go" collection called "It's your Lucky Day." Cindy Wiggin and Stacey put the workshop together. Gwendolyn and Mary Ellen presented the workshop with Cindy. The second workshop was on leveling our Easy Readers called, "Easy Readers Aren't so Easy." Both sessions went very well with lots of good feedback from the participants. Our favorite feedback came from two participants while we were eating dinner. They stopped at our table and told us "We are inspired" by our Easy Reader workshop to go back to their library and start the process.
- Gwendolyn attended the Success by 6 board meeting, and contributed to a new informational flyer for the book bank.
- Gwendolyn presented "Slightly Spooky Stories" at Mobius kids this month, and handed out a hundred Halloween treat bags.

Virtual Services (Carlie Hoffman)

Website:

- I researched options for online calendars and room booking software. I found three companies that may meet our needs. I'll be making a recommendation once I've attended a final webinar in November.
- I wrote a news item announcing NOOK and Kindle Fire OverDrive apps that are now available.
- I met with Jane to discuss the new website layout and features.
- I created a draft of a "Communities" document designed to name the communities on our website, an audience for each community, and suggested writing topics for each community. I envision this document will be used to provide topic ideas for blog writers and guidelines for those responsible for each community.

- I created a blogging survey, inviting every staff member to contribute, to gather feedback on blog/community topics and to create a list of staff members who are interested in blogging and which topics interest them.

Databases and Online Services:

- I met with a representative from Library Ideas to discuss Freegal, Freading, and Rocket Languages.
- Based on feedback from CS, AS, and YS, I renewed the World Book Web subscription with the contract ending January 2, 2014.
- I compiled and analyzed statistics for Text a Librarian. I submitted the statistics to Branch Services Managers for their review and feedback.
- I contacted LibraryThing for Libraries to work on getting Lexiles installed on the OPAC's search page and we are currently working with them to get this feature functional.

Other:

- I met with Gwendolyn, Mary Ellen, Stacey, Andrea, Debra, Jane, Ven, and Priscilla to discuss projects, ideas, and staffing related to the interaction of virtual services and their respective departments.
- I worked with Teresa to set up a Virtual Services site within Branch Services on SharePoint. Thus far, the site includes database and online service statistics, vendor meeting notes, and announcements related to virtual services.

Circulation services (Judy Luck/Gina Rice)

Service updates:

- The Board approved the elimination of processing fees on Lost and Damaged items, effective Oct. 1; we revised procedures and changed damaged forms/letters to reflect the new policy, which no longer adds a standard fee.
- With the Board approved inter-local agreement with Liberty Lake Municipal Library, we made changes to procedures and other forms to include a new category for Liberty Lake reciprocal users.
- We've received positive feedback from members regarding the recently redesigned library cards.

Library growth/decline:

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2012	2011	1-yr ago	3-yrs ago	5-yrs ago	2012	2011	Diff
AH	6763	5059	33.68%	45.47%	63.04%	59725	52367	14.05%
AR	15019	14056	6.85%	6.94%	24.01%	148504	152157	-2.40%
CH	13838	15785	-12.33%	0.56%	11.01%	152465	155633	-2.04%
DP	13251	14575	-9.08%	6.77%	3.82%	135533	146423	-7.44%
FF	1290	1213	6.35%	-27.12%	-21.10%	12774	12889	-0.89%
ML	5591	5211	7.29%	27.10%	47.71%	50844	50858	-0.03%
MP	16479	16396	0.51%	-1.60%	20.17%	167662	167950	-0.17%
NS	53182	49211	8.07%	11.47%	26.73%	525179	514310	2.11%
OT	6927	7190	-3.66%	-7.09%	2.73%	70993	72761	-2.43%
SV	51495	53837	-4.35%	2.97%	13.19%	529200	536137	-1.29%
TOT	183835	182533	0.71%	5.07%	18.74%	1852879	1861485	-.5%

SELF-CHECK*					
	This Year This Month		Last Year This Month		
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	Difference
AH	3101	45.85%	2351	46.47%	-0.62%
AR	5004	33.32%	4807	34.20%	-0.88%
CH	3159	22.83%	3694	23.40%	-0.57%
DP	3611	27.25%	3982	27.32%	-0.07%
FF	473	36.67%	416	34.30%	2.37%
ML	2940	52.58%	2566	49.24%	3.34%
MP	6471	39.27%	6053	36.92%	2.35%
NS	30292	56.96%	27204	55.28%	1.68%
OT	3045	43.96%	3237	45.02%	-1.06%
SV	27607	53.61%	28085	52.17%	1.44%
TOT	85703	46.62%	82395	45.14%	1.48%

Holds	Holds filled	% of circulation
AH	1195	17.67%
AR	2667	17.76%
CH	2586	18.69%
DP	2550	19.24%
FF	265	20.54%
ML	1078	19.28%
MP	3344	20.29%
NS	9004	16.93%
OT	1688	24.37%
SV	8987	17.45%
TOTAL	33364	18.15%

New Members	Oct 2012	Oct 2011	Diff
AH	64	64	0.00%
AR	134	152	13.43%
CH	93	89	-4.30%
DP	77	82	6.49%
FF	6	10	66.67%
ML	30	43	43.33%
MP	136	140	2.94%
NS	324	320	-1.23%
OT	43	43	0.00%
SV	431	455	5.57%
TOTAL	1338	1398	4.48%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	129	1.91%	2753	40.71%	372	5.50%
AR	349	2.32%	3977	26.48%	1265	8.42%
CH	298	2.15%	4380	31.65%	914	6.61%
DP	175	1.32%	4837	36.50%	602	4.54%
FF	52	4.03%	365	28.29%	80	6.20%
ML	97	1.73%	2122	37.95%	290	5.19%
MP	305	1.85%	4478	27.17%	1094	6.64%
NS	916	1.72%	12904	24.26%	3441	6.47%
OT	133	1.92%	1776	25.64%	533	7.69%
SV	907	1.76%	13545	26.30%	3733	7.25%
TOTAL	3361	1.83%	51137	27.82%	12324	6.70%

Customer Payments:

	2012	2011	Diff	% change
CASH	\$10,554.84	\$11,781.45	-\$1,226.61	-10.41%
CHECK	\$5,045.03	\$7,444.77	-\$2,399.74	-32.23%
CREDIT*	\$7,048.72	\$5,306.85	\$1,741.87	32.82%
TOTAL	\$22,648.59	\$24,533.07	-\$1,884.48	-7.68%

- The total taken in online credit/debit in October via PayIt was ~31% of the total, approximately the same as the YTD percentage.
- The -7% decrease in total payments is not as substantial a drop as last month, where the September 2012 total was -17% less than the September 2011 total.
- The ~32% increase in credit payments when comparing October 2012 to October 2011 is in sharp contrast to the 0.29% increase when comparing September 2012 to September 2011.

Other:

- An excited member who attended the Spokane is Reading program at the Garland Theater stood in line to greet author Chris Cleave. She had him sign the copy she brought along, which actually turned out to be an SCLD copy of the book. So we now have a personally autographed copy of Little Bee with an admiring comment about libraries from the author.

Library reports

Airway Heights: Stacy Hartkorn

Events:

- Once again, Play and Learn Storytime at Airway Heights set a record for 2012 with an average attendance of 25 people per Storytime in October. This is an increase from last month's average of 22.5 people (September 2012), and an increase of 6.75 people compared to October 2011.
- October 2012's After School Special attracted 25 people, exceeding the previous 2012's record attendance of 19 (September 2012 and tying the record attendance for After School Specials at Airway Heights in January 2007).
- The Adult Program *Let's Talk Trash* attracted 2 participants, which is identical to the previous adult program offered in August (*Fat Quarter Exchange*), but slightly lower than the 2012 average of 5.4 people per adult program.

Customer Issues:

- Several staff interventions have been required for various behavioral concerns and general Code of Conduct violations regarding a pair of siblings.

Positive Customer Experiences:

- Members continue to express their appreciation of having the library open for an additional day each week, some suggesting an interest in having the library continue to expand open days at the Airway Heights Library.

Staffing:

- After 9 years of service to the District as the Airway Heights PSC, Diane submitted her resignation.
- A new volunteer plans to help two hours per week bringing the total number of volunteers at Airway Heights to 6.

Community Connections:

- Two ECEAP Preschool classes visited for an In-Library Storytime for a combined total attendance of 31.
- I presented information about Library Resources at Sunset Elementary's Ready for Kindergarten program, reaching a total of 18 people.

Argonne: Mary Kay Anderson

Events:

- For children
 - We seem to have settled in to a core group of storytime folks that is smaller than last year. I know we had a couple of families who graduated to kindergarten, and there aren't as many children coming with the day care. Nonetheless, it is a super group.
 - The YMCA After School program did not join us for our After School Program this month, though they did make it in on two Fridays. That number is holding steady from last year at about 12.
- For adults:
 - Six people attended our *Let's Talk Trash* program.
 - Three people attended the *Word Basics* class. Our average for computer classes in 2012 was down from 2011. Generally, we have a number of people who sign up for the classes, but actual attendance is lower.
 - 19 attended the *World War II Music Series* with 5Mor. This was just one more example of how well music programs are received at this library.

Positive Customer Experiences:

- A member mentioned to staff that she really appreciated that many more of our new books are facing out. She said she is finding more to check out being able to see the covers. We do re-stock those books holders several times each day, so we doubt she is alone in liking our approach of keeping books in the "New" category for just four months.

Staffing:

- Argonne pages are now sorting checked-in items directly to carts and taking the materials out for reshelving, bypassing the additional step of sorting them onto shelves first. So far, they all like this approach and we find that almost everything gets shelved every day. We have eliminated handling books one extra time and it makes a difference.

Community Connections:

- Election season is always interesting; it gives the community another way to interact with the library. For instance, a gentleman dropping off his ballot asked a library member going into the library to take his picture while placing the ballot in the drop box. Another woman approached the circulation desk one afternoon wondering how the counting was going and who was ahead. We clarified that we are just ballot drop box locations and everything is handled by Spokane County Elections.
- A Cub Scout Den met with Mary Kay one evening to look at historical materials for the West Valley area, including a book with a picture of a West Valley scout troop from 1927. The children and their parents spent some time leafing through the books, pamphlets and newspaper articles, and sounded like they were enjoying themselves. I heard more than one adult tell his son about a place that was important in the parent's life and how it was the same/different from the pictures.

Building Related:

- Our Facilities staff spent a long Sunday removing cabinets in the circ workroom to make room for a new work island, sink and shelving unit and space for free-standing, wire shelving for shipment. We now have considerably more space to move around and for storage and shipment. Once painting is completed, I will post before and after pictures on the Virtual Staffroom site.

Cheney: Pat Davis

Events:

- 6 Foot Swing, our performers for the *World War II Music Series*, attracted 18. Turnout wasn't bad considering we were competing with an EWU home game at the same time.
- Preschool Play and Learn average attendance was 51.25 compared to 38 in 2011.

- Toddler Play and Learn attendance averaged 41.33 compared to 37 at Toddler Storytime last year.
- Baby Play and Learn attendance nearly tripled with an average of 18.25 this year compared to 6.33 a year ago.
- The After School Special, *Color Explosion*, attracted 19 participants, down from 26 in 2011.

Positive Customer Experiences:

- While placing a purchase request for a member, the member commented on what a wonderful service we offer and how she appreciated the staff's efforts to always find what she wants.

Community Connections:

- We promoted Ready for Kindergarten in Storytime for the Cheney School District. I attended Ready for Kindergarten at Salnave Elementary School and spoke to groups of parents about library services and Storytimes in particular. Kathryn did the presentation at Windsor Elementary. This program dovetails nicely with our Early Literacy efforts in Storytime. C. J. Johnson directs the program and expressed her gratitude for our promotion of Ready for Kindergarten and feels we reach an audience that would otherwise be unaware of the opportunity.
- I was invited to serve on the Cheney School District Literacy Committee. The committee's purpose is to provide a consistent, rigorous and engaging literacy experience for students by developing and sharing promising literacy practices. The committee is comprised of staff from across the school district as well as parents.
- Our Friends met this month. They had fun playing with the toys for Play and Learn that their donation had funded. They are preparing for a second book sale to be held Nov. 10. This will be the first time they have held two book sales in one year.

Deer Park: Kris Barnes

Events:

- We had 29 attendees for our After School Special this year compared to 9 in 2011.
- We experienced a slight increase in total storytime attendance this month at 413 compared to last year's attendance of 379.
- Our second fall tween program featuring board games, card games and Wii had 9 participants.
- The Deer Park Chamber sponsors an event each year the Saturday before Halloween called "Pumpkin Lane." Downtown merchants ban together and provide refreshments, candy and entertainment for area youngsters. This year, we officially participated by asking the Deer Park Friends to provide funds. In addition, we handed out bookmarks, pencils and trick or treat bags to 28 children.

Customer issues:

- We filed two Security Incident reports this month. One was a member who lodged a complaint regarding teenage boys causing problems in the parking lot.

Positive customer experiences:

- We received four comment forms this month, with one member commenting, "The staff is very kind, keep up the good work!"

Community connections:

- The Friends of the library received \$562 in donations at its last book sale for the year.
- A bomb scare at the Deer Park High school caused a significant increase of members in the library one afternoon. Students were told to leave campus but several students found themselves unable to go home due to their cars being blocked in the school's parking lot. We became the "go to" place for the students in the interim.

Fairfield: Bev Bergstrom

Events:

- Our Storytime attendance increased 53% over last October and 33% over October 2010. We are currently averaging 15 children and adults per session.
- Our community forum brought in nine members with a small bit of confusion in one participant who left early. He came specifically to talk about the library, not the community's needs in general.

Community connections:

- Bev attended the Hangman Creek Chamber of Commerce meeting where our upcoming *World War II Music Series* concert in the Community Center was announced. Flyers are also being emailed to chamber members.

Building related:

- Gentlemen from Intellectcheck/Mobilisa, the company that will outfit us for the new high-speed Internet connection, took pictures of our communications closet. They plan on having connections installed and operational by January 31.

Medical Lake: Laura Baird

Events:

- Storytime attendance averaged 19, down from 24 in October 2011.
- Nine children attended our After School Special, up from three last October.
- Two attended the drop in computer class. Two attended the *Web Basics* class held last October.
- Beginning this month, the library added another open day on Tuesdays and the door count ranged from 166 to 229.

Positive Customer Experiences

- Many Medical Lake Library members have expressed appreciation for the added open day.
- The meeting room reservations have increased from one in September to eight this month.

Community connections

- The display case featured artifacts from the Medical Lake Historical Society. The group generously allowed me to take two items from the case to show the Board at the October meeting.
- The Friends held a two-day book sale and netted \$950. They purchased \$470 worth of new Play and Learn materials for the library.
- The Medical Lake High School librarian promoted the Design a Library Card contest and our tutor.com database to her students.
- I attended the West Plains Chamber breakfast with Patrick Roewe, Pat Davis and Stacy Hartkorn. The state of the three West Plains cities were the topics discussed.

Building related:

- Medical Lake Library is testing interfiling Playaways and books on CD in the children's fiction hardbacks and so far it has been successful in that it has provided more space for DVDs and music CDs. Staff have also noticed the Playaways and books on CD are checking out. No members have commented as yet.
- The City maintenance crew has been working on the outside lights for the past several weeks and the situation is yet to be resolved. Meanwhile, the lights are on constantly allowing staff to not have to leave the building in the dark.

Moran Prairie: Jason Johnson

Events:

- Toddler Play and Learn Storytime continues to grow in attendance with an average of 69 this month, up from 60 last month and 45 in October 2011.

- Preschool Play and Learn Storytime also saw an increase with an average attendance of 30, up from 24 last month and 21 in October 2011.
- Baby Play and Learn Storytime had a slight increase this month with an average attendance of 30, up from 26 last month and 29 in October 2011.
- This month's After School Special, *Color Explosion*, was attended by 13 people, which is a significant increase from last month's attendance of 1.
- *Washington's Channeled Scablands* attracted 36 attendees.
- *Let's Talk Trash* had 4 attendees.
- The Moran Prairie Book Club had 4 people on hand to discuss *Little Bee*.

Staffing:

- One of our circulation clerks, Shere, was promoted to Public Services Clerk at Cheney and will start there in November, and we accepted a transfer for Katie from Spokane Valley to be Moran Prairie's new Circulation Clerk.

Community Connections:

- The Friends of the Moran Prairie Library held its annual meeting and re-elected all of the same officers. There were discussions of possible book sales and other fundraisers in the future, which would be a change from the inactivity of the last couple years.
- Moran Prairie's Community Forum had 5 participants.
- Representatives from the North Central Regional Library stopped by to tour the Moran Prairie Library. They are building a new branch and were told to look at ours for ideas.

North Spokane: Patrick Roewe

Events:

- The *Firefighters vs. Librarians Chili Cook-off* was a big draw with 150 in attendance. This is highest attended adult program on record at NS since a 2006 *Spokane is Reading* presentation (150).
- The second *Tween Club* program brought in 15 attendees, more than double last month's attendance (7).

Customer issues:

- Staff had a camper towed from the lot after repeatedly informing the owner that overnight parking was not permitted. It turned out the owner had acquired a different camper, and it appears she parked the old one overnight in our lot with the intent that we have it towed away. Her new camper continues to be parked on Colfax Rd, adjacent to the library.

Community connections:

- Information Specialists Kathryn (NS) and Danielle (SV) presented at this year's WALE Conference in Chelan. They spoke about how to start and run a successful teen Anime program, covering topics like obtaining screening permission, fun games and activities to do, and favorite Anime selections. They made some good connections with other library employees doing teen programming across the state.
- I attended weekly Rotary Club 21 meetings.
- I attended the bi-monthly North Spokane Advisory Group meeting, which is part of Greater Spokane Incorporated.
- Only three members attended the Community Forum.

Otis Orchards: Bev Bergstrom

Events:

- We had five members attend our computer class, which is the most we've had since 2008.
- Six members attended our Community Forum.
- We averaged 22 at Storytime this month, a decrease of 37% from last October.

Positive customer experiences:

- We've had several WorkSource clients comment on how helpful library staff has been as they struggle with their computer paperwork.
- A member in her 80s called and asked if we knew of any quilting groups. She had a quilting frame that she no longer used and wanted to give it to a quilter. I was able to call one of the Washington Quilters Group that uses our meeting rooms and inquire if they would be interested in the frame. She was going to post it at their quilt show. A member's need was met in our community by reaching out to others that currently use our meeting room.
- We have had six Liberty Lake residents get cards with us since we signed the reciprocal agreement.

Building related:

- We have a new bulletin board display in the meeting room celebrating schools. The art is from the picture book, "We Love Our School," by Judy Sierra.

Spokane Valley: Doug Stumbough

Events:

- This month's *Storage and Care of Summer Bulbs* program drew 13, while the *Let's Talk Trash* attracted only 1.
- The monthly Anime program drew in 26 teens, down slightly from last October's 30 (-13%)
- This month's After School Special, *Color Explosion*, had 17 participants, about the same number that attended last October's After School Special (18).
- Play & Learn Storytime Attendance: Baby Lapsit averaged 15, less than half of the average in October 2011 (31). Toddler averaged 44, a -16% decrease from the same month in 2011 (53); however, Preschool Play & Learn averaged 36, a +14% increase over 2011(32) and Family Storytime was up from 27 last year to 30 this month (+10%).

Customer Issues:

- A member was excluded from all facilities for a year after he was observed behaving in violation of our Code of Conduct regarding inappropriate activity.

Staffing:

- Carlie Hoffman began her duties as the District's new Virtual Services Manager. While her "home" is at Spokane Valley, her responsibilities encompass District-wide electronic services.

Community Connections:

- The Friends had its fall book sale, netting about \$1800, a third of which came in during their first ever preview event, which allowed early access to the sale for a \$10 donation.

Building Related:

- Construction on a new medical office building next door has created some minor access issues to the library, as truck and worker vehicles occasionally blocked access to one of our entrances. The other major impact came when a construction vehicle knocked down a power pole on Main, resulting in a wide-spread power outage, and causing the library to close early due to darkness.

Customer Use Measures

OCTOBER 2012

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,163	117,470	N/A	1%	1%
Door count	118,824	116,852	1,161,054	-1%	0%
Circulation	229,143	222,108	2,305,174	3%	3%
Digital Media Catalog	15,649	10,925	157,674	63%	68%
Reference inquiries	19,553	18,920	203,398	-2%	-1%
Programs					
Number	226	208	2,192	13%	12%
Attendance	5,877	4,922	58,379	18%	18%
Group Visits					
Number	3	2	15	-61%	-60%
Attendance	37	26	216	-71%	-71%
Software Station					
bookings	19,895	19,932	185,596	-7%	-6%
Meeting room bookings	282	319	2,864	2%	4%
Holds placed					
By customers	31,539	31,778	334,653	2%	2%
By staff	6,744	6,336	68,384	-5%	-6%
Digital Media Catalog	4,421	3,802	54,594	58%	63%
Database use					
Searches	20,276	18,062	190,660	-29%	-38%
Retrievals	14,911	19,441	207,851	-38%	-50%
Website use (Remote)					
User sessions	88,989	78,455	861,088	8%	8%
Page views	276,238	229,404	2,711,640	16%	15%
Catalog	60,877	58,172	657,901	42%	42%
Database Access	4,174	7,642	49,439	-35%	-22%
Interlibrary loans					
Loaned	182	210	2,298	-23%	-23%
Borrowed	388	381	3,737	-8%	-6%

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.*

Traditional Media

- SCLD in the news:
 - Oct 2-12 – Clear Channel radio ads for community forums*
 - Oct 3 – Deer Park Tribune: Storytimes
 - Oct 4 – Spokesman.com: District accepting artwork for library card contest
 - Oct 4 – Spokesman-Review: Color Explosion at Medical Lake Library
 - Oct 4 – Cheney Free Press: Book sale at Medical Lake library returns Oct 5
 - Oct 4 – Cheney Free Press: ML Friends of the Library read ‘Little Bee’
 - Oct 5 – Valley News Herald: Design a library card
 - Oct 7 – Liberty Lake Splash: Library Card Artwork Contest
 - Oct 9 – Spokesman-Review: Land purchase vote tonight
 - Oct 10 – Deer Park Tribune: Storytimes
 - **Oct 11 – Spokesman-Review: Valley City Council votes to partner with Library District**
 - **Oct 11 – Inlander: A Story for All, Spokane Is Reading, interview with Chris Cleave**
 - Oct 12 – Spokesman-Review: Expanded hours for Airway Heights & Medical Lake Libraries
 - Oct 12 – Spokesman-Review: Board of Trustees special meeting
 - Oct 12 – Valley News Herald: Design a library card
 - **Oct 13 – Spokane Valley Online.com: Council OKs Pring land buy for \$2.4 million**
 - Oct 17 – Deer Park Tribune: County library district skeds planning forums
 - Oct 17 – Deer Park Tribune: Storytimes
 - **Oct 18 – Spokesman: Valley residents now can borrow from Liberty Lake libraries**
 - **Oct 18 – Cheney Free Press: Spokane County Library forums tour West Plains**
 - Oct 18 – Cheney Free Press: Spokane’s Jack Nisbet to speak at Cheney book discussion
 - Oct 19 – Myfoxspokane.com: Semi hits power pole near Spokane Valley Library
 - Oct 18 – Valley News Herald: Design a library card
 - Oct 20 – Spokane7.com: Firefighter vs. Library Child Cook-off
 - Oct 22 – Spokesman-Review: Spokane Valley to buy Pring land
 - **Oct 24 – khq.com: District asks Students to Design Library Card**
 - Oct 24 – Deer Park Tribune: Storytimes
 - Oct 25 – Libertylakesplash.com: Reciprocal borrowing agreement formalizes
 - Oct 25 – Libraryjournal.com: David Girshick Retirement
 - Oct 30 – Spokanefavs.com: Faith & Values at North Spokane Library
 - **Oct 31 – Spokesman-Review: Chili Cookoff: Fireman Vs. Librarians**

Estimated media value:

Approximate media value for SCLD in the news \$1800

*not included in estimate

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of likes: 1368
 - Twitter: # followers: 197
 - Pinterest: followers: 76

- eNewsletter:
 - Sent Oct 9 to 54,632 subscribers
 - Opens: 18,475 (34%)
 - Clicks: 2,571 (5%)
 - Most clicks to (in order of popularity):
 - WWII Lecture & Music Series – 24%
 - Chili Cook-off – 22%
 - Expanded hours at Medical Lake & Airway Heights – 15%
 - Community Forums – 13%

- Website updates:
 - Oct 2 – SCLD Strategic Planning/community forums
 - Oct 4 – Board of Trustees Accepting Applications
 - Oct 5 – Friends of North Spokane Library Book Sale
 - Oct 8 – Friends of Otis Orchards Library Book Sale
 - Oct 10 – WWII Music and Lecture Series
 - Oct 15 – Added Friends of the Library application
 - Oct 16 – Request to re-categorize a site
 - Oct 21 – Online voter’s guides

Community Involvement

- Oct 24 – As part of our partnership with Community-Minded TV (CMTV) training on camera operation for Aaron Miller and Nate Anderson began in anticipation of video production for the District. Miller and Anderson will complete two more trainings on editing and production to be certified to use the CMTV equipment and studios. When training is complete Miller and Anderson will be prepared to begin producing videos about the District and programs for the station, as well as for the District’s website, digital signage, and YouTube channel.

Current & Upcoming Projects

- Website redesign continues. “About” and “Locations” mapped and in programming stage.
- Re-organized Web Team and increased frequency of meeting to accelerate project.
- Re-branded Library Cards with new look and have distributed to libraries
- Updating outdoor library signage at Fairfield, Airway Heights, Medical Lake & Otis Orchards

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF OCTOBER 31, 2012
[PERCENT OF YEAR = 83.3%]

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF OCTOBER 31, 2012

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,519,971	\$ 10,338,507	101.76%
CONTRACTED CITIES, SERVICES & FEES	546,706	758,737	72.05%
MISCELLANEOUS REVENUES	175,864	172,643	101.87%
INTEREST EARNINGS	28,578	35,000	81.65%
TRANSFERS IN	-	-	0.00%
TOTAL REVENUES	\$ 11,271,119	\$ 11,304,887	99.70%
EXPENSES:			
SALARIES	\$ 4,627,017	\$ 5,567,451	83.11%
FRINGE BENEFITS	1,318,455	1,592,237	82.81%
SUPPLIES	339,223	563,025	60.25%
SERVICES	1,223,284	1,615,661	75.71%
CAPITAL EXPENDITURES	47,701	50,000	95.40%
LIBRARY MATERIALS	1,261,861	1,619,715	77.91%
INTEREST EXPENSE	105	500	21.08%
OPERATIONAL CONTINGENCIES	-	97,000	0.00%
TRANSFER OUT TO CONSTRUCTION FUND	-	-	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	920,891	920,891	0.00%
TOTAL EXPENSES	\$ 9,738,536	\$ 12,026,480	80.98%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 1,532,583	\$ (721,593)	

CHANGES TO GENERAL FUND BALANCE:	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 1,532,583	\$ (721,593)
ACTUAL BEGINNING FUND BALANCE - JANUARY 1, 2012	3,923,959	3,923,959
ENDING FUND BALANCE - 10/31/12 & ESTIMATED BALANCE 10/31/12	\$ 5,456,542	\$ 3,202,366

ASSETS:	
CASH	\$ 4,836,909
ACCOUNTS RECEIVABLE	536
TAXES RECEIVABLE	978,805
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	53,763
PREPAID EXPENSES	152,380
TOTAL ASSETS	\$ 6,022,393
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 316,995
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	248,856
TOTAL LIABILITIES	\$ 565,851
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 257,613
NONSPENDABLE FUNDS -- INVENTORY	52,444
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,316
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,282
ASSIGNED FOR CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	4,587,299
ENDING FUND BALANCE OCTOBER 31, 2012	\$ 5,456,542
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 6,022,393
FUND BALANCE CAPITAL PROJECTS FUND - OCTOBER 31, 2012	\$ 1,328,620

LIBRARY SPOTLIGHT:
OTIS ORCHARDS AND FAIRFIELD LIBRARIES

Branch Supervisor Beverly Bergstrom will share highlights about Otis Orchards and Fairfield libraries and the communities they serve.