

MISSION

We build community by connecting people to educational, economic, and recreational opportunities.

Board of Trustees Regular Meeting

October 18, 2016 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 September 20, Regular, and October 4, 2016, Special Meeting Minutes [4:00-4:03]
 - B. Approval of September 2016 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. North Spokane Library Renovation
 2. Spokane Valley Library Expansion/Renovation
 - D. New Business [4:15-4:25]
 1. Personnel Policy: Approval Recommendation.
 2. Friends of the Library Review
 3. 2017 Budget [4:25-4:45]
 - a. Public Hearing on Authorized Revenue Sources
 - b. 2017 Preliminary Budget Presentation
 - c. Organizational Memberships Review
 - d. Board Direction to Staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Public Services [5:00-5:05]
 - D. Communication [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight – Medical Lake Library [5:15-5:25]
 - G. Overview – CEP Service Priority, Education and Enrichment [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 45 minutes, plus public comment.]

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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 20, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, September 20, 2016.

Present: Mark Johnson - Chair
 John Craig - Vice Chair
 Sonja Carlson - Trustee
 Wes Teterud - Trustee
 Kristin Thompson - Trustee
 Nancy Ledeboer - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Stacey Goddard, Library Services Manager; De Griffith, Systems Administrator; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Sheree West, Librarian; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: Mike Huffman, Spokane Valley News Herald.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:02 p.m. and welcomed everyone in attendance.

Agenda (Item II.) Mr. Craig moved and Ms. Thompson seconded to approve the agenda. The motion was approved.

Approval of Regular Meeting Minutes, August 23, 2016 (Item III.A.) Mr. Johnson called for corrections to the August 23 regular meeting minutes. Trustee Teterud amended his shout out regarding a Book a Librarian appointment conducted by Moran Prairie Librarian Danielle Milton. Librarian Danielle Marcy was previously reported. Ms. Thompson motioned and Mr. Craig seconded to approve the minutes as amended. There were no further corrections. The motion was unanimously approved.

Approval of Payment Vouchers, August 2016 (Item III.B.) Mr. Teterud moved and Ms. Carlson seconded approval of the August 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	50638-50797 and W00351-W00358	\$601,376.33	\$601,376.33
	08102016PR and 08252016PR	\$354,154.99	\$354,154.99
		Total	\$955,531.32

There were no questions. The motion was unanimously approved.

Unfinished Business
North Spokane
Library Renovation
(Item III.C.1.)

NORTH SPOKANE LIBRARY RENOVATION. Ms. Ledebor provided an update on renovation plans for North Spokane. Meetings were held with architect Gary Bernardo, who developed a tentative project timeline for January-February 2017. An interior designer from Bernardo Wills also reviewed and made suggestions for furniture, carpet and wall coverings. In the interest of time, Ms. Ledebor noted the District plans to order furniture and carpet before selecting a vendor, as delivery could take up to 12 weeks through the state contract. In response to Mr. Craig, Ms. Ledebor said bid documents, project plans and the state contract will be shared with Trustees prior to approval. Also in response to Mr. Craig, she said although current library configurations will change, it is anticipated that furnishings will continue to allow natural light into the library and new carpeting will provide wayfinding. In response to Mr. Johnson, Mr. Knorr said the project is estimated to take at least six weeks. And although a phase-in is planned, the library will need to be closed during the carpeting phase. Discussion ensued regarding the project and Trustees shared their concerns. Chair Johnson and Vice Chair Craig agreed to review project plans. For additional support, Ms. Ledebor noted the District may also hire a project manager on an hourly-basis to review documents. There was no further discussion.

Unfinished Business
Spokane Valley
Library Renovation
(Item III.C.2.)

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebor reported that Chair Johnson, Vice Chair Craig, and she attended the Spokane Valley City Council Study Session on the evening of August 30. Deputy Director Patrick Roewe, Chief Financial Officer Rick Knorr, and staff from the Spokane Valley Library, including Managing Librarian Aileen Luppert and librarians Diane Brown and Ree West, were also in attendance. With intent to fulfill the steps of the interlocal agreement between the District and the city of Spokane Valley, the purpose of the meeting was to present resolutions approved by the Board of Trustees at its summer retreat and inform the city of the District's intent regarding the Sprague Avenue property. Ms. Ledebor reported the City Council suggested that the District make a third effort toward a bond election, and offered to meet with the Library District to provide advice. She also noted Cary Driskell, legal counsel for the city, suggested an amendment to the interlocal agreement that would allow the District to sell the property to the City now. His suggestion was in contrast to the District's legal counsel, Cindy McMullen, who believes it is unnecessary to amend the agreement. The District has fulfilled its duty to run a bond issue to secure funding to build a library. The fact that this effort has been unsuccessful does not compel the District to go for another bond election. Ms. Ledebor asked for direction from the Board of Trustees. Mr. Johnson opened the discussion by noting the City of Spokane Valley would like the District to build a new

library, to which Mr. Craig agreed. Discussion ensued regarding potential options involving the return of funds, or postponing a decision until October 2017, which is the date referenced in the interlocal agreement. By consensus, Trustees agreed it was appropriate for Ms. Ledeboer to relay to the city that the District has decided not to run a third bond election in 2017, yet is open to discussion with the city about its ideas or potential plans for a new library. In the absence of a concrete plan, however, the District would like to move forward on return of the funds, and plan for renovation of the current Spokane Valley Library. Regarding moving ahead with schematic designs for Spokane Valley Library, posed by Ms. Ledeboer, Trustees approved adding the cost to the budget for 2017. Mr. Craig suggested forming an ad hoc committee comprised of Trustees and staff to move the plan ahead. There was no further discussion.

New Business
Recommendation to
BOCC to Re-appoint
Trustee (Item
III.D.1.)

RECOMMENDATION TO SPOKANE BOARD OF COUNTY COMMISSIONERS TO REAPPOINT TRUSTEE: APPROVAL RECOMMENDATION. Mr. Craig moved and Mr. Teterud seconded to approve the recommendation to the Spokane County Board of Commissioners to re-appoint Trustee Mark Johnson to a second five-year term, effective January 1, 2017.

AYES, and in favor thereof, Trustees: John Craig, Sonja Carlson, Wesley Teterud, and Kristin Thompson.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: Mark Johnson.

Vice Chair Craig commented that Mr. Johnson has performed ably and his experience is valued by the other trustees, all in their first terms. Trustees expressed wholehearted agreement. There was no further discussion. The motion was approved.

New Business
Social Media Policy
(Item III.D.2.)

SOCIAL MEDIA POLICY: APPROVAL RECOMMENDATION. Mr. Teterud moved and Ms. Thompson seconded to approve the Social Media policy as discussed and amended.

Staff recommended no changes to the policy at this review; only language was revised to clarify statements. Regarding online comments moderated by staff, or instances when staff discretion would be executed to remove postings, Mr. Craig asked for clarification about the statement "disclosure of District information that is financial, operational, or legal in nature." Discussion ensued to include various scenarios of when staff discretion would be carried out. In response to Mr. Craig, Ms. Ledeboer said the policy is written to inform both staff and the public. To that end, Trustees suggested by consensus to remove the words "financial, operational, or" to avoid the implication of non-transparency.

There was no further discussion.

The motion was unanimously approved.

**New Business
Use of 3D Printers
Policy (Item
III.D.3.)**

USE OF 3D PRINTERS POLICY: APPROVAL RECOMMENDATION. Mr. Craig moved and Ms. Thompson seconded to approve the Use of 3D Printers policy as presented.

Suggested revisions to the policy were intended to provide flexibility in how the District would apply and charge for costs of 3D prints, as 3D printing service was delayed by the suspension of operations of a third-party partner. District staff are actively seeking either a replacement product to manage and charge for 3D prints or an in-house solution. In response to Mr. Craig, Ms. Ledebor said a temporary solution has been for members to deliver their projects to the library on USB drives. There was no further discussion.

The motion was unanimously approved.

**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item IV.A.)**

Chair Johnson reviewed forthcoming agenda items for the next two months. In response to Ms. Thompson's query, Ms. Ledebor said the purpose of the Fall Forum at Argonne Library on Friday, September 30, is to share District programming information and ask for input from community partners. It is also to deepen current or create new partnerships. A special meeting will be announced for Ms. Ledebor's presentation of the SCLD Annual Update to the Spokane Board of County Commissioners on Tuesday, October 4, as three Trustees plan to attend.

**Trustees'
Reports
(Item V.A.)**

Mr. Teterud reported that he enjoyed a recent tour of the Denver Public Library. He remarked of its multiple floors and use of a conveyer system for book returns. He also noted the library was the venue for the 23rd G8 Summit in 1997, for which a medallion commemorating former president Bill Clinton's attendance is displayed. There were no other reports.

**Executive Director's
Report, Aug. 2016
(Item V.B.)**

The Executive Director's written report for August provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Collection Development Officer Andrea Sharps responded to a query from Mr. Craig about the Request for Review of Library Materials form, received last month. Ms. Sharps said the request had more to do with the placement of an item, rather than the item itself. The adult graphic novel collection has since been moved, where sightlines from the children's area were eliminated. Ms. Sharps responded in writing to the requester and has not since received further communications. There was no further discussion.

**Public Services
Report, Aug. 2016
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for August 2016, with data for customer use measures, programming and library activities.

In addition, Mr. Roewe reported the grand opening of the Thinking Money financial exhibition is October 22. He also reiterated the goal of increasing members' use of self-checkout is to enable staff's availability for higher-level service. Mr. Craig commented that he finds library materials email notices to be helpful. Ms. Ledeboer pointed out the grand attendances for Touch-a-Truck Storytime. Mr. Johnson commented that his employer participates in Wish Families Big Rig Day, which is also highly popular. There was no further discussion.

**Communication
Report, Aug. 2016
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for August 2016 communication activities. In addition, Ms. Baker reported the District has begun a new podcast series, Library Out Loud, to feature conversations about SCLD-related topics. She noted the next podcast will be recorded Sept. 29. Ms. Baker, who worked in radio broadcasting for 15 years, is the host of the series. There was no further discussion.

**Fiscal Report,
Aug. 2016
(Item V.E.)**

Revenue and Expenditure Statement through August 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,860,804
Expenditures	\$ 7,721,896
Ending Fund Balance	\$ 3,670,324
Fund Budget Expended	64.90%

Chief Information Officer Rick Knorr reported the budget is on track and he remains optimistic toward a budget surplus. The Assessor's Office recently reported the value of new construction exceeds the initial forecast for 2017. The District's revenue will be driven by the one percent (1%) increase from last year's property values, plus new construction. The total anticipated revenue will result in a drop in the levy rate. In response to a query from Mr. Teterud about past District levy lid lifts, Ms. Ledeboer said the topic will be placed on a future agenda to provide information about future levy lid lift options. Mr. Craig commented that it is also important to certify the levy, so as to not miss a necessary step. There was no further discussion.

**Spotlight
North Spokane
Library (Item V.F.)**

Managing Librarian Brian Vander Veen and Librarian Vanessa Strange provided recent highlights of North Spokane Library (NS) and the community it serves. Mr. Vander Veen provided community-use statistics for context, as NS and Spokane Valley are the two largest District libraries. He noted the free public meeting room was reserved for 500 meetings over the past year. The library is located just outside city limits on a bus route. It has a varied service area, which makes for a challenge and opportunity. Because of diverse service needs, library staff can experiment with events and programming, for which Mr. Vander Veen and Ms. Strange shared several successes.

Spotlight Contd.
North Spokane
Library (Item V.F.)

Ms. Strange reiterated the success of the Exploring Human Origins exhibit held at the start of 2016. The exhibit, educational panels, interactive kiosks, displays, and other programs were well attended. And the 3D skull casts that became a part of the library collection continue to have high use in educational settings. This exhibit, along with the series on public civility, offered in partnership with Humanities Washington during this election year, demonstrated that member audiences have strong interest in such programming.

Regarding summer road construction that closed Hawthorne Road for an extensive period, Mr. Vander Veen said initially Storytime attendance was down 20 percent. To help mitigate the situation, staff created a construction play zone stocked with construction-themed items, so kids could play indoors while watching the construction from library windows. He noted another widely successful program was in partnership with Catholic Charities. Over 400 kids registered for the KERNEL program, Kids Eating Right Nutrition Exercise for Life, where each participant who completed an activity received a \$2 voucher to buy something from the local Fairwood Farmers' Market in North Spokane. Mr. Vander Veen noted as a gathering place, the Farmers' Market also provided an appropriate venue to promote summer programming events. The library hopes to again partner with Catholic Charities and offer this program in 2017.

With intent to expand collaboration with Whitworth University, Mr. Vander Veen reported Volunteer Coordinator Jamie Van Wormer attended a university career fair and was able to recruit three new volunteers for the District. He noted Whitworth is interested in providing Common Core Service-Learning.

Plans for the future include a National Library of Medicine exhibit, Charlotte Perkins Gilman's "The Yellow Wall-paper," in the first quarter of 2017. Ms. Strange reported the District will partner with Gonzaga University to feature supplementary book discussions, lectures, and other events. Ms. Ledeboer pointed out Ms. Strange wrote and applied for the NIH grant.

There were no questions. Trustees expressed appreciation for the informative report.

Overview
Business and Career
Development
(Item V.G.)

Librarians Danielle Milton and Sheree West presented on behalf of the Business and Career Development team, which also includes Library Services Manager Stacey Goddard and Librarian Tami Chapman. They gave a shout out to Managing Librarian(s) Aileen Luppert and Brian Vander Veen who helped develop components of this service priority, yet have since moved into management positions.

Overview Contd.
Business and Career
Development
(Item V.G.)

Ms. Milton reported on the Job Seeker Took Kit, developed to provide job seeker and career support. Tool Kit materials are located on the District website and can be accessed from anywhere. Staff attends various community and job fairs with laptops and printer in tow, so that attendees can work with job search materials and apply for jobs online. These events also enable staff to connect with other community resources, such as GoWise, Washington Initiative for Supported Employment, of which we partner to offer a series of computer skills classes.

Ms. West reported Book a Librarian appointments in support of job seekers have increased this year. Drop-In Job and Career Help sessions are offered weekly. Sessions began last spring in partnership with the SCC Career Transitions Office. Ms. West has hosted the program since summer, and connects individually with a broad spectrum of job seekers interested in career help.

Ms. Milton reported on resources available to business owners and entrepreneurs. She noted and provided copies of the brochure and business library card developed in conjunction with the Communication Department. The library card is specifically for business owners, and provides instant access to most library online resources. Staff raises awareness of these tools at Chamber events, business expos, or when presenting library resources at local organizations, such as SNAP, WBC, WorkSource, and SCORE. She also pointed out that staff works with students at Spokane Valley Tech, a local Spokane Valley high school that provides technical skills and experience in growing industries.

Ms. West reported on a successful outcome for a participant of 2014 Startup Weekend Spokane. Following the annual Gonzaga University event for entrepreneurs, Joni Kindwall-Moore held Book a Librarian appointments with Ms. West to write a strong business plan. She also learned to use digital resources to conduct market research. Ultimately, Ms. Kindwall-Moore, won the Small Business Association's InnovateHER Challenge regional competition for her Snacktivist Foods business plan. With the awarded funds, Ms. Kindwall-Moore was able to enter production of her hand-crafted gluten-free, vegan, and ancient grain mixes. The Snacktivist product line is now used in restaurants and available at local retail markets.

For the future, Ms. Milton reported on Business 101, a series targeted to new business owners. The District partnered with a local business owner, lawyer, and a career pathway navigator from WorkSource to conduct the series. Ms. Milton reported on another first for the District: Through a partnership with CCS, it will offer GED and high school completion classes at Cheney Library this fall.

Ms. West reported on the Thinking Money Financial Exhibition that debuts October 22 and will run for six weeks. Spokane Valley Library is one of 50 libraries nationwide, and the only library in Washington and Idaho to receive the exhibit. The exhibit uses an adventure-themed storyline and hands-on activities to help teens, tweens, and their families explore best financial practices. During the ALA and FINRA Foundation grant application process, Ms. West learned from research that the need for free or reduced-priced school meals around Spokane Valley Library significantly exceeded the state average. These statistics led to North Pines Middle School hosting a financial literacy-themed after school program for four weeks, and use of grant funds to support the minimal cost of a bus to transport students home after the event. Prior to this collaboration, the school had no funding for after-school programs this year. Ms. West expressed gratitude to the Communication Department for promotion of programming for this event, and to Jamie Van Wormer who recruited volunteers to teach the Junior Achievement financial literacy classes.

Mr. Teterud reiterated his positive experience with Librarian Danielle Milton who provided assistance with research in support of the non-profit organization Widows Might. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:46 p.m. The next Board Meeting is scheduled for Tuesday, October 18, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: OCTOBER 4, 2016

The Board of Trustees of Spokane County Library District met in special session at the Spokane Board of County Commissioners' Briefing Room in the Public Works Building at 1026 W. Broadway Ave., Spokane, WA, at 9:00 a.m., Tuesday, October 4, 2016. The purpose of the meeting was to present the SCLD Annual Update to the Board of County Commissioners.

Present: SCLD		Spokane Board of County Commissioners
John Craig	- Vice Chair	Shelly O'Quinn - Chair
Wes Teterud	- Trustee	Al French – Vice Chair
Kristin Thompson	- Trustee	Nancy McLaughlin - Commissioner
Nancy Ledeboer	- Executive Director and Secretary to the Board of Trustees	

Excused: Sonja Carlson - Trustee
Mark Johnson - Chair

Also Present: SCLD - Jane Baker, Communication & Development Officer; Rick Knorr, Chief Financial Officer; and Patrick Roewe, Deputy Director. **Spokane County** – Jim Emacio, Chief Civil DPA; Nancy Voermans, Executive Assistant; and Bob Wrigley, Chief Budget Director.

Guests: None.

Call to Order The meeting convened at 9:05 a.m.

**Agenda
CEO Briefing**

Nancy Ledeboer, Spokane County Library District Executive Director & Secretary to its Board of Trustees, presented the SCLD Annual Update to the Spokane Board of County Commissioners. Commissioner McLaughlin asked if the District had a plan to go back to voters in the future. Vice Chair French asked if an effort was made to understand why voters rejected the last bond measure. Chair O'Quinn encouraged the Board of Trustees to work with the city of Spokane Valley to explore options for new libraries. She suggested asking voters to approve a new Library Capital Facilities Area in advance of an appropriate time to present the bond funding to voters.

There were no further questions or discussion.

Adjournment The presentation and discussion adjourned at 9:41 a.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary to 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 August 31, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$33,075.38 and that we are authorized to authenticate and certify these claims.

DATE: September 1, 2016

SIGNED _____

[Handwritten Signature]

SIGNED _____

[Handwritten Signature]

TITLE: _____

C.F.O.

TITLE: _____

Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
050798	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	\$ 391.88
050799	AVISTA UTILITIES	UTILITIES	3,845.10
050800	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	82.59
050801	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	139.34
050802	CENTURYLINK	ANALOG TELEPHONE LINES	48.27
050803	CALIFORNIA STATE UNIVERSITY-SAN MARCOS	INTERLIBRARY LOAN SERVICES	115.00
050804	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	669.59
050805	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,230.72
050806	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.95
050807	GALE/CENAGE LEARNING	LIBRARY MATERIALS	7,368.12
050808	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	630.36
050809	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,482.43
050810	KAREN JOHNSON	LOST/PAID BOOK REFUND	19.00
050811	KITSAP REGIONAL LIBRARY	INTERLIBRARY LOAN SERVICES	16.95
050812	HEIDI KOLARSKY	LOST/PAID BOOK REFUND	20.40
050813	MULTNOMAH COUNTY LIBRARY	ILL LOAN FEE	39.95
050814	MIDWEST TAPE	LIBRARY MATERIALS	6,359.40
050815	CATHY MINGEAUD	LOST/PAID BOOK REFUND	5.00
050816	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	169.05
050817	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,182.56
050818	RICHLAND PUBLIC LIBRARY	INTERLIBRARY LOAN SERVICES	24.95
050819	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
050820	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	194.93
050821	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	615.79
050822	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,187.85
050823	BROOKE WATTS	LOST/PAID BOOK REFUND	13.20
<p align="right">TOTAL GENERAL OPERATING FUND</p>			<p><u>\$ 33,075.38</u></p>

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 September 30, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$982,757.82 and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2016

SIGNED: [Signature]

TITLE: 10/5/2016

SIGNED: Nancy Leadbow

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
050824	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 11,897.38
050825	AVISTA UTILITIES	UTILITIES 3,031.08
050826	ROSEMARY BACON	LOST/PAID BOOK REFUND 19.50
050827	BETHANY PLACE	LOST/PAID BOOK REFUND 90.00
050828	CENTURYLINK	ANALOG TELEPHONE LINES 104.09
050829	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 978.81
050830	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 704.90
050831	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 1,015.88
050832	CITY OF DEER PARK	WATER & SEWER - DEER PARK 170.71
050833	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO 163.83
050834	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 258.15
050835	DEVRIES INFORMATION MGMT	COURIER SERVICE 4,968.00
050836	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC 1,288.37
050837	CATHERINE DONOVAN	LOST/PAID BOOK REFUND 14.00
050838	EARTHWORKS RECYCLING,INC	RECYCLING 176.14
050839	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD 35.26
050840	EMPOWER SOFTWARE SOLUTIONS	ANNUAL SUPPORT TIMEKEEPER SOFTWARE 3,098.33
050841	EAST.WASH.FINANCE OFFICERS	CONFERENCE REGISTRATION 80.00
050842	FRANCOTYP- POSTALIA, INC	POSTAGE MACHINE ANNUAL LEASE (2) 703.08
050843	GALE/CENAGE LEARNING	LIBRARY MATERIALS 806.56
050844	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE 43.48
050845	GLOBAL EQUIPMENT COMPANY	LIBRARY PROGRAMS 409.85
050846	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE 733.73
050847	HOPS PRESS, LLC	LIBRARY MATERIALS 340.50
050848	HORIZON ROOFING & SHEETMETAL, LLC	OT ROOF REPAIR RETAINAGE 8,138.85
050849	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 4,582.22
050850	iHEARTMEDIA-SPOKANE	ADVERTISING 599.00
050851	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 20,162.55
050852	COREY JENKINS	LIBRARY PROGRAMS 54.80
050853	MARK JOHNSON	LOST/PAID BOOK REFUND 252.80
050854	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES 404.00
050855	WICK ENTERPRIZES, LLC	ADVERTISING 297.50
050856	MIDWEST TAPE	LIBRARY MATERIALS 4,375.89
050857	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 2,203.99
050858	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 350.61
050859	OTIS HARDWARE	MAINTENANCE SUPPLIES 17.60
050860	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 15,269.15
050861	RECORDED BOOKS, LLC	LIBRARY MATERIALS 178.81
050862	COWLES PUBLISHING CO	SUBSCRIPTIONS 786.52
050863	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 15.30

050864	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	114.33
050865	TODAY'S BUSINESS SOLUTIONS	PRINT MANAGEMENT SOFTWARE	21,248.00
050866	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	271.40
050867	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	311.46
050868	LORETTA A. WEST	LIBRARY PROGRAMS	1,155.00
050869	CENTURYLINK	ANALOG TELEPHONE LINES	125.42
050870	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	75.00
050871	APS, INC.	POSTAGE EQUIP. SUPPLIES	161.96
050872	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	805.30
050873	CLASSIC VENTURES LTD	LIBRARY MATERIALS	59.35
050874	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	100.00
050875	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	43.02
050876	BRODART CO.	OFFICE/LIBRARY SUPPLIES	126.10
050877	SHARON CASHEN	LOST/PAID BOOK REFUND	46.80
050878	CAVENDISH SQUARE	LIBRARY MATERIALS	773.64
050879	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	303.27
050880	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	684.81
050881	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	178.22
050882	CENTURYLINK	ANALOG TELEPHONE LINES	103.35
050883	CENTURYLINK	ANALOG TELEPHONE LINES	99.34
050884	MICHAEL COAN	LOST/PAID BOOK REFUND	11.60
050885	COLE INFORMATION	LIBRARY MATERIALS	2,179.93
050886	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	296.05
050887	DELL MARKETING L.P%DELL USA LP	9 BRANCH SERVERS	29,372.49
050888	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	976.38
050889	LILY DIETZEL	LOST/PAID BOOK REFUND	3.40
050890	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	841.34
050891	KIMBERLY FINGER	LOST/PAID BOOK REFUND	14.00
050892	GALE/CENAGE LEARNING	LIBRARY MATERIALS	173.69
050893	OKSANA GERASIMCHUK	LOST/PAID BOOK REFUND	13.50
050894	LARISA GRIMSBY	LOST/PAID BOOK REFUND	2.00
050895	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	435.32
050896	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	2,014.94
050897	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,270.28
050898	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
050899	INLAND NW BUSINESS ALLIANCE	ANNUAL DUES	500.00
050900	INLAND POWER AND LIGHT	UTILITIES - AH, DP	944.59
050901	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
050902	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	198.00
050903	MIDWEST TAPE	LIBRARY MATERIALS	3,194.15
050904	RACHEL MOORE	LOST/PAID BOOK REFUND	1.20
050905	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,358.65
050906	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	803.54
050907	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	575.92
050908	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.23
050909	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	990.08
050910	SOLARWINDS, INC.	SOFTWARE SUPPORT	1,348.97
050911	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
050912	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	649.85
050913	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	16.26
050914	CYNTHIA ULREY	LOST/PAID BOOK REFUND	16.00
050915	UPS	SHIPPING	20.99
050916	VERIZON WIRELESS	CELL PHONES (6)	217.60
050917	LINDSAY WESTERMAN	LOST/PAID BOOK REFUND	10.00
050918	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	326.81
050919	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	65.00
050920	AIRWAY HEIGHTS KIWANIS	MEMBERSHIP DUES	125.00
050921	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	50.60

050922	CLASSIC VENTURES LTD	LIBRARY MATERIALS	79.42
050923	BRODART CO.	OFFICE/LIBRARY SUPPLIES	137.75
050924	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
050925	CENTURYLINK	ANALOG TELEPHONE LINES	125.42
050926	CENTURYLINK	ANALOG TELEPHONE LINES	48.53
050927	CENTURYLINK	ANALOG TELEPHONE LINES	41.59
050928	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
050929	CENTURYLINK	ANALOG TELEPHONE LINES	103.91
050930	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	678.27
050931	LILY DIETZEL	LOST/PAID BOOK REFUND	10.00
050932	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	649.14
050933	EWU SAIL OFFICE	PROGRAM REGISTRATION FEE	25.00
050934	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	48.00
050935	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.95
050936	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,076.62
050937	PATRICIA GARCIA	LOST/PAID BOOK REFUND	2.00
050938	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,191.76
050939	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,972.87
050940	INLAND POWER AND LIGHT	UTILITIES - AH, DP	378.49
050941	MARCIE JOYCE	LOST/PAID BOOK REFUND	5.20
050942	LINKEDLN CORPORATION	LYNDA.COM SOFTWARE RENEWAL	17,000.00
050943	MIDWEST TAPE	LIBRARY MATERIALS	5,194.50
050944	AARON MILLER	RETURN OF DIRECT DEPOSIT FROM BANK	100.00
050945	JANINE MUNNS	LOST/PAID BOOK REFUND	5.00
050946	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	165.47
050947	OPTUM	H S A ACCOUNT FEES	90.00
050948	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,450.80
050949	RECORDED BOOKS, LLC	LIBRARY MATERIALS	263.90
050950	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	496.45
050951	SIERRA CLUB MEMBER SERVICES	OFFICE/LIBRARY SUPPLIES	12.00
050952	DIANA SINCLAIR	LOST/PAID BOOK REFUND	4.00
050953	AIMEE SWANSON	LOST/PAID BOOK REFUND	1.40
050954	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	18,200.88
050955	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	311.46
050956	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	532.02
050957	RICHARD WHITE	LOST/PAID BOOK REFUND	25.00
050958	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING	645.72
050959	AVISTA UTILITIES	UTILITIES	295.60
050960	GREG BLACK	LOST/PAID BOOK REFUND	5.60
050961	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	19.54
050962	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	79.67
050963	CENTURYLINK	ANALOG TELEPHONE LINES	149.06
050964	CENTURYLINK	ANALOG TELEPHONE LINES	48.27
050965	CENTURYLINK	ANALOG TELEPHONE LINES	104.09
050966	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	435.30
050967	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	157.69
050968	LILY DIETZEL	LOST/PAID BOOK REFUND	7.00
050969	ELM USA, INC.	OFFICE/LIBRARY SUPPLIES	286.41
050970	IRENE EWING	LOST/PAID BOOK REFUND	11.00
050971	GALE/CENAGE LEARNING	LIBRARY MATERIALS	643.61
050972	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	58.96
050973	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	3,219.06
050974	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	19,699.76
050975	INLAND PUBLICATIONS	LIBRARY PROGRAMS	420.00
050976	MIDWEST TAPE	LIBRARY MATERIALS	2,580.85
050977	CATHY MINGEAUD	LOST/PAID BOOK REFUND	1.00
050978	JOHN S. NISBET	LIBRARY PROGRAMS	50.00
050979	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	38.95

050980	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	184.49
050981	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	455.43
050982	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	17,950.33
050983	PAESSLER AG	NETWORK MONITORING SOFTWARE RENEWAL	1,635.19
050984	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
050985	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	276.22
050986	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,580.51
050987	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	118.81
050988	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
050989	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,161.19
050990	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,993.03
050991	US BANK	MPLCFA FISCAL AGENT ANNUAL FEES	300.00
050992	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	598.38
W00359	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	68,323.33
W00360	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,773.42
W00361	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	2,075.50
W00362	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,303.52
W00363	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	78,768.38
W00364	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,446.84
W00365	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,850.22
W00366	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>2,113.00</u>

Total Non-Payroll General Operating Fund \$ 607,743.97

PAYROLL VOUCHERS

09092016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 197,276.36
09232016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>177,737.49</u>

Total Payroll General Operating Fund \$ 375,013.85

TOTAL GENERAL OPERATING FUND \$ 982,757.82

Spokane County Library District
August/September Credit Card Activity
Paid in September, 2016
Voucher # 050954

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,379.34
Maintenance	866.52
Travel	5,043.77
Acquisitions	4,412.77
Information Technology	426.42
Outreach	72.06
Total Purchases	<u><u>\$18,200.88</u></u>

NORTH SPOKANE LIBRARY RENOVATION

Background:

Gary Bernardo of Bernardo-Wills Architects will make a brief progress report on the North Spokane Library remodel. We are now in the schematic drawing and construction document phase of this project and expect to see a draft layout plan. Michelle Widner, an interior designer with Bernardo-Wills, has been added to the team and we have had two meetings with Ms. Widner to discuss necessary floor covering, wall covering, and furnishing details.

In November we anticipate presenting an RFP for the general contractor and maintain the goal of awarding the bid at the December meeting. This allows work to be done in January and early February 2017. We were able to relocate the Yellow Wall-paper Exhibit, scheduled to begin February 6, to the Moran Prairie Library in order to accommodate the project schedule. The schedule at this time remains tentative. Should it become necessary, a special meeting of the Board of Trustees may be scheduled.

Recommended Action: This item is for your information, with no formal action required at this time.

SPOKANE VALLEY LIBRARY EXPANSION/RENOVATION

Background:

Plans to expand and renovate the Spokane Valley Library are on hold for the time being. However, we have received equipment from Community-Minded Television (CMTV14), which will be used by the library and public to film content that can be aired on public television. This is a partnership that began with discussions last year between CMT, the City of Spokane Valley, and the District. Equipment purchased will allow the library to film educational programming at the library that can be broadcast on CMT. In addition, the equipment can be used for programs that teach video production.

To make room for the new media equipment, staff have moved into space in the basement at Spokane Valley, and the workroom on the second floor will be made over as a media lab. This is a temporary measure until the Board of Trustees determines whether to expand the Spokane Valley Library.

The Executive Director shared information with Spokane Valley City Manager Mark Calhoun, regarding the Board's decision not to run a third bond measure to fund new libraries. Ms. Ledebauer emphasized that the Board listened to the voters and will explore other ways to enhance library services that will not increase taxes. She also apprised Mr. Calhoun, however, that the Board is open to hearing ideas that the Council may have regarding library services and facilities.

Recommended Action: This item is for your information, with no formal action required at this time.

PERSONNEL POLICY REVISIONS

BACKGROUND:

The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be specific in its application and also technical. It is the practice of the District to review portions of the Personnel Policy at least twice a year. For the most part, these recommended changes are intended to document, clarify or expand on current practice.

Chief Human Resources Officer Toni Costa recommends revisions to Personnel Policy Chapters be approved:

- 2 – Title of chapter, Sections 2.01, 2.02, 2.07, 2.08, 2.09, 2.10, 2.11, 2.13, 2.14, 2.15, 2.17
- 3 – Title of chapter, Sections 3.2, 3.7, 3.8, 3.11, 3.14, 3.16, 3.18, 3.21
- 5 – Title of chapter, Sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16
- 6 – Sections 6.1 through 6.11

For the most part, all the recommended changes above are either edits or intended to document, clarify or expand on current practice. Of note are the following sections:

- Chapter 2
 - Section 2.02 adds gender identity to the protected classes for the prohibition of discrimination.
 - Section 2.08 strengthens the language regarding when and how ID badges will be worn.
 - Section 2.09 changes the timeline for providing a copy of Personnel Files from the next business day to two (2) business days.
 - Section 2.11 revises the language regarding Verification of Employment, and requires that a signed release form be provided by the requesting agency before information will be given.
 - Section 2.13 revises the language regarding initial employment with the District. The revision adds a term for the initial six (6) months with the District, as "Probation."
 - Section 2.14 retains the "Trial Service" language for employees who move into a new position.
 - Section 2.15 removes language that is included in Chapter 3, Compensation.
 - Section 2.17 removes language regarding the procedure for requesting a transfer. That language is included in Personnel Procedure.
- Chapter 3
 - Section 3.2 broadens the language regarding who may initiate the request for reclassification.
 - Section 3.7 clarifies where salary is set for involuntary and voluntary demotions.
 - Section 3.8 updates the language to be consistent with Section 3.7.
 - Section 3.11 updates language regarding FLSA Status from FLSA Non-exempt to FLSA Eligible. The language is also included regarding the proper reporting of hours.
 - Section 3.14 changes the calculation of the Anniversary Date to be one date, based on the most recent appointment to a regular, benefit-eligible position. The Anniversary Date will no longer be adjusted with each position held.
 - Section 3.16 reinforces Section 3.14.

- Section 3.18 removes the tie between performance evaluations and step increases, to be in line with practice and the District's new performance management plan.
- Section 3.21 clarifies language and brings us in compliance. We must compensate for any travel time outside of the normal commute when on District approved travel to meetings and conferences.
- Chapter 5
 - Added Eligibility definition to introduction section.
 - Section 5.1 remove language regarding vacation maximum amounts; this is covered in Section 5.2 – Vacation. Also removed reference to Personal Holiday Leave as this is a historical reference only.
 - Section 5.2 update accrual advancement date, to be the initial hire date.
 - Section 5.3 removes the requirement that medical information be provided to the Supervisor. Remove reference to requiring certification when employee is using sick leave at or near accrual rate. Remove paragraph regarding misrepresentation, would be considered violation of Conduct policy. Remove Fitness for Duty Evaluations paragraph, would be addressed through Reasonable Accommodation.
 - Section 5.4 clarify eligibility to include all District employees. Change donation process to accept all donations, then prorate based on need. Excess hours will be returned on prorated basis also. Allow release of name only of employee requesting leave. Add provision that donor's leave balance must maintain at least sixty (60) hours following the donation.
 - Section 5.5 removes requirement that employees apply for worker's compensation following an accident.
 - Section 5.6 deleted, moved to end of Section 5.3, Sick Leave.
 - Section 5.8 clarifies eligibility to include all District employees. Adds language allowing for verification of need/use. Remove definition, included in Definitions section.
 - Section 5.15 adds language clarifying hours requirement for FMLA eligibility.
- Chapter 6
 - Section 6.1 through 6.6, remove and retain in Procedure, to allow for flexibility in designing new performance management process.
 - Section 6.7.2.a, covered in Chapter 3 – Compensation.
 - Section 6.8.10, remove. Personal Attire, add language regarding scent.
 - Section 6.4, remove Severance Pay, acknowledging that we may still pay this in exceptional circumstances.
 - Section 6.11 removes number 15 (difficult to prove and defend) and number 16 (RA should never be included with discipline).

Please note:

Content underlined = new, clarification or revised.

Strikeout = removed.

Recommended Action: Board motion to approve Personnel Policy revisions to Chapters 2, 3, 5 & 6.

CHAPTER 2: HIRING AND EMPLOYMENT POLICIES

Orig Date: 01/01/82

Latest Revision: ~~05/17/16~~ 10/18/2016**2.01 *Library Executive Director***

The Executive Director is appointed by the Board of Trustees and serves at its pleasure. The Executive Director is responsible for the employment and termination of all personnel according to the policies established by the Board of Trustees.

2.02 *Prohibition of Discrimination*

The Spokane County Library District is an Equal Opportunity Employer. All terms, conditions, and privileges of employment, including hiring, termination, promotions, demotion, reclassification, transfers, compensation, benefits, layoff, discipline, and work assignments in the Library District shall be made without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, age, genetic information, disability, honorably discharged veteran or military status, or any other classification protected under federal, state, or local law.

2.03 *Authorization to Work in the United States*

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

2.04 *Hire Reporting Requirements*

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, and state RCW 26.23.040, requiring all new hires or rehires be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

2.05 *Background Check*

A mandatory disclosure form will be required from applicants and a Request for Criminal History information will be performed as required by state law (RCW 43.43.830-845) for positions that may require employees to have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults.

A credit check will be conducted for positions having access to the District's finances. Credit checks must be performed in accordance with the requirements of state law. See RCW 19.182.020.

The Chief Human Resources Officer, Chief Financial Officer, and the appropriate Manager or Executive Director, shall review information received as part of the background inquiry that is relevant to the position before making a recommendation to hire an applicant, or if already hired, to terminate the employee.

2.06 Hiring Procedure

The Executive Director is responsible for developing and implementing a hiring procedure conforming to the policies established by the Board of Trustees.

2.07 Nature of Employment

All employees of the Spokane County Library District are hired for an indefinite period of time ~~and. Although the District hopes the employment relationship will be long term, it recognizes that not all things work out as planned, and that the employee or the District may terminate the relationship at any time at its discretion.~~ No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to these policies.

~~These Personnel Policies do not constitute a contract between the District or its representatives and any employee. Spokane County Library District may modify any of these Policies at any time without prior notice.~~

2.08 Identification Badges

Photo identification badges shall be issued to new employees. ID badges ~~should~~ must be worn and visible at all times while an employee is on duty, working in a District facility, or while providing library services to customers at other facilities such as schools, child care centers, or retirement homes.

Along with a photograph, the employee ID badge will include:

For District managers and supervisors, their first and last names, official title, and primary work location.

All other staff members' ID badges will have their first name only and their primary work location.

The Human Resources Office is responsible for issuing photo ID badges; managers and supervisors may issue non-photo volunteer badges.

Employees will have their badges replaced when badge information is no longer accurate due to a name or position change; the badge is damaged or lost, or as needed for a variety of other factors.

ID badges must be surrendered upon termination of employment.

2.09 Access to Personnel Files

For each employee, a file containing documents related to employment history, including performance evaluations shall be maintained.

~~Personnel files of employees who have left Library District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.~~

Personnel files shall be kept in the District's Human Resources Office. Access is restricted to the employee, the employee's supervisor, the Chief Human Resources Officer, the Executive Director, or designee, ~~and only those staff authorized by the Executive Director to maintain the files and to use them for hiring, statistical information, and related purposes.~~

With prior notice, an employee may examine his/her file in the Human Resources Office during regular office hours with a Human Resources staff member present. Files may not be removed from the Human Resources Office unless authorized by the Executive Director or Chief Human Resources Officer.

An employee may request and obtain photocopies of his/her personnel file contents from the Chief Human Resources Officer or designee. Photocopying must be done by authorized staff. If it is not possible to photocopy requested items at the time of the request, they should be available within two (2) no later than the close of the following business days. There may be a reasonable charge for photocopies.

No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

Personnel files of employees who have left Library District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Inactive personnel files are not immediately accessible. With prior notice, a former employee may examine his/her file in the Human Resources Office during regular office hours with a Human Resources staff member present. Files may be examined only in the Human Resources Office, unless another administrative office's location is authorized, and only in the presence of authorized staff.

Files are available only to the former employee and those staff authorized by the Executive Director or Chief Human Resources Officer to maintain the files and to use them for position application, reference, statistical information, and related purposes.

2.10 Medical Information/Background Investigation

All personnel records containing Protected Health Information (PHI) about an employee or applicant's health, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background investigation will be kept in a separate and confidential file.

Only staff authorized by the Executive Director or Chief Human Resources Officer may access medical and background investigation records, unless otherwise required by law. Such information may also be made available to relevant government officials and insurance companies with proper authorization.

~~An employee may request and obtain photocopies of his/her personnel file contents from the Chief Human Resources Officer or designee. Photocopying must be done by authorized staff. If it is not possible to photocopy requested items at the time of the request, they should be available no later than the close of the following business day. There may be a reasonable charge for photocopies.~~

2.11 Employment Verifications/Reference Checks

To ensure that information about former and current employees is given out in a uniform and proper manner, no employee may release information, verbally or otherwise, about current or former employees unless authorized to do so. All requests for employee information must be referred to the Human Resources office or Executive Director.

Reference inquiries will be managed as indicated below.

Current and Former Employees. The Chief Human Resources Officer and/or the Executive Director may release information as follows:

~~Telephone and Written Reference Checks and Verification of Employment.~~ The Chief Human Resources Officer or designee will verify dates of employment, job title and duties, and salary. If other information is requested, the requesting agency will be advised to submit a written request ~~by mail or fax~~, which must include a signed authorization from the employee to release the requested information. Reference information provided ~~should~~ shall be limited to ~~(a) the employee's ability to perform his or her job; (b) the diligence, skill, or reliability with which the employee carried out the duties of his or her job; and/or (c) any illegal or wrongful act committed by the employee if related to the duties of his or her job~~ factual, documented information.

~~Verification of Employment.~~ The Chief Human Resources Officer or designee will verify employment of an employee if the employee has a signed "Employee Authorization" form in the personnel file or the requesting agency mails or faxes a signed authorization from the employee releasing such information.

A log of reference checks and employment verification inquiries will be retained in the personnel file of the individual employee or former employee ~~for at least two years from the date of release~~ and will include:

- Employee name.
- Date of request.
- Name of person, organization, and telephone number requesting information.
- Verification of signed employee authorization and/or reference instruction forms.
- Summary of information provided if more than date of employment, position held, last salary.
- Initials of individual providing the information.

2.12 *Government and Other Official Inquiries and Public Records Act Requests.*

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for information required by law. All such legal documents, when received, shall be forwarded immediately to the Chief Human Resources Officer and/or the Executive Director for review and handling. Upon the advice of legal counsel, the Chief Human Resources Officer and/or Executive Director may release information about a current or former employee that is deemed appropriate.

2.13 *Trial Probation Period*

The ~~trial~~ Probation period is the six (6) month evaluation period following initial hiring by the District and is the final step of the hiring process., or following a promotion or transfer to a new position. Under special circumstances, the ~~trial~~ Probation period may be extended for up to six (6) additional months.

A new employee may not use accrued vacation leave until successful completion of the ~~trial~~ Probation period. In addition, during the ~~trial~~ Probation period, a new employee may not take a leave of absence except as approved by the employee's manager or Executive Director, or in the case of the Executive Director, by the Board of Trustees. If a leave of absence is approved, the ~~trial~~ Probation period ~~may~~ shall be extended by the length of the leave of absence.

Upon successful completion of the ~~trial~~ Probation period, the employee will move to Regular status. The successful completion of the ~~trial~~ Probation period should not be construed as creating a contract or guaranteeing employment for any specific duration. Once an employee has achieved regular employment status, they are eligible to compete for other positions within the District for which they are qualified.

2.14 Trial Service Period

The Trial Service period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service period may be extended for an additional six (6) months. The Trial Service period may be waived, at the recommendation of the Chief Human Resources Officer and the approval of the Executive Director.

A current employee, serving a trial period ~~due to transfer or promotion~~, is eligible to use accrued vacation leave and/or request a leave of absence.

~~An employee who is transferred to a position with substantially different duties but within the same classification, or who is promoted to a position with a higher classification, must serve a trial period. An employee who is demoted, or who voluntarily transfers to a position with a lower classification, may be required to serve a trial period.~~

Upon successful completion of the trial period, the employee will move to regular status. The successful completion of the trial period should not be construed as creating a contract or guaranteeing employment for any specific duration. Once an employee has achieved regular employment status they are eligible to compete for other positions within the District for which they are qualified.

2.145 Acting Appointment

An acting appointment is the short-term assignment of a current employee to an open position, who is assigned to "act" in the place of a regular appointment. An acting appointment must be authorized by the Executive Director.

~~An employee accepting an acting appointment to a position within their same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification shall be placed at the step of the corresponding salary grade that represents at least a five (5) percent increase, or Step F, whichever applies. Benefits will be adjusted as appropriate.~~

Normal District hiring procedures need not be followed in temporarily assigning an employee to an "acting" position.

An acting assignment does not affect the employee's anniversary date or ability to use accrued leave.

At the end of the acting appointment, the employee will resume his/her previous position at its current salary and benefit level.

2.156 Temporary Employment

Temporary employment is a limited-term appointment of an individual to fill a position that is temporarily vacant or to meet a staffing need for a designated time period not to exceed one year due to special projects, abnormal workloads, or emergencies. Temporary employment does not normally lead to regular employment.

A temporary appointment to meet a non-budgeted staffing need must be approved in advance by the Executive Director and may only be extended beyond the designated time period by the Executive Director.

Normal District hiring procedures need not be followed in hiring temporary employees, with the exception of mandatory criminal background checks.

A temporary employee may be either part-time or full-time; exempt or non-exempt; and may receive the normal rate of pay for the position, as well as any benefits required by law.

A temporary employee hired for three to six months in a 20-40 hour per week position may:

- Accrue and use sick leave.

- Be eligible for holiday leave.

- Participate in the Public Employees Retirement System, if hired into an eligible position.

A temporary employee hired for six months or more, or whose position is extended beyond six months, may accrue vacation leave, and be eligible to receive all employee benefits appropriate to the position, provided that the employment remains temporary.

At the completion of the temporary appointment or one year, whichever comes first, the position should be reevaluated to determine whether or not to make it a regular position. Only the Executive Director may approve moving the position and/or temporary employee to regular status.

A temporary employee, employed less than six (6) months, may be terminated without cause after being given five (5) business days' notice prior to the effective date of termination or pay in lieu of notice.

2.167 Transfers

A regular employee may request a transfer to a vacant position in the same classification and salary grade as that currently held; i.e., a lateral transfer. The employee must obtain approval for the lateral transfer from the vacant position's supervisor, and if he/she is less than six (6) months in their current position, approval from his/her immediate supervisor. The supervisor with the vacant position may accept an employee's transfer request at his/her discretion.

If necessary for efficient operations, the District may involuntarily transfer an employee to the same position at a different location, or a different position within the same classification, at the same or different location. An employee so transferred may be required to serve a trial period as a condition of transfer. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

~~A regular employee may request a transfer to a vacant position in the same classification and salary grade as that currently held; i.e., a lateral transfer. The employee must obtain approval for the lateral transfer from the vacant position's supervisor, and if he/she is less than six (6) months in their current position, approval from his/her immediate supervisor. The supervisor with the vacant position may accept an employee's transfer request at his/her discretion.~~

2.178 Promotions

Current District employees are encouraged to apply for positions of a higher classification for which they are qualified. Where appropriate, recognition of current experience with the District may be used when evaluating their applications against outside applicants.

A current employee receiving a promotion shall serve a trial period as provided in section 2.13 of this manual.

2.189 Demotions

Circumstances under which an employee's position classification and/or salary grade may be involuntarily reduced include, but are not limited to:

A change in duties requiring a downward reclassification.

Transfer of an employee to a different position of a lower classification, at the same or different location, due to reorganization, reduction in force, or other factors.

An employee so demoted retains regular employment status and is not required to serve a trial period.

An employee may voluntarily apply for a position at a lower classification, or request a transfer to a position at a lower classification. An employee who voluntarily demotes will retain regular employment status and is not required to serve a trial period.

2.1920 Employment of Immediate Family Members

It is the District's policy not to hire, transfer or promote employees who are immediate family members into situations where the possibility of favoritism or conflict of interest might exist. For purpose of this policy, immediate family members include: spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, or other members of an employee's immediate household.

Applicants will not be hired nor employees promoted or transferred into the same library, department or job under the following situations:

When one party would have authority to supervise, promote, terminate or discipline the other.

When one party would handle confidential material that could lead to improper or inappropriate access to the material by the other.

When one party would be responsible for auditing the work of the other; or
When other circumstances exist that might lead to potential conflict among the parties or
conflict between the interest of one or both parties and the best interests of the District.

2.201 Flextime

Work schedule window. The Executive Director shall approve a window of days and hours during which employees may schedule a flexible schedule, which may vary by facility. This window should consider employee safety and security issues.

Core time. Supervisors may establish work hours when all employees in the department/library should be present unless on approved leave.

Workweek. Employees are responsible for working their assigned hours each week, unless on approved leave. Hourly nonexempt employees are not authorized to work more than forty hours in any week unless they are approved for overtime.

Eligibility. Flextime is not appropriate or feasible for all positions, libraries, or departments. Eligibility for flextime should depend upon an assessment of whether an employee's proposed work schedule would enable the employee to fully meet performance expectations. Employees must obtain prior approval from a supervisor before working a flexible work schedule. Employees in the trial period are required to work during the standard hours for the department or library.

Approval. Flextime is extended as a privilege, the continuation of which depends on employee's meeting all performance expectations while on the new schedule. The manager/supervisor must approve flexible schedules, including any schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library. Flextime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not performing adequately or the employee's flextime does not suit the position, the department, or the library.

2.242 Job Sharing

Job sharing is an arrangement where two part-time employees share the duties and responsibilities of one position with pay and benefits prorated according to the number of hours each employee works on a regular basis.

The manager/supervisor must approve the request for job sharing, including each employee's standard work schedule. This schedule may vary by library and/or department and position. Employees are responsible for working their assigned hours unless on approved leave.

Eligibility. Job sharing is not appropriate or feasible for all positions, libraries, or departments. Eligibility for job sharing should depend upon an assessment of whether the employees' proposed work schedules would enable the employees to fully meet performance and productivity expectations.

Approval. Job sharing is extended as a privilege, the continuation of which depends on the employees meeting all job expectations. The manager/supervisor must approve schedule changes, the frequency with which employees can change schedules and the coordination of schedules. The job sharing arrangement may be modified or terminated at the discretion of

management if, in management's opinion, employees are not performing adequately or the arrangement does not suit the position, the department, or the library.

CHAPTER 3: COMPENSATION: WAGES AND SALARY

Orig Date: 01/01/82

Latest Revision: ~~05/17/16~~ 10/18/2016**Classification and Salary Plan**

3.1 Classification and Salary Plan

There are two major components of an employee's total compensation, salaries and benefits (see Chapter 4 for benefits information). For salaries and wages, the District maintains an Employee Classification and Salary Plan designed to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District. It is the policy of the District to strive to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

The need to change an assigned position classification, or to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new library services, the expansion or contraction of existing services, or changes in organization, or operating methods or changes in federal, state or local law.

Consequently, the District will strive to review the plan and its application periodically to verify the adequacy of position descriptions and to help ensure employees are properly classified.

~~The plan consists of two compensation structures: NONEXEMPT and EXEMPT. Coverage under the plan includes all position classifications established by the District.~~

~~Provisions of the plan relating to exempt and non-exempt positions, minimum wages paid, hours worked, and overtime compensation shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.~~

3.2 Administration of the Plan

The administration of the Employee Classification and Salary Plan is the responsibility of the Library Executive Director as established and authorized by action of the District Board of Trustees.

The Chief Human Resources Officer has the authority to recommend to the Library Executive Director the actual salary to be paid an employee within the procedures, guidelines and plans set forth in this policy. ~~This provided such~~ recommendation is shall be based on the actual job responsibilities performed by the employee and on the individual's performance, ability, experience and other relevant qualifications.

Employee Classification: It is the Chief Human Resources Officer's responsibility to ensure each employee is properly classified, and receiving the proper salary for the position's assigned classification.

Position Description: The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements ~~and other factors required for successful job performance~~.

Position Description Changes: When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for reclassification into the appropriate salary grade. Requests for review and reclassification may be initiated by the Employee, Supervisor or Management.

The Executive Director has final approval authority for reclassification requests.

~~When a position is reclassified, the salary is set pursuant to section 3.8.~~

~~It is the responsibility of the supervisor to contact the Chief Human Resources Officer to request revision of the position description, and/or reclassification of the position.~~

~~The Executive Director must approve all reclassifications.~~

3.3 Starting Salary

~~Normally, New employees will be hired at Step A of the appropriate salary grade. However, with prior approval of the Library Executive Director, a new employee may be hired at a salary above Step A when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salary.~~

3.4 Step Increases

~~Step increases normally occur annually, on an employee's anniversary date, until the employee reaches the maximum step of a salary grade.~~

3.5 Specialty Pay

~~An employee temporarily assigned additional duties or responsibilities outside the scope of their current job description may be entitled to specialty pay, as determined by the Executive Director, for the duration of the temporary assignment.~~

~~Specialty pay is not considered when computing salary adjustments for promotion, demotion, or reclassification.~~

3.6 Increase on Promotion

~~When an employee is promoted; e.g., selected to a position with a higher classification, the employee shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five percent (5%), or Step F, whichever applies, not to exceed the top step of the salary range. If applicable, benefits will be adjusted.~~

3.7 Demotions

~~When an employee is demoted involuntarily; e.g., selected to a position with a lower classification and salary grade, due to reclassification or an involuntary action, the employee's salary will be placed at the step in the new salary range which represents a salary equal to the salary prior to the demotion. If the salary exceeds the new range, the salary shall be frozen until the salary schedule exceeds the pre-demotion salary. frozen until the salary level of the downgraded position has increased to an amount greater than the employee's existing salary. When an employee is demoted voluntarily, the employee's salary will be changed to the rate at the same step in the lower salary grade which represents a minimum of a five percent (5%) decrease in salary, not to exceed the top step of the salary range. and the employee's leave accruals will be adjusted as appropriate.~~

3.8 Reclassifications

~~When a position is reclassified upward, the employee shall be placed at the same step of the corresponding salary grade which results in a salary increase of at least five percent (5%), not to~~

exceed the top step of the salary range. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the salary ~~may~~ shall be frozen at its current level until such time as the ~~employee leaves District service, or until the~~ salary level of the downgraded position has increased to an amount greater than the employee's existing salary.

Position reclassifications ~~initiated by the supervisor/manager~~ shall be effective, and the employee's salary adjusted, the first day of the month following approval. Positions recommended for reclassification as a result of a formal pay and classification study may have their salary adjusted effective the first day of the month following approval, or the first day of the new budget year; i.e., January of the following year, dependent on budget considerations.

3.9 Acting Appointment

An employee accepting an acting appointment to a position within the same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification for 30 days or longer, shall be ~~placed~~ compensated at a rate equal to the step of the corresponding salary grade which results in a salary increase of at least five percent (5%), not to exceed the top step of the salary range. ~~or Step F, whichever applies. Benefits will be adjusted as appropriate.~~

3.10 Exempt Employees

An exempt employee is typically paid on a "salary basis;" ~~e.g.,~~ the employee regularly receives each pay period a predetermined amount constituting all or part of an employee's compensation, which ~~amount~~ is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work except as does not jeopardize the employee's exempt status under federal and state law. Accrued sick or vacation leave ~~should~~ may be used for absences of a day or more. Exempt employees will not have their salaries reduced for less than a full day absence.

Exempt employees who believe an improper deduction has been made to their salary ~~are required~~ must contact their immediate supervisor or manager, the Finance & Accounting Manager, or the Chief Human Resources Officer in order to resolve the issue as soon as possible. Reports of improper deductions will be promptly investigated and any improper deduction will be promptly reimbursed to the employee.

~~Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed and the District will take whatever action it deems necessary to ensure this policy is followed in the future.~~

3.11 Non-exempt Fair Labor Standards Act (FLSA) Eligible Employees

FLSA Eligible Non-Exempt employees are typically paid on an "hourly basis" for all hours worked and are entitled to overtime pursuant to the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid bi-monthly based on the number of hours worked in the pay period. ~~Part-time employees should not be classified as "exempt."~~ FLSA Eligible employees are required to accurately document actual hours worked each pay period.

FLSA Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email.

3.12 Overtime

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

- ~~1. Working unauthorized overtime may result in disciplinary action up to and including termination.~~

Determination of overtime:

- ~~a. Full-time non-exempt FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular hourly rate. Part-time employees will be compensated for time worked over their regularly scheduled hours, up to forty (40) hours per week at straight time.~~
- ~~b. Part-time employees will be compensated for time worked over their regularly scheduled hours up to 40 hours per week at straight time. Actual hours worked over 40 hours in a workweek will be compensated at the rate of time and a half the employee's regular hourly rate.~~
- c. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, but and shall not be counted as hours worked for overtime pay computation. Consequently, an employee could be compensated for more than forty (40) hours per workweek at the regular hourly rate.

3.13 Salary Adjustments

The District will comply with federal and state law regarding minimum wage rates ~~the state's Minimum Wage Act. The annual adjustment to the minimum wage is currently based on the August CPI-W figure provided by the Bureau of Labor Statistics (BLS).~~

~~For non-minimum wage positions, the~~ The District will consider the August CPI-W, other relevant economic factors, including the cost of the employee's total compensation package, and the District's financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

3.14 Anniversary Date

The employee's anniversary date for progression through the salary grade is the date on which an employee began his/her most recent continuous term of regular, benefits eligible employment ~~within a position classification~~, adjusted for unpaid leaves of absence in accordance with Section 3.15.

3.15 Anniversary Date - Leave without Pay

Following leave without pay, an employee's anniversary date will be adjusted as follows:

- Leave without pay of one pay period or less – no change to the anniversary date ~~stays the same.~~
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

3.16 *Anniversary Date - Promotion/Demotion/Reclassification*

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall be adjusted to the date at which the promotion, demotion, and/or reclassification is effective remain the same.

3.17 *Concurrence of Promotion & Anniversary Date*

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.

~~3.18 *Advancement on Anniversary Date*~~

~~Progression beyond STEP A, in a salary grade may only occur with satisfactory performance as noted in the annual performance evaluation.~~

~~Step increases normally occur annually on the anniversary date until the employee reaches the top step of a salary grade.~~

~~The step increase is effective for the complete payroll period in which the anniversary date occurs.~~

~~Following a written warning, an eligible employee's step increase may be withheld for up to 90 days if approved by the appropriate Manager, or the Executive Director. The step increase may be withheld until the employee's performance improves to a satisfactory level. The withholding of a step increase does not change the employee's anniversary date.~~

3.19 *Work-Related Travel Time*

Each employee is expected to travel to and from their regularly assigned worksite for a normal workday and workweek with no payment for travel. Other work-related travel approved by the manager should be compensated as follows:

Employees traveling for business purposes during their regularly scheduled workday are paid their normal salary for travel time within the workday.

Employees traveling to or from an unscheduled work site at the beginning or end of a workday are not paid for travel time.

Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

3.20 *Reimbursement for Work-Related Travel*

Routine day-to-day work-related travel using a personal vehicle shall be authorized by the employee's supervisor or manager and all claims for mileage reimbursement must be similarly approved. Mileage is reimbursed at the rate established by the Internal Revenue Service in effect at the time of travel. For other than routine travel using a personal vehicle, the District's Travel Policy applies.

3.21 *Approved Meeting, Conference, Workshop Time*

Non-exempt Employees

~~For FLSA Eligible employees, Attendance at a required meeting, conference, workshop, etc., is considered an employee's work time and will be compensated accordingly. If the activity occurs during the employee's normal working hours, travel time will be compensated.~~ Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

~~Unless an exempt employee, the driver of a vehicle will be compensated for Approved travel time, outside of an employee's regular commute time spent driving before, during, or after normal work hours on both regular work days and regular days off, not including breaks for meal times will be compensated.~~

~~For passengers (either in an automobile or other forms of transportation), actual travel time will be compensated only during the employee's normal working hours, on both regular work days and regular days off. Travel as a passenger outside of normal working hours on any day is not considered work time and will not be compensated, unless the employee is performing work.~~

Time spent attending a meeting, conference, workshop, etc., which is not required by the District, may not be compensated.

Exempt Employees

~~For FLSA Exempt employees, aApproved attendance at meetings, conferences, workshops, etc., inside or outside the District, as well as associated travel, is considered work time. However, exempt employees are not entitled to overtime.~~

For all employees, Board of Trustees' meeting attendance is considered paid work time for staff required to attend on a regular basis, or ~~has~~ who have been asked to attend a specific meeting. Paid work time is not allowed for staff who attends out of personal interest.

3.22 Job Related Out-of-Pocket Expenses

It is the policy of the District to reimburse employees for job-related expenses incurred in the performance of their duties. Employees may be reimbursed through petty cash for the cost of the item(s), including applicable taxes, with a proper receipt and manager/supervisor approval.

3.23 Emergency Closure

The Executive Director or Acting Executive Director (Person in Charge) has sole authority to determine that a facility will be closed due to emergency circumstances.

When employees are unable to report to work because due to facilities have been closed the need to close facilities, and/or area travel has been restricted, regularly scheduled employees will be paid for the time they would have worked during the closure, up to a maximum of three business days.

If some ~~branches~~ facilities are closed and others open, ~~or when a branch closure occurs during the workday~~, staff may be temporarily assigned to another branch library. In situations in which it is not possible to reassign employees, regularly scheduled employees will be paid for the time they would have worked, up to a maximum of three business days.

When employees are reassigned, they should either report to the temporary assignment or request approval to use paid leave. If staff is called in to work but are unable to do so, accrued vacation time or leave without pay is to be taken for the lost work time. Administrative leave for lost work time will be authorized only when a work site remains closed and reassignment to another work site isn't possible after three business days.

~~The Executive Director or Acting Executive Director shall make all closure decisions.~~

CHAPTER 5: LEAVE POLICIES

Orig Date: 01/01/82

Latest Revision: ~~05/17/16~~ 10/18/2016**Eligibility**

Employees who are scheduled to work less than 20 hours per week and temporary employees working for less than 3 months do not accrue leave and are not eligible for other leave use, unless otherwise noted.

All other employees shall accrue and may use leave as follows.

5.1 Holidays

Holidays designated by the Board of Trustees, as listed below, will be observed by Spokane County Library District. ~~Consequently, e~~Eligible employees will ~~only~~ be compensated for eight (8) hours holiday time on designated holidays. ~~on a prorated basis, with eight (8) hours holiday time allowed for a full-time position. Less than full-time employees will be compensated on a prorated basis.~~

When a holiday falls on a Sunday, it will be observed on the following Monday. Annually, no later than November, a review of upcoming holidays will be conducted to determine whether to close library branches for the holiday on the actual, observed, or both days. Once approved the holiday schedule will be posted in December for the following calendar year.

When an observed holiday falls on an employee's normal day off, holiday hours, up to the amount allowed for a designated holiday, may be taken by the employee on another day within the pay period in which the holiday falls. ~~Non-exempt employees will work with their supervisor to adjust their schedule so that taking the holiday does not result in overtime.~~

If the holiday is not taken within the pay period in which it occurs, holiday hours will be converted to vacation leave and accrue, up to the amount allowed for the holiday, and added to the employee's vacation leave accrual after January 1 of the following year.

Accrued holiday hours will be converted to vacation leave only in the year they accrue upon the resignation, layoff, termination or retirement of the employee.

~~Note: The maximum amount of vacation leave, including converted holiday hours that may be paid out when an employee leaves the District is 240 hours. It is the employee's responsibility to schedule and use vacation leave, including converted holiday hours, in excess of 240 hours prior to their last day of employment or risk permanent forfeiture.~~

Designation of Holidays

Holidays designated by the Board of Trustees are:

NEW YEAR'S DAY	January 1
MARTIN LUTHER KING JR DAY	January - third Monday
PRESIDENTS' DAY	February - third Monday
MEMORIAL DAY	May - last Monday

INDEPENDENCE DAY	July 4
LABOR DAY	September - first Monday
VETERANS DAY	November 11
THANKSGIVING DAY	November - fourth Thursday
DAY AFTER THANKSGIVING	November - Friday after fourth Thursday
CHRISTMAS EVE DAY	December 24
CHRISTMAS DAY	December 25
PERSONAL HOLIDAY (1)*	Added to vacation accrual, effective 04/01/05

~~*— One personal holiday, eight (8) hours for full-time employees, prorated for part-time employees, is included in the vacation accrual for all eligible employees and may be used in the same manner as vacation leave.~~

Unpaid Holidays: Under Washington law all District employees are entitled to two unpaid holidays per calendar year for a “reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.”

Employees seeking to take a day off or partial day off under this law must submit a written request to their supervisor at least two weeks in advance using the Leave Request Form for Unpaid Holidays* on the HR site of the staff Intranet.

*Note that a request for a day or partial day off under this law will count as a full day toward an employee’s yearly allotment of two days.

Eligibility

~~Employees who are scheduled to work less than 20 hours per week and temporary employees employed for less than three (3) months are not eligible for holiday leave.~~

A holiday occurring during an employee’s vacation, sick leave, or other paid leave, is paid as holiday time.

A holiday occurring while an employee is on leave without pay shall not be paid as holiday time.

~~Unpaid Holidays: Under Washington law all District employees are entitled to two unpaid holidays per calendar year for a “reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.”~~

~~Employees seeking to take a day off or partial day off under this law must submit a written request to their supervisor at least two weeks in advance using the Leave Request Form for Unpaid Holidays* on the HR site of the staff Intranet.~~

~~*Note that a request for a day or partial day off under this law will count as a full day toward an employee’s yearly allotment of two days.~~

5.2 Vacation Leave

Accrual – Full-Time: ~~Benefit e~~Eligible employees who are in pay status for fifty percent or more of a payroll period shall be credited with the following vacation leave accruals:

FLSA Exempt employees begin accruing vacation at the rate of 128 hours per year prorated over all payroll periods to the nearest one-hundredth of an hour. An additional four (4) hours of vacation leave per year shall be accrued for each full year of employment up to a maximum rate of 192 hours per year.

FLSA Eligible Nonexempt employees begin accruing vacation at the rate of 116 hours per year prorated over all payroll periods to the nearest one-hundredth of any hour. An additional four (4) hours of vacation leave per year shall be accrued for each year of employment, up to a maximum rate of 180 hours per year.

Accrual—Part-Time: ~~Benefit e~~Eligible part-time employees shall have their vacation leave accrued and computed to the nearest one-hundredth of an hour on a prorated basis based upon the weekly hours worked.

~~**Non-accrual:** Employees who regularly work less than 20 hours per week or have a temporary appointment of less than six (6) months are not eligible to accrue vacation leave.~~

~~Temporary employees appointed for six (6) or more months and working twenty (20) or more hours per week are eligible to accrue vacation leave.~~

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted.

~~Vacation leave hours may continue to accrue while an employee is absent on paid leave, but shall not accrue while on leave without pay.~~

Maximum Accrual: ~~Vacation Leave may continue to accrue~~ balances will carry over from year to year. However, no more than 240 hours of vacation leave may be carried over from one calendar year to the next. ~~Therefore, it is the employee's responsibility to monitor and use accrued vacation leave to avoid forfeiture of excess leave.~~ If an employee's accrued vacation leave exceeds 240 hours on December 31, the balance will be reduced to 240 hours, and the employee will permanently forfeit and not be compensated for the excess hours.

If accrued vacation leave exceeds 240 hours during the year in which the employee leaves the District, the employee must use any vacation or converted holiday leave in excess of 240 hours before their last day of employment, or risk forfeiture of excess leave. See Section 5.1.

If an employee's accrued vacation leave exceeds 240 hours on December 31, the balance will be reduced to 240 hours, and the employee will permanently forfeit and not be compensated for the excess hours.

Employees are responsible for ensuring they have the necessary leave accrual before using it. If the employee ~~uses~~ submits vacation leave in excess of their accrued balance, the Business Office will charge the excess leave to leave without pay (LWOP).

Changes in Accrual Rates

The date for beginning vacation leave accrual shall be the initial hire date ~~into~~ a position entitling the employee to benefits.

When an employee is promoted, demoted, or reclassified, the date used for vacation accrual will remain the employee's hire date. ~~If an employee moves to a position with a different accrual rate, provided that the accrual rate will be adjusted appropriately at the time an employee either promotes from a non-exempt to an exempt position, or conversely, demotes from an exempt to a non-exempt position.~~

An employee's vacation accrual rate shall advance, on an annual basis, to the next increment for the full payroll period in which the employee's hire or anniversary date occurs, whichever is appropriate, until the maximum accrual rate is reached.

Allowance

No employee may use or be compensated for accrued vacation leave until satisfactory completion of the ~~trial~~ Probation period and appointment to regular employment status, except employees in a trial period due to a transfer, promotion, or demotion. Vacation leave may be used in minimum units of one-quarter hour. Should an employee become ill while on vacation, he/she may substitute sick leave for vacation upon presentation of a health care provider's written verification of illness.

Prior Approval

All requests for regular vacation leave should be made in writing to the supervisor and must be approved in advance of the effective date. In deciding whether to grant requests for vacation leave, the supervisor should consider the needs of the employee, as well as the needs of the work unit, and decide accordingly.

Final Compensation

1. When an employee separates from employment ~~by reason of resignation, retirement, layoff, or dismissal,~~ unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck.
- ~~2. Upon the death of an employee, all unused vacation leave, and any earned, but unused holiday leave shall be compensated by a single payment included in the last paycheck.~~
3. New employees who separate from employment for any reason before the expiration of their ~~initial trial~~ Probation period will not be compensated for any accrued vacation leave.

5.3 Sick Leave

~~Accrual~~ ~~Benefit~~ Eligible employees are eligible to accrue and maintain up to 960 hours of sick leave.

Full-time employees who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods.

Part-time employees working at least twenty (20) hours per week will have their sick leave prorated based on the actual number of hours in a pay status in the pay period. ~~Temporary employees appointed for a period greater than three (3) months and working twenty (20) or more hours per week are eligible to accrue sick leave. Sick leave hours will continue to accrue when an employee is absent while on other paid leave.~~

~~Nonaccrual~~ Employees who work less than 20 hours per week, temporary employees appointed for less than three (3) months, and/or employees on leave without pay (LWOP) are not eligible for sick leave accrual.

~~Posting~~: Earned sick leave will be posted to an employee's account at the end of each payroll period. Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it. If the employee ~~uses~~ submits sick leave in excess of their

accrued and posted balance, the Business Office will charge the excess leave to vacation leave or leave without pay (LWOP).

General Sick Leave Rules

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted.

Sick leave with pay may be taken for the following reasons:

- Injury, illness, or medical care of the employee.
- Injury, illness, or medical care of the employee's immediate family members. ~~For purpose of this policy, immediate family members are spouses, state-registered domestic partners, parents, step-parents, grandparents, grandchildren, in-laws, siblings, step-siblings, children, step-children, or other members of an employee's immediate household related by blood, marriage, or adoption. (See Definitions for qualifying family members).~~
- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state-registered domestic partner to attend to his or her spouse or domestic partner, and/or children while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.

~~The supervisor or manager District may require medical certification of the need for leave from a health care provider verification of illness whenever:~~

- The employee has missed three or more consecutive work days due to illness or injury;
- The employee has missed three or more work days in a calendar month due to illness or injury;
- The employee requests sick leave to care for an immediate family member;
- There is a pattern of sick leave usage in terms of the time and frequency of use, ~~or the employee is using sick leave at or near its accrual rate.~~

~~The District may terminate an employee who is habitually absent due to illness if the employee's condition cannot be reasonably accommodated in light of job duties and operational considerations. Reasonable accommodation may include a leave of absence and/or consideration of whether the employee can be reassigned.~~

Notification. It is the employee's responsibility to inform the District of the need to use sick leave no later than thirty (30) minutes prior to the employee's scheduled start time. An employee may be denied the use of sick leave by failing to contact either the employee sick line (as designated), or notifying their immediate supervisor or manager ~~at least thirty (30) minutes in advance of their shift as required.~~ Employees are required to provide ~~at least thirty (30) minutes advance~~ this notice of the need for sick leave every day sick leave is taken, unless the employee's supervisor or manager has agreed to waive this requirement.

Sick leave may be used in minimum units of one-quarter hour.

Should an employee become ill while on vacation, he/she may substitute sick leave for vacation upon presentation of a health care provider's written verification of illness.

~~Misrepresentation of any material fact in connection with paid sick leave by any employee may result in disciplinary action up to and including termination.~~

Fitness for Duty Evaluations. ~~The District may require an employee to submit to a fitness for~~

~~duty evaluation when job-related and consistent with business necessity. This can occur if the District has a reasonable belief that the employee's ability to perform essential job functions is impaired by a medical condition or the employee poses a direct threat to him or herself or others due to a medical condition.~~

~~**Sick Leave Rate of Pay.** Employees using sick leave will be paid their normal rate of pay until their accrued sick leave has been exhausted.~~

5.65.4 Sick Leave Cash Out

~~When an employee separates from the District, Accrued sick leave, up to a maximum of 960 hours, may be cashed out as follows, whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for sick leave cash out, an employee must have a minimum of three (3) years paid Library District employment preceding such termination, or retirement separation, and meet the following conditions:~~

- ~~• The minimum employment period was continuous and unbroken by resignation or retirement. An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.~~
- ~~• An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.~~
- ~~• The employee was regularly scheduled for twenty (20) hours per week, or more, of work eligible for leave under this policy during the entire three (3) year period.~~

~~The sick leave cashout will be calculated as follows, and the amount included on the employee's final paycheck:~~

- ~~• Three (3) to fifteen (15) years of eligible service – one (1) hour will be cashed out for every three (3) hours of available leave.~~
- ~~• Fifteen (15) years of eligible service and greater – one (1) hour will be cashed out for every two (2) hours of available leave.~~

~~With at least three (3) years, but less than fifteen (15) years' service, sick leave may be cashed out for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, sick leave may be cashed out for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.~~

~~The lump sum payment shall be included in the employee's final paycheck.~~

~~Upon the death of an employee, unused sick leave will be cashed out using the above criteria and included in the employee's final paycheck.~~

5.4 5.5 Shared Sick Leave

~~Shared Leave is available to all District employees.~~

~~The District understands that occasionally employees may be are 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, relieve some of the burden that an unpaid leave of absence may have, the District has established a shared leave program ~~for all District employees.~~ Any An employee who has is suffering from a severe, or extraordinary or life threatening illness, injury, or impairment condition that results in an extended absence from work, and who has either exhausted all paid leave and would cause the employee to take leave without pay, or is not eligible for paid leave, may participate in the shared leave program. All paid leave must be exhausted before an employee will be eligible to use Shared Leave.~~

An employee with no available sick leave and vacation leave may apply for request donated leave Shared 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 a ~~unexpected severe~~ extraordinary or catastrophic life threatening illness, injury or impairment condition 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~~ Shared Leave to the Human Resources Department accompanied by a medical certification by a ~~licensed physician~~ health care provider 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~~ The Executive Director has final approval authority for Shared Leave requests. If the request is approved by the Executive Director, Human Resources will notify all benefited eligible employees of the request and will ~~provide~~ make a sick leave Shared Leave donation form available 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~~ Donations of sick leave must be made 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~~ those who 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~~ prorated basis.
- ~~Donated sick leave awards~~ Use of Shared Leave 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 ~~and must~~ maintain a balance of at least 60 hours of sick leave following the donation. This requirement shall be prorated for part-time employees.
- ~~Donated (shared) sick leave pay~~ Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient pursuant to WAC 415-108-468.

5.55.6 Worker's Compensation

Employees are responsible for reporting workplace injuries in accordance with state law ~~and applying for worker's compensation when appropriate.~~

Until eligibility for ~~worker's time-loss~~ compensation is determined by the Department of Labor & Industries (L&I), the employee may use accrued sick leave or vacation leave, if available, or be placed on leave without pay (LWOP) status.

Once Labor and Industries (L&I) has made a determination that the employee's claim is valid, he/she if approved, employees shall be given have the following options:

- Be placed on Leave without Pay status and receive L&I's Worker's Compensation payment while on leave. If the employee elects this option, then any leave charged the employee for leave before L&I's determination will be credited back to the employee's leave balance.
- Receive his/her full salary until such time as the employee exhausts all his/her available sick or vacation leave provided that:
The employee submits to the District the amount received from L&I within three (3) business days of receiving payment from L&I. ~~and The employee has a positive leave balance. The difference between L&I's payment and the employee's salary shall be charged to the employee's sick leave and/or vacation leave.~~

Once the employee exhausts all available paid leaves, then he/she shall be placed on Leave without Pay, ~~and shall only draw Worker's Compensation from L&I.~~

~~The maximum time an employee may take a leave of absence for injury or illness, will be evaluated on a case by case basis. However, the District typically cannot accommodate absences in excess of one year due to operational and staffing needs.~~

5.6 Sick Leave Cash Out

~~Accrued sick leave, up to a maximum of 960 hours, may be cashed out whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for sick leave cash out, an employee must have a minimum of three (3) years paid Library District employment preceding such termination, or retirement, and meet the following conditions:~~

- ~~• The minimum employment period was continuous and unbroken by resignation or retirement.~~
- ~~• An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.~~
- ~~• The employee was regularly scheduled for twenty (20) hours per week, or more, of work during the entire three (3) year period.~~

~~With at least three (3) years, but less than fifteen (15) years' service, sick leave may be cashed out for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, sick leave may be cashed out for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.~~

~~The lump sum payment shall be included in the employee's final paycheck.~~

~~Upon the death of an employee, unused sick leave will be cashed out using the above criteria and included in the employee's final paycheck.~~

5.7 Administrative Leave

Administrative Leave is paid leave authorized at the discretion of the Executive Director, or designee. It may be used in extraordinary circumstances not covered by other defined leave benefits.

5.8 Bereavement Leave

Bereavement leave is available to all District employees.

Paid bereavement leave may be taken by employees for the death of an immediate family member. Employees may be allowed up to four consecutive calendar days (~~normally~~ regularly scheduled hours) of bereavement leave per death occurrence, subject to the approval of their supervisor. Documentation may be required, at the discretion of the supervisor.

Bereavement Leave may be:

- Used before an employee has attained regular employment status.
- Extended by use of accrued vacation or sick leave.

There is no limit on how frequently an employee may use Bereavement Leave.

~~For purpose of this policy, immediate family members include spouses (including state-registered domestic partners), parents, step-parents, grandparents, grandchildren, in-laws (including parents of state-registered domestic partners), siblings, step-siblings, children, step-children, or other members of an employee's immediate household related by blood, marriage, or adoption.~~

5.9 Court-Related Leave

~~Regular full-time and regular part-time~~ Eligible employees are eligible to be absent from duty ~~without loss of usual pay~~ when called upon to serve as a juror or as a witness for the District in their official capacity in any federal, state, or local court of law shall not suffer a loss of pay. ~~Court-related leave is not allowed in matters in which the employee is a litigant such as a petitioner, respondent, plaintiff, or defendant.~~

~~Court-related Leave with regular pay~~ is allowed ~~only~~ when:

- The employee is required to serve as a juror or appear as a witness in a matter other than one personal to the employee; and
- The employee serves on a day which would have been a regularly scheduled work day.

Court-related leave is not allowed in matters in which the employee is a litigant such as a petitioner, respondent, plaintiff, or defendant.

~~Employees will receive their regular rate of pay for their scheduled work hours while serving on jury duty.~~ Employees must submit proof of days and hours of service whenever court-related leave is claimed. Any fees or allowances paid to an employee by the court may be retained by the employee.

Employees released from jury duty ~~on a~~ during their regularly scheduled work day hours are required to immediately report to work. Failure to do so may result in disciplinary action up to and including termination.

5.10 Military Leave

Employees serving as members of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces of the United States, shall be entitled to and granted up to twenty-one (21) days of paid military leave per year (beginning October 1 and ending the following September 30) when ordered to report for required military duty, training, or drills including those in the National Guard or state active status (RCW 38.40.060).

Eligible employees ~~required~~ requesting to take military leave must provide at least five (5) days' notice of their intent to take leave and should present a copy of their military orders to the appropriate supervisor or manager before commencing military leave.

Military Leave calculation is based on scheduled work days rather than calendar days.

The District will abide by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for employees called to active duty for longer than twenty-one (21) days.

5.11 Washington State Family Military Leave

Employees ~~working an average of 20 hours or more per week,~~ who are spouses or state registered domestic partners of military personnel about to be deployed, or on leave from deployment, during times of military conflict as declared by the President or Congress, may take up to fifteen (15) days of unpaid leave to be with their spouse or state registered domestic partner.

Employees may substitute accrued vacation leave for unpaid leave if available.

During Family Military Leave, the District will continue to pay its portion of the employee's health insurance premiums. If needed, the employee is responsible for arranging payment of his/her portion of the health insurance premiums while on leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

The employee must provide his/her supervisor notice of intent to take leave within five (5) business days of receiving official notice that the employee's spouse is about to deploy, or will be on leave from deployment.

5.12 Leave for Victims of Domestic Violence

Employees may take reasonable leave from work, or work on a reduced schedule for specific activities related to themselves or a family member being a victim of domestic violence, sexual assault or stalking. The employee may choose to use paid or unpaid leave in order to:

- Seek legal or law enforcement assistance or remedies to ensure health and safety of the employee or the employee's family members.
- Seek treatment by a health care provider for physical or mental injuries, or to attend to health care treatment for a victim who is a member of the employee's family.
- Obtain, or assist a family member in obtaining, services from social services programs.
- Obtain, or assist a family member in obtaining, mental health counseling.
- Take actions to increase the safety of the employee or the employee's family members, specifically including relocation (temporary or permanent) and participation in safety planning.

Employees must give as much advance notice for the need for leave as possible. Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, or attorney.
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

For purposes of this policy ~~policy~~ leave type, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee is dating.

~~Rest Periods & Meal Breaks~~

5.13 ~~Rest Periods & Meal Breaks~~

~~Each non-exempt FLSA eligible employees~~ must take one fifteen (15) minute rest period for each four (4) hours worked, which must be scheduled as near as possible to the midpoint of the work period, unless the employee takes intermittent rest periods equivalent to at least 15 minutes for each four (4) hours worked. Rest periods are intended to serve as a break in the work day and thus are not cumulative and cannot be used to shorten the normal workday.

~~Meal Breaks~~

~~Non-exempt FLSA eligible~~ employees may not work more than five (5) consecutive hours without taking an unpaid meal break of at least thirty (30) minutes, during which the employee is relieved from duties. Non-exempt employees working three (3) or more hours longer than an eight hour work day shall take a thirty (30) minute lunch break prior to or during the overtime period.

5.14 ~~Leave without Pay~~

The Executive Director may approve up to twelve (12) months of leave without pay (LWOP). ~~Approval will be on a case-by-case basis and may be denied if the Executive Director feels it would be detrimental to District operations.~~

Leave without pay may be considered for ~~the following circumstances:~~ unusual circumstances requiring an absence.

Leave without pay may be granted under other circumstances, as required by federal or state law.

~~Continuing education opportunities.~~

~~Military leave in excess of twenty one (21) days.~~

~~To accommodate a disability or long term illness, for which all paid leave(s) have been exhausted.~~

~~Other unusual circumstances requiring an absence.~~

An employee requesting leave without pay must submit a written request to his/her supervisor as far in advance as possible. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

An employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick leave prior to taking LWOP. ~~Benefits do not accrue while on leave without pay.~~ The employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

Eligible employees will be responsible for group health and life insurance premiums, unless otherwise required by state or federal law. Premium payments must be made to the District by the

first of the month. Insurance benefits may be terminated if there is failure to pay premiums within thirty (30) days of the due date.

At the end of leave without pay, the employee may be allowed to return to either his/her original position, or the next available position for which the employee is qualified ~~at the end of the leave of absence.~~ The decision to Executive Director has final authority to reinstate and will consider will depend upon the particular position in question, the length of the leave, the operational requirements of the District and any applicable state or federal laws.

~~Leave without pay may be granted under other circumstances as required by state or federal law.~~

5.15 Family and Medical Leave Acts (Federal and State)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and the Washington State Family Leave Act (FLA). Under these acts, an eligible employee is entitled to 12 workweeks of unpaid leave in a 12-month period for:

- Incapacity due to pregnancy, prenatal medical care, or child birth, and care of the newborn.
- Pre-adoption activities, or to care for a child after placement in the home for adoption or foster care.
- To care for the employee's parent, spouse, or child with a serious health condition. [Note: The federal FMLA does not recognize care for a domestic partner to be the same as care for a spouse, whereas the WA FLA allows leave to be taken for the care of a state-registered domestic partner. ~~However, under the FMLA, care for a child can be taken by an individual standing "in loco parentis" to the child, which can apply to domestic partners.~~]
- The employee's own serious health condition that makes the employee unable to perform the essential functions of his/her job.
- Covered Military Member Leave ~~(FMLA Amendments see below).~~

~~However, District employees are required to use all their accrued sick and/or vacation leave (per the appropriate District policy) as part (or all) of their 12 weeks of FMLA/FLA leave before any remaining leave entitlement may be taken as leave without pay. Paid leave time will run concurrently with an employee's FMLA entitlement, before using leave without pay. See Section 5.14, Leave Without Pay.~~

Eligible Employees. To be eligible for a leave under the federal FMLA and state FLA, an employee must have been employed by the District for at least 12 months at the time the leave is requested (these 12 months need not have been consecutive) and have completed at least 1,250 hours of service with the District during the 12-month period preceding the leave request. The hours requirement refers to actual hours worked and does not include any paid or unpaid leave hours, with the exception of hours taken under FMLA.

For purposes of this policy, the following definitions apply:

- **Child:** Will include a biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing in loco parentis (i.e., in place of a parent), who is under 18, or older than 18 if incapable of self-care because of a mental or physical disability.
- **Parent:** Biological, adoptive, or step-parent, or individual who stood in loco parentis to an employee when the employee was a child.

- **Serious health condition:** Includes an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider or involves a period of incapacity requiring three (3) or more days' absence from work and necessitates continuing treatment by a health care provider or any period of incapacity due to pregnancy or prenatal care.
- **Rolling 12-month period:** To determine an eligible employee's 12-week FMLA leave entitlement, the District uses a "rolling" 12-month period measured backward from the date leave is to begin. Thereafter, each time an employee takes Family (Medical) Leave Act leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.
- **Registered domestic partner** refers to same sex couple, or heterosexual couple with at least one partner aged 62 or older, who are registered with the Washington State Office of the Secretary of State in Olympia.

~~**Eligible Employees.** To be eligible for a leave under the federal FMLA and state FLA, an employee must have been employed by the District for at least 12 months at the time the leave is requested (these 12 months need not have been consecutive) and have completed at least 1,250 hours of service with the District during the 12-month period preceding the leave request.~~

~~**Notice.** When the need for FMLA/FLA leave is foreseeable, the employee is required to give his/her supervisor at least thirty (30) days' notice or provide notice as soon as practicable once the need for leave becomes known.~~

~~**Duration.** Leaves may be taken for up to 12 workweeks during a "rolling" 12-month period measured backward from the date an employee first uses any FMLA/FLA leave. Where two spouses are both employed by the District, their aggregate leave will be limited to 12 workweeks during the 12-month period, when taken for the birth, adoption, or foster care placement of a child; a parent, spouse, or child's serious health condition; or 26 workweeks to care for a service member with an illness or injury either incurred or aggravated while serving on active duty. In the case of an employee's own serious health condition, the employee maintains their eligibility for up to 12 workweeks of leave during the 12-month period.~~

~~**Differences between federal FMLA and state FLA.** Under the Washington Family Leave Act, an employee may take leave to care for a state registered domestic partner to the same extent as a spouse.~~

~~The federal FMLA may run concurrently with other state leave statutes such as Worker's Compensation, Pregnancy Disability Leave, FLA, or Family Care Act Leave. Whenever possible, the District will run leaves concurrently.~~

~~The state FLA leave may not run concurrently with Pregnancy Disability Leave (i.e., disability or incapacity due to pregnancy or childbirth). Consequently, an eligible employee is entitled to 12 workweeks of state FLA leave in addition to any leave taken because of disability or incapacity due to pregnancy (WAC 162-30-020).~~

~~For example, assume an FMLA/ FLA eligible employee works up to her delivery date, and (per her doctor's certification) needs six (6) weeks of Pregnancy Disability leave to recover from childbirth. This six-week period would run concurrent with FMLA leave. Once the employee is no longer disabled from childbirth, she is still entitled to 12 weeks of FLA leave to care for the newborn. Thus, the total leave entitlement would be 18 weeks - 6 weeks of Pregnancy Disability leave, and 12 weeks of FLA leave. Only the first 12 weeks of leave would run concurrently with FMLA leave.~~

Under the federal FMLA, the District must continue to pay its portion of the employee's health care benefits during FMLA leave. The District is not required to pay employee health care benefits under the state's Family Leave Act leave or Pregnancy Disability Leave.

5.16—FMLA Qualifying Exigency and Military Caregiver Leave

Qualifying Exigency Leave.

An eligible employee may take up to 12 workweeks of FMLA leave for any qualifying exigency related to the overseas deployment of an employee's spouse, son, daughter, or parent, who is a member of the active or reserve component of the Armed Forces. This type of leave is only available when a member of the active or reserve component of our Armed Forces is deployed to a foreign country. This leave does not provide for any additional weeks of FMLA leave.

Military Caregiver Leave.

An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty.

A covered service member includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the active or reserve component of the Armed Services at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Military Caregiver Leave is measured forward from the first day leave is used and ends 12 months later.

5.17—Continuation of Pay and Benefits while on FMLA

As noted above, eligible employees are required to use their accrued paid leave while on FMLA leave. Once paid leave is exhausted, the employee will be placed on leave without pay (LWOP) status. During FMLA leave, the District will continue to pay its portion of the health insurance premiums. The employee is responsible for arranging payment of his/her portion of the health insurance premiums while on FMLA leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

5.18~~16~~ Use of Accrued Leave to Care for Ill Family Member

Consistent with the Washington Family Care Act, employees may use their choice of any accrued paid leave (vacation or sick leave) they have available for their own use in order to care for their child, spouse, parent, parent-in-law, state-registered domestic partner, or grandparent.

An employee may use available paid time off to care for his/her child, including adult children, where the child has a health condition requiring treatment or supervision, or where the child needs preventive care, such as medical, dental, optical or immunization services.

An employee may use available paid time off when a child, spouse, registered domestic partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition," which are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility.
- Resulting in a period of incapacity or treatment or recovery following inpatient care.

- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities.
- Involving an emergency (i.e., demanding immediate action).

Where the need for family care leave is unexpected, the District understands that advance approval of the use of leave (as is required for certain kinds of leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The District reserves the right to require verification or documentation confirming that a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.

CHAPTER 6: EMPLOYEE CONDUCTOrig Date: 01/01/82
Latest Revision: ~~05/17/16~~10/18/2016

Performance Evaluations***6.1 Regular Positions, Trial Period***

~~Each employee in the trial period shall be evaluated after two (2) and prior to six (6) months of employment following normal District performance evaluation procedures. If the trial period is extended, the frequency of "special" performance evaluations will be determined on a case-by-case basis as approved by the appropriate manager or Executive Director.~~

~~The employee shall move from trial status to regular status after successful completion of the trial period.~~

6.2 Regular Positions

~~An employee who has completed the trial period and attained regular employment status shall be evaluated at least annually on or near the employee's anniversary date according to normal District performance evaluation procedures. When an employee's anniversary date is adjusted due to a promotion or demotion, the adjusted anniversary date will be used for performance evaluations. When an employee's anniversary date is adjusted due to a reclassification, the date used for performance evaluations will not change.~~

6.3 Temporary Appointments

~~Temporary employees will be given performance counseling on an as-needed basis.~~

6.4 Final

~~Upon employment termination, an employee may be evaluated for a time period from the employee's most recent evaluation to the termination date if, in the previous evaluation, there were areas of unsatisfactory performance. A final evaluation may or may not be performed at the discretion of the supervisor or manager.~~

6.5 Executive Director

~~The Executive Director shall be evaluated at least annually by the Board of Trustees on or near his/her anniversary date of employment, according to the performance evaluation procedure adopted by the Board.~~

6.6 Postponement of Performance Evaluation

~~If an employee's anniversary date falls within the time the employee, or supervisor, is on leave, the annual performance evaluation may be postponed until the employee or supervisor returns from leave. The performance evaluation must be completed within 30 days of the employee or supervisor's return to work.~~

District Expectations

6.7 6.1 District Aspirations

Spokane County Library District aspires to provide a stimulating and supportive work environment where staff members can be successful, enjoy their work, and be recognized for their efforts on behalf of the District. Consequently, the District encourages:

1. *Professional Associations.* The District supports employee participation in professional, job-related organizations that enhance knowledge and skills and contribute to furthering the goals of the Library District. With prior approval, use of work time may be allowed, and reasonable travel expenses paid, for participation as an active member, organization officer, or board or committee member in a job-related organization.
2. *Professional Development and Training.* The District recognizes that a trained workforce is more efficient, more productive, and more prepared to provide quality service(s) to the customers and communities we serve.
 - a. Generally, supervisors or managers are responsible for identifying training needs and recommending employees for special training programs, or providing identified on-the-job training. District employees are encouraged to further their personal and professional education in order to enhance their job performance and work productivity, as well as increase their potential for upward mobility. Prior approval to attend a workshop, conference, or other training activity must be obtained from the appropriate supervisor and/or manager
 - ~~b. Employees attending training programs, sponsored or required by the District, during regularly scheduled work hours are compensated at their regular rate of pay. As funding permits, registration costs may be paid or reimbursed by the District for required or sponsored training activities. For training held away from the District, employees are eligible for reimbursement for travel, meals, and lodging expenses consistent with the District's travel and reimbursement policies.~~
3. *Employee Recognition.* The District takes pride in its employees and feels it is most appropriate to recognize their hard work, professionalism, and dedication to providing quality library services and programs. Consequently, supervisors and managers are encouraged to identify and recognize employees for their teamwork, dedication to excellence, and/or the everyday work behavior(s) that contribute to the library's success in the community.
4. *Performance Management.* Successful job performance is predicated by establishing clear goals and performance expectations, providing timely and appropriate feedback on a continuous basis, and fairly and accurately evaluating employee performance during the formal evaluation process. Consequently, managers and supervisors are expected to continuously monitor employee performance, provide appropriate performance feedback, and complete formal performance reviews in a timely manner.

6.8 6.2 District Expectations

The ability to provide excellent customer service and maintain good community relations depends on our employees. Employees are expected to conduct themselves at all times in a professional,

ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet District expectations may result in disciplinary action up to and including termination.

Ethics. At the heart of public service is public trust. One way for the District to hold the respect, trust, and confidence of the communities we serve is through the creation and enforcement of ethical guidelines for the conduct of our public employees. It is therefore the policy of Spokane County Library District to uphold, promote, and demand the highest standards of ethics from its employees for personal integrity, truthfulness, honesty and fairness in carrying out their public duties. Employees must avoid any act of impropriety in their role of public servants, including, but not limited to, unauthorized possession or access to District property and/or confidential information, dishonesty or the appearance of impropriety, and must never use their District position or authority for personal gain or in breach of the public trust.

Conflict of Interest. A "conflict of interest" occurs when an individual's private interest conflicts with, or appears to conflict with, the best interests of Spokane County Library District. Accordingly, no conflict of interest, either real or perceived, can be allowed between the public's trust and private or personal interests.

Abuse of Authority or Position. Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. Consequently, employees are expected to abide by District policies governing circulation and renewal of library materials. ~~For example: Employees may not renew library materials when a hold has been placed on the material by another library user, or change their place on the hold queue, or keep materials for an extended period.~~ In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

Gifts or Additional Compensation. Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and benefits, for performing their official duties. Gifts of nominal value, such as an honorarium or compensation for performing work that is related to the library profession, but is outside their official duties, or gifts of food for a group or work unit at holidays or other special occasions, are allowed as long as they do not constitute a conflict of interest.

Motor Vehicles. Use of District-provided vehicles is limited to activities benefiting Spokane County Library District. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops enroute to or from work, or while traveling between facilities, is allowed. Transporting family members in a District provided vehicle is prohibited.

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine are required to report it to their supervisor/manager and the Chief Financial Officer within 24 hours of occurrence. Failure to notify, or failure to pay a fine or ticket, or failure to reimburse the District for any fine paid by the District, in a timely manner, may result in disciplinary action up to and including termination.

Professional Conduct. Employees are expected to

1. Adhere to all District policies, procedures, safety rules and safe work practices;

2. Comply with the District's ethical rules, including the prohibition on conflicts of interest, and refrain from on and off-duty conduct that interferes with the employee's ability to do his or her job or reflects negatively on the District;
3. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable;
4. Comply with lawful direction from supervisors and managers;
5. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time;
6. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly;
7. Perform assigned tasks satisfactorily according to established performance standards;
8. Keep supervisors informed of intent to return to work whenever an unforeseeable absence exceeds two weeks, in a manner agreed to by the supervisor or manager;
9. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor;

~~Report any disability, illness, or other condition that will adversely affect the employee's fitness for duty or that may create a direct threat to the employee, co-workers, or the public, within twenty-four (24) hours of occurrence or awareness of such condition;~~

10. For employees whose duties include operating a personal or District provided vehicle, report the suspension, revocation, or loss of driver's license and/or insurability within twenty-four (24) hours of occurrence;
11. Smoke only in outside areas complying with the Smoking in Public Places Act, RCW 70.160 which requires smoking no closer than 25 feet from doors, windows, air ducts, etc.

Substance Abuse. Reporting to work and/or working while impaired due to the use of legal, or illegal drugs, or alcohol is prohibited. Moreover, manufacturing, distributing, possessing, selling, or using unlawful drugs or alcohol on District premises, including in District vehicles, while on or off duty, is also prohibited.

The possession and use of medically-prescribed and over-the-counter medications during work hours is permissible, provided however that the employee must inform a supervisor if the medication may prevent the employee from performing his or her essential functions or create a direct threat to the employee or others.

An employee may be required to submit to a drug and/or alcohol test if the District has reasonable suspicion to believe that the employee is impaired by non-prescribed controlled substances and/or alcohol while on duty. Failure to promptly ~~permit such testing~~ comply with this policy will be grounds for termination.

Workplace Violence. Workplace violence is defined as hostile or aggressive behavior occurring in the workplace that results in physical or emotional injury to employees or customers, and/or damage to District or personal property. It may involve, but is not limited to: name calling, use of offensive or derogatory language, threats, intimidation, use of a weapon, assault and/or battery. Conduct or behavior that constitutes workplace violence will not be tolerated.

Personal Attire. Employees are expected to dress in a manner representing their position and job responsibilities. They should present a clean and neat appearance appropriate to their work assignment and the dress standards set by their manager. All employees must present to work free of body odor and excessive perfume; fragrances must be kept to a minimum.

Electronic Communication Equipment and Computer Systems. It is the policy of Spokane County Library District that electronic communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

When conducting District business, employees are expected to use District email accounts. To ensure compliance with RCW 42.56, any business-related email generated from an employee's personal account must be copied to the District's email account. Failure to do so may result in disciplinary action up to and including termination.

Public Records. Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules.

District Provided Equipment. Limited Personal Use: Employees may make limited and necessary personal use of District-provided telephones, computers, laptops, tablets, and other mobile devices. However, employees are prohibited from:

- Engaging in any purposeful actions harmful to computer equipment, the network or the information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
- Installing or downloading any software on District-owned computers, laptops, tablets, or other mobile devices in violation of District procedures. In addition, District-owned or licensed application software may not be copied or installed on an employee's personal or home computer except in accordance with District Procedure 700.100, Computer Software Control.
- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate another employee, and/or non-employee; accessing, or attempting to access, another employee's email, voicemail, or social media account without proper authorization.

- Using the District's computer or communication equipment, systems, or networks for personal, financial or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.
- Employee use of the District's computer or communication equipment, systems, or network is subject to inspection at any time. Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

Software. All software installed on District computer equipment and mobile devices will be either purchased by the District specifically for use on that equipment, or if not purchased by the District, will be authorized by the District for installation on its equipment, subject to the license restrictions of the software owner. Software purchased by the District may be installed on personal devices for work-related purposes if allowed by the software license and authorized by the District's IT Director in accordance with District Procedure 700.100, Computer Software Control.

Employees found to have violated provisions of any software license agreements or the District's software control procedures, are subject to disciplinary action up to and including termination.

Fax Machines. Employees may use District fax machines to send and receive personal documents within the local area.

Telephones. Telephones, including employer-provided cell phones, are District property. District telephones may be used to make and receive necessary and brief personal calls. Charges incurred for personal long-distance calls must be reimbursed to the District in a timely manner. Inappropriate use of District provided telephones or cell phones or failure to reimburse the District after incurring personal long distance charges may result in disciplinary action.

Voicemail. The telephone system voicemail is District property. Employees may make limited and necessary use of the voicemail system for personal use. Sending voicemail to harass or intimidate another employee or non-employee is prohibited.

Disciplinary Action

The following sections on disciplinary action provide guidelines that apply to regular employees who are no longer in the ~~trial~~ Probation period. Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by these policies.

6.9 6.3 Disciplinary Action

The following policy applies to District employees below the Executive Director.

The object of disciplinary action is to achieve correction and avoid reoccurrence of undesirable work behaviors. Generally, discipline is progressive in nature and is intended to encourage the employee to correct his/her conduct or performance. Nevertheless, a manager or supervisor is not required to follow progressive discipline when dealing with serious misconduct and/or a pattern of unsatisfactory performance. Consequently, this policy should not be construed as preventing, limiting, or delaying the District from taking the disciplinary action it deems appropriate.

There are a number of factors a manager or supervisor should consider before imposing discipline. They include, but are not limited to:

- The seriousness of the offense.
- The number of offenses involved.
- The completion of a fair and objective investigation and proof of actual employee misconduct.
- Due consideration of any mitigating circumstances.
- Previous work history of the employee.
- A determination that the proposed discipline reasonably relates to the seriousness of the offense.

Normally, disciplinary action progresses as follows:

Oral Warning: An oral warning may be given as the first step for minor work performance or behavior problems. Oral warnings should be made by the employee's immediate supervisor and a record of the discussion kept by the supervisor.

Written Warning: For more serious work performance and behavior problems, or repeated minor problems, a formal, written warning to correct an unacceptable practice or behavior, known as a "Notice of Unacceptable Performance" may be made by the supervisor may be given. Except in serious cases, this written warning is usually preceded by at least one (1) oral warning. The written warning should clearly state how or why performance is deficient, what must occur to overcome the deficiency, and include a designated period of time during which unsatisfactory performance or behavior is expected to improve.

~~Prior approval for written warnings must be obtained from the appropriate Manager or Executive Director and the document reviewed by the Chief Human Resources Officer.~~

After discussing the warning with the employee, a copy of the warning will be given to the employee and the original placed in the employee's personnel file.

An employee may write his/her own statement regarding the situation under discussion and have it placed in his/her personnel file.

~~Following a written warning, an eligible employee's step increase may be withheld for up to 90 days if approved by the appropriate Manager or the Executive Director. The step increase should not be effective until the employee's performance improves to a satisfactory level. The withholding of a step increase does not change the anniversary date for salary.~~

Suspension: This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior warnings have failed to correct the employee's problem or when the misconduct rises to such a level of seriousness that suspension is warranted. Only the Executive Director has the authority to suspend an employee.

Prior to a final determination to suspend, a pre-disciplinary hearing shall be held. The hearing serves as a check against mistaken decisions and provides an opportunity for an employee to respond to the allegation(s) by providing information denying, explaining or mitigating the allegation(s) before a final decision to suspend is made. The reason(s) for pursuing the suspension shall be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing. ~~Only the Executive Director has the authority to suspend or dismiss an employee.~~

At least two business days prior to the hearing, the employee shall be given written notice of the allegation(s), a copy of supporting documentation, and notice of the anticipated duration of the

suspension. The pre-disciplinary hearing is the employee's only opportunity to be heard prior to the District's final decision. Pre-disciplinary hearings shall take place with the Executive Director or his/her designee. If, following the hearing, the intent to suspend is sustained, the employee will be relieved of his/her job assignment and placed on Leave without Pay (LWOP) status for a specified time. Suspensions will be documented and the consequences of further infractions set forth clearly in the suspension notice. The length of suspension may vary depending on the nature and severity of the offending behavior, and the exempt or non-exempt status of the employee.

~~Dismissal~~Termination: This may be used when other disciplinary actions(s) have failed to correct the undesirable behavior or performance, or when the seriousness of the offense warrants such action.

Prior to a final determination to ~~dismiss~~ terminate an employee, a pre-disciplinary hearing shall be held. The hearing serves as a check against mistaken decisions and provides an opportunity for an employee to respond to the allegation(s) by providing information denying, explaining or mitigating the allegation(s) before a decision to dismiss is made. The reason(s) for pursuing dismissal of an employee must be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing. Only the Executive Director has the authority to suspend or ~~dismiss~~ an employee.

At least two business days prior to the hearing, the employee must be given written notice of the allegation(s) and a copy of supporting documentation. The pre-disciplinary hearing is the employee's only opportunity to be heard prior to the District's final decision. Pre-disciplinary hearings shall take place with the Executive Director or his/her designee. The employee will be placed on paid administrative leave pending the outcome of the hearing.

If, following the hearing, the intent to dismiss is sustained, ~~then the employee will be dismissed.~~ A Personnel Action Form (PAF) must be completed and forwarded with the notice and all supporting documentation to the Human Resources Office to will be placed in the employee's personnel file.

~~6.10~~—Severance Pay

~~A regular employee may be dismissed without the benefit of progressive discipline in very serious cases as determined by the District. In such cases the employee will not ordinarily be offered severance pay.~~

~~A regular employee dismissed for reasons other than serious misconduct, may be offered severance pay equivalent to one complete pay period for nonexempt employees and two complete pay periods for exempt employees.~~

~~A recently promoted or transferred employee dismissed during the trial period for reasons other than serious misconduct may be offered severance pay equivalent to one complete pay period for nonexempt employees and two complete pay periods for exempt employees. Other employees terminated during the trial period will not ordinarily be offered severance pay.~~

~~6.11~~ 6.4 Employee Misconduct

The following is a list of behavior that will subject employees to disciplinary action, up to and including termination. Along with the *District's Expectations*, above, this section is not intended to be all-inclusive, but rather serve as a guideline for employees, managers, and supervisors. The District reserves the right to take appropriate disciplinary action, including termination, at its discretion, with respect to misconduct, whether or not the particular conduct is set forth in this policy.

Employee behaviors that will subject the employee to disciplinary action include, but are not limited to:

1. Unauthorized leave and/or excessive tardiness.
2. Misrepresentation of facts concerning absence from work.
3. Destruction, damage, or unauthorized possession of customer, co-worker, or Library District property.
4. Unauthorized, illegal, unethical, or inappropriate use or possession of Library District supplies, materials, or equipment, including computer hardware and software.
5. Falsification of employment application or other hiring documents; unauthorized alteration of an employee or member record, or any other record or report created or maintained by the Library District.
6. Insubordination: unwillingness to carry out a lawful directive from a manager or supervisor, and/or threatening, intimidating, or disrespectful behavior toward a manager or supervisor.
7. Malfeasance or misconduct; e.g., any act or behavior that is wrong, improper, or unlawful.
8. Abuse of authority or position.
9. Use of or working under the influence of alcohol or controlled substances, including prescribed or over the counter medications that impair performance of essential job functions, or create a direct threat.
10. Possession, distribution, sale, or transfer of alcohol or controlled substances in the workplace, including District vehicles, while on or off duty.
11. Illegal acts.
12. Creating or contributing to ~~unsanitary~~ or unsafe working conditions.
13. Failure to report any work related personal injury, accident, or equipment damage to supervisor within twenty-four (24) hours of occurrence.
14. Neglect of duty (e.g., failure to perform, or careless disregard for the consequences of an act or behavior).
15. ~~Inefficiency or incompetency.~~
16. ~~Inability to perform essential job functions with reasonable accommodation.~~
17. Abandonment of position; i.e., employees who are absent from work without authorization for three (3) or more consecutive work days will be considered to have voluntarily resigned their position.

18. Insulting, intimidating, threatening, abusive, or assaultive behavior directed towards peers, co-workers, supervisors/subordinates, or the general public.
19. Actions or statements which, in the District's opinion, reflect negatively on the Library District or conflict with the best interests of the Library District, unless protected by law.
20. Possession of lethal weapons or dangerous materials, such as explosives or firearms, in the workplace.
21. Retaliation, in any form, directed against another employee, supervisor/subordinate, or member of the general public for engaging in any protected activity.
22. Violation of any District rules, policies, and other work-related expectations.
23. Dishonesty.
24. Disclosing confidential information regarding the District, its employees, or its customers without authorization.
25. Engaging in any form of harassing or bullying behavior.

If, in the employee's opinion, the disciplinary action taken is arbitrary, capricious, or unwarranted, the employee ~~is invited to~~ may utilize the steps outlined in the Grievance Procedure.

6.42 *Disciplinary Action for Exempt Employees*

Exempt employees should not be suspended without pay for disciplinary purposes for periods of less than a full workweek, unless the infraction involves violation of safety rules of major significance.

FRIENDS OF THE LIBRARY

BACKGROUND

Trustees adopted a revised Friends of the Library Policy in 2014, which reflected formation of the Friends of the SCLD as a 501(c)(3). There are no revisions to the policy recommended at this time.

October 16-22 is National Friends of Libraries Week and Friends of the SCLD has several special events planned for this month. On the weekend of October 8, Friends will hold book sales at all 10 libraries. This is the result of conversations held at the April Friends Helping Friends event, where members of the Friends came together to discuss ways to work together to raise funds and increase awareness of library services. In addition, there will be a special author reception for the Friends at the Moran Prairie Library on Wednesday evening, October 26.

The Friends of the SCLD is now in its second year of operation. The primary source of funds is derived from book sales. The Friends held a membership drive event at the Argonne Library last year, and a second event is planned for the North Spokane Library in November. These events provide an opportunity to showcase local authors and raise awareness about becoming a member of the Friends. Funding from the Friends supports programming, such as the WORDS program, Spokane is Reading and Summer Reading.

In addition to the Friends of the SCLD, each library has its own Friends group that holds book sales and provides funding for local library needs. This year although the Fairfield Library Friends stepped down, the book sales will continue with proceeds being managed by the Friends of the SCLD.

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: FRIENDS OF THE LIBRARY

APPROVAL DATE: JULY 20, 1988

REVISION DATE: SEPTEMBER 16, 2014

Purpose: Declares recognition of the Friends Foundation of the Spokane County Library District (Friends) as a non-profit community organization that supports and promotes the Spokane County Library District (District).

Background:

The Friends' mission is to raise funds and public awareness in the community to support the services and programs of the District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the District.

POLICY:

The District Board of Trustees recognizes and endorses the Friends and its chapters as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.

The District provides official recognition of the Friends as it meets the following criteria: It is registered as a nonprofit corporation with the Washington Secretary of State and maintains its status in good standing. The Friends has tax-exempt status from the Internal Revenue Service (IRS), and maintains this status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or its ability to maintain its tax-exempt status.

The purpose and goals of the Friends (and its affiliate chapters) are to promote interest in the District in its entirety; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the community.

Each community library may receive additional support from its respective Friends affiliate chapter. A Friends chapter consists of volunteers who organize to raise funds that supplement the programs and services offered at a community library, raise awareness within that community, and may also support District initiatives. As a Friends chapter, donations made to a chapter are considered tax deductible.

Membership in the Friends is open to all residents of the community, and residents may choose an affiliated chapter(s). General membership meetings are open to the public and shall be held in a location large enough to accommodate the paid membership. Chapter meetings shall also be open to the public and attended by the Library Supervisor and/or Managing Librarian or their delegate.

The District encourages the Friends and its affiliate chapters to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the Inter-local agreement between the organizations. To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of the Friends Executive Committee. District staff members and/or Trustees shall not hold elected offices with the Friends or its chapters to avoid conflict of interest.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

Preliminary Budget 2017

- a. Public Hearing on Authorized Revenue Sources**
- b. 2017 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Direction to Staff**

Background

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30. We will submit a proposed budget for formal adoption at the November board meeting.

A recap of significant budget variances are provided below. The variances noted are from the 2016 budget as adopted. The current budget formulation process used both the 2016 budget as adopted and the expected final results for 2016.

Recommended Action: Board motion to approve funds in the 2017 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2017 General Operating budgets.

Revenue

	2016 Approved Budget	2017 Preliminary Budget	\$\$ change	% change
Property Taxes (net of TIF's)	11,003,000	11,308,000	305,000	2.8%
Contract Cities	348,000	320,139	(27,861)	-8.0%
Fines and Fees	256,900	240,500	(16,400)	-6.4%
E-Rate, Interest Earnings and Other	235,200	234,000	(1,200)	-0.5%
Grants and Donations	55,000	68,000	13,000	23.6%
Total General Fund Revenues	11,898,100	12,170,639	272,539	2.3%

Property tax revenues - change of \$305,000

- Tax revenue for 2017 as presented is \$305,000 higher than 2016.
 - Approximately \$110,000 is due to the annual 1% increase allowed and the rest, \$195,000, is due to new construction and increases in state assessed values.
- Total assessed valuations including all new construction increased 6.5% over 2016.
- The tax levy rate will decrease to approximately \$0.472 per thousand.
- Inflation as defined by RCW 84.55.005 is .953%, or just slightly less than 1%, requiring an additional resolution at next month's board meeting to request the full 1% increase. This is the second year in a row that inflation, as measured by the Implicit Price Deflator (IPD), is less than one percent (1%).
 - The Board adopted a resolution to request the full 1% last year.
 - The revenue impact between .953% and 1.000% is only \$5,000 and has no material effect on the forecasted levy rate of \$0.472 per thousand.

Contract Cities - change of (\$27,891)

- Revenue from our contract with Airway Heights is budgeted to increase by \$2,625 as its assessed valuation increased 5%, but the levy rate per thousand declines to \$0.472 to match the districtwide assessment.
- Revenue from the District's contract with the City of Spokane for the portion of the Moran Prairie Library Capital Facilities Area (MPLCFA), now annexed, increased \$4,579.
- The five-year mitigation period for the West Plains annexation by City of Spokane expired in 2016. The decrease from 2016 to 2017 was \$31,481.

Fines and Fees - change of (\$16,400)

- The trend away from physical materials to digital resources is accompanied by proportional declines in customer fines.

All other revenues - change of (\$1,200)

- E-Rate and all other remaining revenues are little changed from last year.

Grants and donations - change of \$13,000

- Grants and donations for 2017 are \$68,000, compared to \$55,000. The District anticipates continuing support from our members, Friends groups, and program-supporting agencies such as Humanities-Washington or departments within the State of Washington.

Expenses

	2016 Approved Budget	2017 Preliminary Budget	\$\$ change	% change
Salaries	5,993,523	6,048,900	55,377	0.9%
Benefits	1,959,251	2,009,100	49,849	2.5%
Total Personnel Costs	7,952,774	8,058,000	105,226	1.3%
Supplies	179,001	174,459	(4,542)	-2.5%
Services	1,756,025	1,747,480	(8,545)	-0.5%
Library Materials	1,593,900	1,633,500	39,600	2.5%
Capital	238,000	270,000	32,000	13.4%
Library Programs incl Grant Supported Programs	106,700	121,200	14,500	13.6%
Contingency	71,700	166,000	94,300	131.5%
Total General Fund Expenditures	11,898,100	12,170,639	272,539	2.3%

Salaries - change of \$55,377

- An annual salary adjustment of 0.7% is included in this preliminary budget. Inflation as defined by the August 2016 CPI-W, is 0.7%. Washington State has already announced a 0.7% increase in the state minimum wage, from \$9.47 to \$9.53, effective January 1, 2017.
- All step increases are included for eligible employees.
- 2017 includes a slight decrease in the temporary hours' allotment, from \$100,000 to \$92,000.
- No change in the general reduction for normal turnover.
- We plan to continue prudent position management, evaluating all vacant positions as they occur and replacing employees only after accumulated leave has run out.
- Total FTE's (full-time equivalents) for 2017 are 134.0, a slight decrease from 134.5 in 2016.

Payroll Taxes and Employee Benefits - change of \$49,849

Payroll Taxes and Employee Benefits			
	2016	2017	Change
FICA	462,035	462,700	665
Medical, Dental, Vision	785,358	829,300	43,942
Retirement	640,666	643,800	3,134
All Other	71,192	73,300	2,108
Total	1,959,251	2,009,100	49,849

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District plans to offer the same four plans:
 - Two by Group Health, one a high-deductible health plan (HDHP)
 - Two by Regence/Asuris, one also a HDHP
 - AWC recently announced 2017 rate increases:
 - 1.2% for all Group Health plans
 - 6.0% for Regence standard plans and 10.5% for Regence HDHP
 - Result is a \$43,942 increase.
- We expect no change in the Public Employee Retirement System (PERS) employer contribution rate, currently at 11.18%.
- All other payroll taxes and employee benefits are little changed.

Supplies expense - change of (\$4,542)

- We expect a slight decrease in the supplies expense for 2017.

Services - change of (\$8,545)

Total services include all utilities, broadband and telecom, facility and grounds maintenance, property and liability insurance, software maintenance and support, travel and other professional services.

- Property and liability insurance is expected to increase 2-3%
- We forecast no increase in utilities budgets. We have a sufficient amount in place to absorb modest rate increases.
- Collection agency costs have decreased \$10,000 due to continued higher use of low-cost email and phone notices.
- Buildings and grounds maintenance
 - We have four significant contracts for facility and grounds maintenance:
 - Courier Service, no rate change. Contract signed in 2014.
 - HVAC Maintenance, no rate change. Contract signed in 2014.
 - Janitorial Contract, budgeted for a modest rate change tied to inflation.
 - Grounds maintenance, no rate change.

- Snow removal. No change in budget. Weather dependent.
- All other services are budgeted for little or no changes.

Library Materials - change of \$39,600

- Funded at 14% of total revenues from tax levy and contracted cities, per policy.

Capital Equipment - change of \$32,000

Total operating capital equipment expenditures are expected to be as follows:

- IT Equipment needs \$200,000
- General equipment needs \$ 25,000
- “Maker Space” equipment needs \$ 50,000

Library Programs - change of \$14,500

- Library programs are budgeted at 0.5% of total revenues, plus amounts received from grants and donations specifically for programming.

Contingency Funds - change of \$94,300

- 2017 provides for an operating contingency of \$166,000, which represents approximately 1.4% of total expenditures. Prior year contingency was \$71,700.

Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2017 budget.

Professional Organizations:

- Washington Library Association (WLA) – Includes the institutional membership and personal memberships for each Trustee
- American Library Association (ALA)– Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries & Public Library Association
- Early Learning Public Library Partnership (ELPLP)
- Inland Northwest Council of Libraries (INCOL)
- OCLC – fees for services include membership in this non-profit organization run by membership
- SirsiDynix Users Group (COSUGI)
- Association of Washington Cities (AWC)

Community & Business Organizations:

- North Palouse Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Sunrise and Downtown Rotaries
- Inland Public Management Association
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Coalition
- Executive Women International Spokane Chapter
- Manito Lions
- Pacific Northwest Booksellers

Individuals are encouraged to be involved in professional organizations. The District encourages staff to be members of the Washington Library Association and interest groups such as CAYAS or WALE. Staff members are encouraged to participate in the American Library Association, Public Library Association, or other local service and professional organizations.

In general, individuals are responsible for individual membership fees for these professional organizations.

Board Direction

In conclusion of the budget presentation, we request that the board approve the list of memberships and organizations and provide direction on the following:

- Whether to request the full 1% tax levy increase, versus a 0.953% increase.
 - Inflation as defined by RCW 84.55.005 is 0.953%. Jurisdictions may request the full 1% increase in our levy by adopting a resolution stipulating the need for the increase.
- Provide direction on the annual salary adjustment. The District's current policy, Section 3.13 cited below, provides for a salary adjustment tied to the CPI, between 0%-4%.

The District will comply with the state's Minimum Wage Act. The annual adjustment to the state's minimum wage is currently based on the August CPI-W figure provided by the Bureau of Labor Statistics (BLS).

For non-minimum wage positions, the District will consider the August CPI-W, other relevant economic factors, including the cost of the employee's total compensation package, and the District's financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

- CPI-W has been announced at 0.7%.
- The budget proposed provides for an annual salary adjustment of 0.7%.

Future Information and Future Meetings

Based on the discussions and decisions from this meeting, we will present a final budget for formal adoption at the regularly scheduled November board meeting. A final 2017 Budget will be presented at the December meeting. Absent an unforeseen material change, the preliminary budget presented in November is anticipated to become the final.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER/DECEMBER 2016

November 15, 2016: Argonne (4:00 p.m.)

- NS and SV Renovations
- Computer, Wireless Network and Computer Use Policy
- 2017 Budget
 - a. 2017 Revenue and Expenses: Preliminary Budget Update
 - b. Adopting a 2017 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 16-0_): Approval recommendation.
 - c. Authorizing 2016 Property Tax Levy Increase for Collection in 2017 (Resolution No. 16-0_): Approval recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2017 (Resolution No. 16-0_): Approval recommendation.
 - e. Declaration of Substantial Need for Purposes of Establishing the 2017 Levy Limit Factor (Resolution No. 16-0_): Approval recommendation.
 - f. Board Direction to Staff
- Library Spotlight – Spokane Valley
- Overview – CEP Service Priority, Early Learning

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Oct. 31, for inclusion in the preliminary agenda to be sent Nov. 2. Meeting packets will be mailed Nov. 9.

December 20, 2016: Argonne (4:00 p.m.)

- NS and SV Renovations
- (Tentative) NS Renovations Contract Award: Approval recommendation.
- 2017 Budget
 - a. Adopting a 2017 Final Budget (Resolution No. 16-0_): Approval recommendation.
- 2016 Work Plan/Year in Review and 2017 Work Plan
- BT and LT Holiday Gathering

SPECIAL MEETINGS/ACTIVITIES

- Oct 21** Staff Training and Development Day (Mirabeau Park Hotel, 8:00 a.m. to 4:00 p.m.)
Oct 26 Spokane is Reading Friends Thank-You Reception with SIR Author (MP at 7pm)
Oct 27 Spokane is Reading (Spokane Valley Event Center, 10514 E. Sprague at 1 p.m., and the Bing Crosby Theater, 901 West Sprague, at 7 p.m.)
Oct 28 Spokane Bedtime Stories (Spokane Club, 6:00 p.m.)
Nov 4 Night at the Library (North Spokane Library, 7-9 p.m.)

2017

- Mar 16** WLA Library Legislative Day, Olympia, WA

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

We have now completed the third quarter of 2016. Total expenses are 73.2% of total budget, or a little shy of 2% lower than the expected 75% level after three quarters of the year. Equipment remains well under budget even after the September purchase of new print management software and a batch of servers.

Our overall operating environment continues to perform as planned and we continue to expect to end the year with a modest surplus with the goal of being able to assign this surplus to the remodel projects at North Spokane and Spokane Valley libraries, if needed and approved.

2017 Budget

This month brings the first presentation of the 2017 budget and the accompanying formal budget hearing required by statute. Please see the fiscal report for the discussion and analysis of the 2017 budget.

Facilities

Fall brings the routine of readying our facilities for winter. We have begun sprinkler winterization which should be completed by the end October. We also perform an annual fire alarm and fire suppression systems testing for all buildings this time of year and should complete these by the end of October.

Refer to Agenda Item V.E. for the September Financial Report.

Human Resources (Toni Costa)

Department Activities

a. Recruitment and Selection:

New hires:

3 - Library Page (AH, DP, NS)

Public Services Associate (ML)

Recruitments:

Librarian (SV&AR), closes 10/19/16

b. Terminations:

Library Page (NS)

Collection Services Page

c. Promotions/Demotions:

d. Reclassifications:

e. Transfers:

Library Page (AH to MP)

Information Technology (Doug Stumbough)

- We received and began testing two touchscreen monitors for potential use with the checkout stations. In addition to configuring the onscreen keyboard, modifications needed to be made to the standard onscreen menus to accommodate both the resolution and the portrait orientation for testing. We also tested a different model of barcode scanner to determine how well it reads through cracked cases, bent barcodes, stretched out DVD case covers, dirty barcodes, etc., and how well it reads barcodes off of a Smartphone screen. We will be deploying both into live testing at SV later this fall.
- The Cash Management feature for our ILS was setup and configured on our test server for evaluation. The hope is that it might support sufficient reporting and controls that would allow us to replace cash registers with workstation-connected cash drawers and eliminate some of the redundancy inherent in having to handle money in two separate systems.
- As part of the reassignment of workspace at SV, the staff workstations in the second floor workroom were swapped with the training stations located in the old IT annex. The workroom on the second floor will eventually be converted into a creator space in addition to housing the digital media lab.
- Speaking of the digital media lab, some of the equipment provided by Community-Minded Enterprises has arrived. We are still waiting on a few pieces, including the cameras and editing computer. They should arrive in early October, followed by a brief training from CME staff on the use of the equipment.
- Parts of both mobile labs were relocated to Cheney and configured for use in the GED classes that will be offered there for the next several months. The class required the installation of specialized software as well as some minor modifications to the meeting room to allow the mobile lab laptops to be stored and updated.
- Other projects that staff have been working on this month include creating a local collection book river for consideration as an enhancement to the website, creation of a form to sign up for program related tours, presentation to staff on how to use/manage SharePoint alerts, participation in a taskforce on increasing use of the checkout stations, ongoing assistance for staff training on MyPC & Papercut, and various quarterly updates to several systems including the timesheet, scheduling and payroll software.

Collection Services (Andrea Sharps)

- We ordered 1,743 titles and 6,060 copies in September. The number of titles ordered is down from last month while the number of copies ordered is up from last month.
- With 75% of the year done, total library materials expended stands at 81.54%.
- We processed, added to the system, and sent out to the libraries 7,118 items in September. This is down a little from last month (7,456).
- Downloadable lending through OverDrive was down in September from August. A total of 34,019 audiobook and eBook items circulated in September; members placed a total of 9,944 holds; and, there were 5,070 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw a slight decrease in circulation in September over August. A total of 2,547 titles including audiobooks (879), comics/graphic novels (136), eBooks (344), movies (554), full-length albums (417) and television shows (217) circulated in September for a

combined cost of \$5,171.53 and an average cost per circulation of \$2.03. A total of 167 new patrons registered in the month, and there were 696 active users recorded.

- We loaned 305 items to other libraries and borrowed 484 items from other libraries for 789 total interlibrary loan transactions processed in September.
- Sadly, CS Page Gayle Gemmill passed away on 9/27. Gayle was a valued member of our team who had an incredible work ethic. We will miss her quirky sense of humor and great smile. Gayle's family named the District as a recipient of memorial funds for Gayle.
- We received a nice note from a member who resides in a retirement community. She had requested an out-of-print large print title which was only available in libraries abroad. Although we were not able to obtain it for her, she wrote the following: "Thank you so much for trying. You always go the extra mile!" It was an unexpected treat to receive this.

Executive Director Report & Community Activities (Nancy Ledeboer)

As follow up to the September board meeting, I visited with Spokane Valley City Manager Mark Calhoun to convey information on behalf of Trustees. I informed Mr. Calhoun that Trustees affirmed their intent not to submit another bond measure to the voters in 2017. I explained that the District has fulfilled the requirements of the inter-local agreement, and therefore, we have respectfully asked the City to purchase the land. I indicated that Trustees are open to discussing other options that might result in a new agreement. Mr. Calhoun indicated he would take this information to the City Council.

Staff met with Gary Bernardo to review plans to renovate the North Spokane Library. A second meeting was held with Michelle Widner to discuss furniture and carpet options. Ms. Widner will assist as we look at the most efficient and cost-effective manner to purchase these items. Ms. Widner invited staff to attend a trade show in October to get ideas for furnishings.

As Chair of the Legislative Committee, I updated the committee list and sent out a meeting notice for the December kick-off meeting. I have had several conversations with Steve Duncan, legislative consultant for libraries, regarding anticipated issues in the coming session. I was also contacted by Emily Sheketoff from the American Library Association with a request regarding reauthorization of the Museum and Library Services Act. Senator Murray is in a key position to help advance this legislation and the Washington State library community will contact her with a request to support S. 3391.

During the last week of September the Leadership Team held its annual retreat. All Librarians, Library Services Managers and Library Supervisors joined us to discuss changes on the horizon that will impact how we schedule staff, evaluate performance, and implement the Community Engagement Plan (CEP). Our goal is to continue providing the best possible customer experience while still being able to meet the demand for specialized services that take some staff out of our buildings. Staff shared what they are doing to engage members of the community. The retreat provided an opportunity to review the annual work plan and set goals for the coming year.

One of the goals we established as part of the Libraries Transforming Communities initiative was to share what we learned from the community with other agencies that might find this information useful. To that end, we invited current partners to attend a Fall Forum at the Argonne Library. A brief overview of Community Conversations was shared with the group and then attendees were invited to visit stations in the library where staff shared some of the activities we are engaged in as part of the CEP. We encouraged those in attendance to share what their organizations are doing and to network with one

another. This was an impressive gathering of organizations from across various business, education, and cultural sectors that participated, shared and met with one another.

The American Library Association has continued to support the Libraries Transforming Communities effort and is now offering a Virtual Lab, making it easier for libraries to participate in this training. I was invited to share the District's experience of implementing the tools and using this practice in the field.

I was able to attend meetings of the Cheney Friends and the Spokane Valley Friends. The October 8 Districtwide Book Sale will be the first time all Friends groups will hold a sale on the same day. I thanked our Friends groups for giving this a try and shared some of the efforts to publicize the sale that are being undertaken. Both Friends voted to support Spokane is Reading by providing underwriting.

I was invited to speak about library services at the Widows Might luncheon on Sunday, September 18. In addition to sharing information about the library, I invited guests to consider volunteering at the library. I attended the September meeting of Executive Women International (EWI), Spokane Chapter, and was installed as the 2016-2017 Chapter Treasurer. The annual conference for EWI was held in Spokane and several staff attended a day of leadership training on Thursday, September 22. I was able to attend the Saturday Corporate Meeting where Jill Gaffney of Greenleaf was installed as the President of EWI's Corporate Board. The Spokane members are very proud to have hosted the annual conference and to have one of the Spokane members elected to lead the organization.

ITEM AND TITLE MONTHLY REPORT
September 2016

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	166535	150785	317320		85408	49773	135181
Nonprint	63971	23602	87573		26120	7352	33472
Subtotal	230506	174387	404893		111528	57152	168653
Periodicals	6115	1047	7162		298	32	330
Total	236621	175434	412055		111826	57157	168983

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: Audiobooks			20911			19023
eBOOKS			29806			28219
Licensed eBOOKS			8018			5927
OverDrive: Total			58735			53169
GRAND TOTAL			470790			222152

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	25400	19417	44817
Nonprint	11599	2752	14351
TOTAL	36999	22169	59168
DELETIONS			
Print	27622	19533	47155
Nonprint	9534	3162	12696
TOTAL	37156	22695	59851

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2222	-116	-2338
Nonprint	2065	-401	1655
Periodicals	-5222	-822	-6104

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 September 2016

Patrick Roewe and Kristy Bateman

Overview

In September, the libraries switched gears as operations transitioned to a post-summer (and generally less hectic) level of activity. With the Executive Director and Communication Department, several Public Services staff participated in the District's Fall Community Forum at the end of the month. Staff provided brief presentations on the four service priorities in the Community Engagement Plan to existing and potential community partners, with the intent of sparking future collaborations with us or each other. Forty-six (46) community partners attended the forum, and the feedback received was favorable. One of the key components of our participation in the Libraries Transforming Communities initiative was to share what we've learned about community needs and aspirations, and the forum provided a great opportunity to do so.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We kicked off our *Business 101* series this month, with Digital Security and E-Commerce workshops offered at both North Spokane and Spokane Valley. The four sessions had a combined attendance of seven.
- Perhaps the biggest news in September for our team was the start of GED and high school completion classes in Cheney. Mid-month, Jamie Van Wormer, Catherine Lowry, and I met with Chris Bishop, the instructor from the Community Colleges of Spokane, to make sure we were ready for the September 19 start date. A few particulars follow.
 - CCS is providing the instructor (Chris) and the textbooks his students will need.
 - SCLD is providing the meeting room space, laptops for the students to use during the class, and tutoring assistance, courtesy of Jamie's fantastic volunteers.
 - Classes run 4pm-8pm, Monday through Thursday. Students can enroll in the program at any time during the quarter.
 - By the end of the month, ten students were confirmed as enrolled.
 - The eight class sessions in September had a combined attendance of 40.
- The six *Dollars and Sense* financial literacy workshops offered this month and presented by SNAP had a combined attendance of ten. This is up from ten attendees for the three August workshops.
- Our *Drop-In Job and Career Help* service had one attendee at the one September session. This is down from the three attendees we had for the two August sessions.
- The three STCU financial literacy workshops this month, *Protect Your Credit Score*, *Organize Your Finances*, and *Become Debt Free*, had a combined attendance of 38.
- We had seven individuals register as new Microsoft Imagine Academy users in September, down from ten in August. During the month, users enrolled in 14 new classes, down from 17 in August.
- We did 77 Book-a-Librarian (BaL) sessions this month throughout the District, up from 57 in August.
 - In one session, Tami worked with a person in Cheney who wanted to do market research on the feasibility of opening a long-term stay motel located in Cheney.
 - Ree helped a member, via email, with jobseeker support.
 - In another session, Tami worked with a woman who is considering buying a gun shop in the Valley area. Tami showed her how to identify potential markets and ways to grow the business, such as creating an online presence.
- We proctored 15 exams this month throughout the District, up markedly from August's seven proctoring sessions. Three of these sessions were MOS (Microsoft Office Specialist) tests.

Community Connections:

- Ree and Tami each attended one of the bi-weekly BizBuzz meetings at WorkSource.
- I met with Kirstin Davis of the Better Business Bureau this month. Aside from having her do a workshop for us as part of the Thinking Money series, I also wanted to talk with her about the BBB presenting monthly consumer education workshops for us in 2017.
- Tami attended the monthly West Plains Support Network meeting.
- Ree and I met Jane Baker at Spokane Talks Online to record two podcasts for the *Library Out Loud* series. We talked with Jane about the upcoming Thinking Money exhibition and the business services SCLD has to offer.
- As part of the Small Business Saturday event that Tami is organizing, she met with several Cheney businesses this month and invited them to participate.
- I attended the WorkSource Affiliate/Connection Site meeting.
- Danielle represented SCLD at the Women's Business Center's Annual Business Conference, where she provided a brief overview of our business resources and answered questions. There were 30 people in attendance.
- Ree and I did a business resources overview for one of SNAP's Dreambuilder entrepreneurial classes at the Women's Business Center. There were four people in attendance.
- I met with April Needham, Startup Spokane, at our Spokane Valley Library this month. April wanted a tour of the library and to hear more about the work we're doing with entrepreneurs and small business owners.
- Ree and Aileen represented SCLD at the Greater Spokane Valley Chamber of Commerce's Manufacturing Expo. In addition to talking with attendees about our business resources, they also provided laptops for the Chamber to use for the various classes they offered throughout the day. Ree and Aileen talked with 21 individuals about our services.
- Tami and Catherine presented an overview of the Cheney Library to the Cheney City Council this month.
- Tami and Catherine also represented SCLD at Eastern Washington University's Neighbor Fest.
- Ree attended the monthly GVSU Membership meeting.
- Tami and I represented our service priority at the District's Fall Community Forum, where we talked with attendees about what we've been doing in the community and invited them to share their work with us. We made a couple of connections and will follow up.
- Tami attended the monthly Spokane Hispanic Business Professional Association lunch meeting. This was our first time connecting with this group, and Tami found the experience valuable.

Early Learning (Mary Ellen Braks)

- We provided 114 Storytimes to 3,197 children, parents and caregivers. Our average attendance per Storytime was 28. This is down a little from last month, yet with school starting this month it was expected. The average attendance was the same as last September.
- We provided 43 Storytimes to 483 children at 14 childcare centers.
- The Early Learning team continued working on the STEM grant. This month we started the STEM Play and Learn programs. We had six programs for a total of 56 attendees. Volunteers helped administer surveys at the end of the program and asked adults about STEM education for preschoolers.
- I observed two new staff members doing their first Play and Learn Storytimes.
- I was selected as an American Graduate Champion for Early Learning by KSPS. Jill Johnson from Community-Minded Enterprises and PBS created a video about me, which is currently being aired on PBS.

Community Connections:

- I attended the Inland Northwest Early Learning Alliance (INWELA) action team meeting this month. We are continuing to work on the Community Momentum grant from Thrive for next year.
- I attended the Excelerate Success Getting Ready for Kindergarten meeting. The meeting was an update on Love, Talk, Play and locating the posters in grocery stores.
- We were at ValleyFest this year with the pop-up library (the Uni) and provided STEM activities to families. We spoke to 651 people and handed out the Kindergarten Readiness Calendars from United Way and Love, Talk, Play materials in addition to library information. We also participated in the new TotFest on Sunday. This was the first year for this part of ValleyFest and focused on families with children from birth to five years old. We spoke to 185 people.

- I was invited to attend a filming of preschool teachers talking about our “Ready for School with STEM” kits at the Valley School District in Stevens County. The University of Washington wanted to film teachers talking about the kits and STEM education for preschoolers to use with their early childhood education students. I had the opportunity to be filmed and talk about how we created the STEM kits.
- Kelsey Hudson and I attended the West Valley Strategic Planning committee on its Family Connection Day in October. We also connected with Waste Management, and there will be another Touch-a-Truck event at Family Connection Day.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

School started again at the beginning of the month. We ramp up into fall programming slowly, as the families in all 14 school districts we serve are very busy with the open houses and getting back into the swing of things.

- 197 children and families played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem-solving, organization and planning, as well as communication and social skills.
- *Monday Funday* and *Too Fun Tuesday* resumed at North Spokane and Spokane Valley this month, providing families with school-aged children a weekly activity at the library to explore art, LEGOs, and building challenges. 85 children participated.

Tween/Teen Programs:

- 96 teens learned how to use our Digital Resources at Freeman High School.

Adult Programs:

In September, 186 adults participated in one of our featured summer programs.

- 81 members participated in one of nine regular book clubs.
- 76 members attended *Fabulous Fall Hikes* with Rich Landers.
- 76 members tried their hands at making a personal Zen garden.

Community Connections:

- Staff around the District participated in Open House and Back to School events with various schools and school districts, including Progress, McDonald, Moran Prairie, Mullan Road, Great Northern, and Arcadia Elementary Schools.

Digital Interaction and Sharing (Carlie Hoffman)

- A trial for A to Z Databases, a digital resource for finding business and residential information, was started. Staff were assigned to review this product.
- Along with Patrick and Gwendolyn, I met with staff from Spokane Public Library to look into using online logging software for Summer Reading.
- Unique visitors to the website:
 - -1% from 37,988 to visitors 37,579 visitors.
- Total views of all pages of the website:
 - -1% from 121,431 to 120,489 views.
- Use of digital resources:
 - -4.1% from 70,556 to 67,646 uses.

Community Connections:

- I met with Colin Manikoth from Eastern Washington University to discuss the local website and some ways that we could work with students on the project
- I met with Ellen Picken from Spokane Arts to discuss ideas for the local website.
- I presented to the Inland Northwest Authors Guild and the Spokane Fiction Writers group to promote the upcoming *Words* fall programs and SELF-e.

Volunteer Program (Jamie Van Wormer)

This month I worked with principals and staff to create SCLD’s after school *Reading Buddy* program. I met with numerous schools in the county and held several training sessions for the volunteers. We currently have *Reading Buddy* programs in five elementary schools (Brentwood, Freeman, Mullan Road, Otis Orchards, and University). We have *Homework Help* programs at Broadway and Progress Elementary. The GED classes started in Cheney this month and volunteers help with the program Monday-Thursday. I continue to meet with potential volunteers and other members in the community to develop partnerships. I have been able to put volunteers to work in our current programs, parades, after-school reading programs and future events. I am working with Library Supervisors, Community Librarians and my team to fulfill their needs with volunteers.

- Met with the Otis Orchards Friends group to talk about upcoming events and bringing new members to the group. We had two new members join.
- Spent the first week of the GED classes in Cheney to make sure the program was running smoothly.
- Attended Neighbor Fest at EWU to recruit volunteers. Made connections with the volunteer/outreach coordinator and I had five new volunteers sign up.
- Attended the Whitworth Volunteer fair. I recruited four new volunteers for the after school *Reading Buddy* program.
- Had an ESL training for the volunteers that will offer English Conversation at the Airway Heights and North Spokane libraries.
- Met with Danika from United Way about ways we can partner together in regard to the after school *Reading Buddy* program
- Prepared a PowerPoint for the Fall Forum. Made new connections with the superintendent from Medical Lake School District, SNAP, the Hub, and Just Serve.
- Met with numerous volunteers for the after school *Reading Buddy* program.
- Had trainings and meetings for new and returning volunteers.
- I now have 150+ volunteers.
- I found volunteers to help with the evaluation questions for the *STEM Play and Learn*.

Library Operations (Georgina Rice)

This month’s statistical feature takes a look at the most popular items checked out over summer. Our libraries were lively places this summer with members attending programs and checking out a large variety of items.

The charts below give you a glance at the most popular summer items from our physical collection. It does not include our digital library. While the most popular items are listed, it is important to know that thousands of individual titles were checked out over the summer and this is only a sampling of the most popular of those items.

The tables below include the catalog title and author (DVDs are listed with title only). Item genres are included in some of the tables. The number listed represents the number of times the title was checked out or renewed during the summer months of June, July, and August 2016.

Overall top ten titles Adult Summer 2016		
Star Wars	DVD	760
The Hunger Games	DVD	644
Game Of Thrones.	DVD	558
Now That’s What I Call Music!	CD	475
The Hobbit	DVD	463
Downton Abbey	DVD	460
Jurassic World	DVD	395
The Martian	DVD	393
Foyle’s War	DVD	353
Marvel Avengers, Age Of Ultron	DVD	341

Overall top ten titles Children’s Summer 2016			
Veggietales	VEGGIET	DVD	674
Thomas & Friends	THOMAS	DVD	569
Minions	MINIONS	DVD	371
Inside Out	INSIDE	DVD	337

Daniel Tiger's Neighborhood	DANIEL	DVD	335
Cinderella	CINDERE	DVD	334
My Little Pony, Friendship Is Magic	MY LITT	DVD	312
The Berenstain Bears	BERENST	DVD	297
Sesame Street	SESAME	DVD	296
Pokémon Adventures	K PBK	GRAPHIC	291

Overall top ten titles Teen Summer 2016			
Fairy Tail	Mashima, Hiro	GRAPHIC	354
Bleach	Kubo, Tite	GRAPHIC	296
Naruto	Kishimoto, Masashi	GRAPHIC	232
One Piece	Oda, Eiichirō	GRAPHIC	145
Rosario+Vampire	Ikeda, Akihisa	GRAPHIC	125
Black Butler	Toboso, Yana	GRAPHIC	95
Skip Beat!	Nakamura, Yoshiki	GRAPHIC	79
Psyren	Iwashiro, Toshiaki	GRAPHIC	76
Knights Of Sidonia	Nihei, Tsutomu	GRAPHIC	75
Fullmetal Alchemist	Arakawa, Hiromu	GRAPHIC	70

Top Ten Hardback Fiction Adult Summer 2016			
Fool Me Once	Coben, Harlan	NOVEL	105
Clawback : An Ali Reynolds Novel	Jance, Judith A.	MYSTERY	99
Off The Grid : A Joe Pickett Novel	Box, C. J.	MYSTERY	93
The Guilty	Baldacci, David	NOVEL	83
The Nightingale	Hannah, Kristin	NOVEL	82
The Walking Dead	Kirkman, Robert	GRAPHIC	80
"X"	Grafton, Sue	MYSTERY	80
Attack On Titan	Isayama, Hajime	GRAPHIC	76
Rogue Lawyer	Grisham, John	NOVEL	76
The Girl On The Train	Hawkins, Paula	NOVEL	71

Top Ten Hardback Books Children's Summer 2016			
LEGO Awesome Ideas	Lipkowitz, Daniel		114
Diary Of A Wimpy Kid : Old School	Kinney, Jeff		113
Harry Potter And The Cursed Child	Rowling, J. K.		92
I Will Take A Nap!	Willems, Mo		91
Star Wars, The Force Awakens : The Visual Dictionary	Hidalgo, Pablo		91
Diary Of A Wimpy Kid : Greg Heffley's Journal	Kinney, Jeff		88
Tales From A Not-So-Perfect Pet Sitter	Russell, Rachel Renée		87

So You Want To Be A Jedi? : An Original Retelling Of Star Wars: The Empire Strikes Back	Gidwitz, Adam	81
Timmy Failure	Pastis, Stephan	80
Diary Of A Wimpy Kid : The Long Haul	Kinney, Jeff	79

Top Ten Hardback Books Teen Summer 2016			
The Sword Of Summer	Riordan, Rick	RIORDAN	70
Four : A Divergent Collection	Roth, Veronica	ROTH	54
The Blood Of Olympus	Riordan, Rick	RIORDAN	54
The Last Star	Yancey, Richard	YANCEY	52
The Crown	Cass, Kiera	CASS	51
The Fault In Our Stars	Green, John	GREEN	47
Winter	Meyer, Marissa	MEYER	46
Lady Midnight	Clare, Cassandra	CLARE	42
The Hidden Oracle	Riordan, Rick	RIORDAN	42
The One	Cass, Kiera	CASS	41

Top Ten BooksToGo Adult Summer 2016			
A Spool Of Blue Thread : A Novel	Tyler, Anne	NOVEL	176
Pretty Girls : A Novel	Slaughter, Karin	NOVEL	166
Go Set A Watchman : A Novel	Lee, Harper	NOVEL	162
My Grandmother Asked Me To Tell You She's Sorry : A Novel	Backman, Fredrik	NOVEL	156
14th Deadly Sin	Patterson, James	NOVEL	153
In The Unlikely Event	Blume, Judy.	NOVEL	151
Robert B. Parker's Kickback	Atkins, Ace.	MYSTERY	138
The Girl In The Spider's Web : A Lisbeth Salander Novel	Lagercrantz, David.	NOVEL	136
The Wright Brothers	McCullough, David G.	NON - FICTION	132
Dance Of The Bones: A J. P. Beaumont And Brandon Walker Novel	Jance, Judith A.	MYSTERY	128

Top Ten BOOKS TO GO CHILDREN Summer 2016			
Garfield Chickens Out	Davis, Jim	HUMOR	210
Pokémon XY	Kusaka, Hidenori	GRAPHIC	184
The Hour Of Magic: The Eighth Adventure In The Kingdom Of Fantasy	Stilton, Geronimo	FICTION	145
Finding Dory	Francis, Suzanne	ADVENTURE	125
Garfield Fat Cat 3-Pack	Davis, Jim	HUMOR	125

The Angry Birds Movie: The Junior Novel	Cerasi, Christopher	HUMOR	122
Pokémon: Hoopa And The Clash Of Ages	Kamimura, Gin	GRAPHIC	117
Minecraft Construction Handbook	Needler, Matthew	NON-FICTION	105
Minecraft Essential Handbook	Milton, Stephanie	NON-FICTION	105
Garfield Hams It Up	Davis, Jim	HUMOR	101

Top Ten CDs Children's Collection Summer 2016			
Kidz Bop	KIDZ BOP KIDS	CD	207
Songs And Story	SONGS A	CD	82
Frozen Soundtrack	FROZEN	CD	69
NOW That's What I Call Disney	NOW THA	CD	50
Radio Disney Jams	RADIO D	CD	39
Veggietales	VEGGIET	CD	31
Now That's What I Call Disney Princess	NOW THA	CD	27
The Little Mermaid Greatest Hits	MENKEN	CD	26
The Lion Guard	DISNEY	CD	24
Sofia The First: Songs And Story	SOFIA T	CD	23

Top Ten New Books Adult Summer 2016			
The Tsar Of Love And Techno: Stories	Marra, Anthony	NOVEL	124
Foreign Agent: A Thriller	Thor, Brad	NOVEL	75
The Last Mile	Baldacci, David	NOVEL	64
15th Affair	Patterson, James	NOVEL	60
Extreme Prey	Sandford, John	NOVEL	54
The House Of Secrets	Meltzer, Brad	NOVEL	50
Lilac Girls: A Novel	Kelly, Martha Hall	NOVEL	47
Cross Kill	Patterson, James	NOVEL	46
The Games	Patterson, James	NOVEL	45
Boar Island	Barr, Nevada	MYSTERY	44

Top ten Non-fiction Adult Summer 2016			
The Life-Changing Magic Of Tidying Up: The Japanese Art Of Decluttering And Organizing	Kondō, Marie	648 KONDO	73
Missoula: Rape And The Justice System In A College Town	Krakauer, Jon	362.883 KRAKAUE	68
The Complete Calvin And Hobbes	Watterson, Bill	741.5973 WATTERS	68
Spark Joy: An Illustrated Master Class On The Art Of Organizing And Tidying Up	Kondō, Marie	648 KONDO	61
Whiskey Tango Foxtrot: Strange Days In Afghanistan And Pakistan	Barker, Kim	958.1047 BARKER	59

Clean & Hungry: All-Natural Recipes For Clean Eating In The Real World	Lillien, Lisa	641.302 LILLIEN	56
Eat Fat, Get Thin: Why The Fat We Eat Is The Key To Sustained Weight Loss And Vibrant Health	Hyman, Mark	613.25 HYMAN	46
Alexander Hamilton	Chernow, Ron	B HAMILTO CHERNOW	42
The Negative Calorie Diet : Lose Up To 10 Pounds In 10 Days With 10 All You Can Eat Foods	DiSpirito, Rocco	641.5635 DISPIRI	42
Dead Wake: The Last Crossing Of The Lusitania	Larson, Erik	940.4514 LARSON	40

Top Ten LOCAL collection Adult Summer 2016				
Northwest Gardener's Handbook: Your Complete Guide: Select, Plan, Plant, Maintain, Problem-Solve: Oregon, Washington, Northern California, British Columbia	Munts, Pat	635.09795 MUNTS	NON-FICTION	28
Inlander Histories: Timeless Tales Of Spokane And The Inland Northwest		979.737 INLANDE	NON-FICTION	25
Beautiful Ruins: A Novel	Walter, Jess	WALTER	NOVEL	23
The Sasquatch Hunter's Almanac: A Novel	Shields, Sharma	SHIELDS	NOVEL	23
Day Hiking Eastern Washington: Kettles-Selkirks, Columbia Plateau, Blue Mountains	Landers, Rich	917.973 LANDERS	NON-FICTION	21
Best Hikes Near Spokane	Barstad, Fred	917.9737 BARSTAD	NON-FICTION	19
Ancient Places: People And Landscape In The Emerging Northwest	Nisbet, Jack	508.795 NISBET	NON-FICTION	18
Spokane Set In Stone: Selected Historical Monuments, Markers And Points Of Interest In And Around Spokane	Jensen, Dick	979.737 JENSEN	NON-FICTION	18
We Live In Water: Stories	Walter, Jess	WALTER	NOVEL	17
Gardening In The Inland Northwest: A Guide To Growing The Best Vegetables, Berries, Grapes, And Fruit Trees	Fitzgerald, Tonie Jean	634.0979 FITZGER	NON-FICTION	17

Top Ten Paperback format Adult Collection Summer 2016			
The Stranger	Coben, Harlan	NOVEL	61
The Bone Tree	Iles, Greg	NOVEL	55
Trust No One	Krentz, Jayne Ann	ROMANCE	55
The Choice	Sparks, Nicholas	NOVEL	53
Devoted In Death	Robb, J. D.	MYSTERY	51
My American Duchess	James, Eloisa	ROMANCE	49
To Kill A Mockingbird	Lee, Harper	NOVEL	47
Garden Of Lies	Quick, Amanda	ROMANCE	46

The Liar	Roberts, Nora	ROMANCE	46
Anything For You	Higgins, Kristan	ROMANCE	44

BREAKOUT BY CHECKOUT METHOD September 2016

This table highlights how members are choosing to checkout and/or renew items at each library.

	Staff-assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	1294	397	3246	50	4987	1113	6100
AR	2677	365	6008	28	9078	2432	11510
CH	4591	465	5662	17	10735	2334	13069
DP	5362	568	5482	90	11502	1815	13317
FF	341	78	691	0	1110	325	1435
ML	1801	233	1870	6	3910	968	4878
MP	2729	386	10426	71	13612	3184	16796
NS	6104	1719	28741	329	36893	9924	46817
OT	1649	254	2502	12	4417	1091	5508
SV	11638	2111	28528	289	42566	8543	51109
TOT*	38186	6576	93156	892	138810	31729	170539

	September 2016		September 2015		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	3296	66.09%	1805	31.18%	34.91%
AR	6036	66.49%	4467	36.68%	29.81%
CH	5679	52.90%	2893	25.17%	27.73%
DP	5572	48.44%	2597	20.60%	27.84%
FF	691	62.25%	650	43.80%	18.45%
ML	1876	47.98%	1767	46.06%	1.92%
MP	10497	77.12%	5691	40.27%	36.84%
NS	29070	78.80%	24563	57.58%	21.22%
OT	2514	56.92%	2427	46.08%	10.84%
SV	28817	67.70%	30604	68.19%	-0.49%
TOTAL	94048	67.75%	77464	50.19%	17.56%

Library Reports

Airway Heights: Stacy Ann Kvamme

Early Learning:

- Airway Heights hosted a fall *STEM Play & Learn*, which was attended by four people.
- Attendance for our Thursday *Play & Learn* averaged 23 people, similar to the same month last year (25 in September 2015). We were excited to welcome the Airway Heights Fire Department as a special Storytime guest. Firefighters showed attendees their gear to help children become familiar with how firefighters look and sound while wearing their respirator. In addition, kids had the opportunity to sit inside a fire truck and meet Ember, the fire dog.
- Six people attended Saturday *Family Play & Learn* Storytime.

Education and Enrichment:

- *LEGO Club* had a combined audience of 37 in September, with an average weekly attendance of nine, an increase of 17 people for the month of September compared to the same month last year (20 in September 2015).
- *Zentangle*, part of the *Adult Summer Reading* programming, was attended by 12 people.
- One person attended the *STCU Fraud and Identity Theft* program.

Business and Career Development:

- Staff proctored one exam.

Community Connections:

- The *Airway Heights Book Club* selected to read *Alan Turing: The Enigma* by Andrew Hodges, and five people attended.
- Great Northern Elementary's 5th / 6th grade resumed their monthly visits to the Airway Heights Library. I provided an orientation for students about how to search SCLD's catalog and how to use one of the library's digital resources, Overdrive. Students also checked out books to read in their classroom.
- I attended an Airway Heights Kiwanis meeting in September, which featured a guest speaker from *Meals on Wheels*.
- I attended a meeting of the Airway Heights Friends of the Library. Friends finalized plans for the upcoming Fall Book Sale event, and approved financial support for Spokane Is Reading.
- The Airway Heights Library featured art prints by local Spokane artist, James Frye.
- Corinne Wilson (Airway Heights Community Librarian) attended a City Hall meeting related to growth in Airway Heights.
- There were a total of nine meeting room reservations for the Airway Heights meeting room in September 2016, an increase compared to six the same month last year.

Argonne: Pat Davis

Early Learning:

- 176 parents, caregivers and children attended *Play and Learn Storytimes* this month, down from 210 last September. *Toddler Play and Learn* attendance averaged 28 weekly, up from 23 last September. *Preschool Play and Learn* attendance averaged 17 weekly, the same as last September.
- Our *Stem Play and Learn Storytime* had an audience of 22.
- Our outreach Storytime at Wishing Well Daycare had 12 participants.

Education and Enrichment:

- *LEGO Club* had 44 participants this month, up from 38 in August.
- *Adult Coloring* attracted three participants.
- *Personalized Zen Garden* attracted nine.

Business and Career Development:

- Our financial literacy program, *Navigating Your Credit*, had seven participants.
- Our financial literacy program, *Give Yourself a Raise*, had eight participants.
- We provided two Book-a-Librarian appointments.

Community Connections:

- Our meeting and conference rooms were booked by 47 groups or individuals compared to 51 last September.
- Our display case featured a volcano built by a six-year-old member.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance showed a decrease this month with an average of 11 in September of 2015 compared to an average of 10 in September of 2016.
- *Toddler Play and Learn* attendance showed a decrease with an average attendance of 52 in September of 2015 compared to 41 in September of 2016.
- *Preschool Play and Learn* showed a decrease with an average attendance of 25 in September of 2015, compared to 19 in September 2016.
- *STEM Play and Learn* had two in attendance.

Education and Enrichment:

- The Cheney Book Discussion Group *Letters from a Wary Watcher: a Moira Edwards Mystery* had 11 attendees.

- Our September *LEGO Club* had seven in attendance.
- Adult Reading programs:
 - *Personalized Zen Garden* had six attendees.
 - *Tabletop Stop and Shop* had two attendees.

Business and Career Development:

- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 155 new and renewed library items.
- Job Seeker and Career: GED & High School Completion Classes first eight weeks averaged five students per class.
- Community Librarian Tami Chapman attended meetings this month with the West Plains Support Network, the Hispanic Business and Professional Association Meeting, and continued visiting small businesses in CH, inviting them to participate in our Small Business Saturday Event.
- We proctored one test this month.

Community Connections:

- Cheney Library staff provided service to nine Book-a-Librarian requests.
- Tami Chapman, Jamie Van Wormer, and I participated in the EWU Neighbor Fest interacting with over 500 students and faculty members.
- The meeting room was used 13 times by community groups. Our art wall featured six pieces of art from the "Recovering the Classics" movement. EWU students from the Visual Communications and Design Program designed the pieces displayed.

Deer Park: Kris Barnes

Early Learning:

- Our *Play and Learn Preschool Storytime* average attendance experienced a slight decrease in attendance this month. Our average attendance was 37 compared to last September's average of 40.
- Our *Play and Learn Toddler Storytime* average attendance experienced a significant decrease in attendance this month. Our average attendance was 13 compared to last September's attendance of 28.

Education and Enrichment:

- 11 members gathered at the *Adult Book Club* to discuss a banned, censored, or challenged book they had read.
- Our weekly *LEGO Club* averaged eight participants.
- 29 seed packets were checked out from our seed library this month. Most of the seeds that were checked out were herbs. Community members are telling us that they are working on creating indoor herb gardens this winter.
- Our adult *Summer Bounty: Fresh Salsa* program attracted three participants.
- Our adult *Summer Bounty: Food Storage* program attracted three participants.
- Our adult *Summer Bounty: Easy Refrigerator Pickled Vegetables* attracted five participants.
- Our last adult *Ready Set Read: Tabletop Games Stop & Shop* program attracted six participants.
- Our *Produce Swap* program started with zero participation the first week but seemed to raise community awareness because the following three Sundays saw donations of a variety of produce. This passive program enabled community members to take pears, apples, kale, carrots, and other produce. We donated the leftovers to the Greenhouse food bank.

Business and Career Development:

- The Deer Park Friends of the Library had another successful book sale at its three-day book sale this month.
- I attended a Deer Park Chamber board meeting.

Community Connections:

- The display case featured a display of eye-catching handmade stationery and cards.
- We served *After School Snacks* to 496 children this month. That amount averages out to about 24 snacks per day.
- Our meeting and conference rooms were used by community member groups a total of 36 times compared to last September's total of 26.
- Four classes visited us this month from Arcadia Elementary. All four classes requested a genre presentation. Their teachers asked me to do a presentation about how to identify a biography.

- One class from Arcadia Elementary visited and requested a presentation on how to identify a non-fiction book and how to identify a book that could be considered realistic fiction.
- Thirteen people arrived this month to volunteer for the third annual *Library Park Cleanup*. Several slash piles were removed, and garbage and debris were picked up. It was a very wet and windy day, but volunteers took breaks and enjoyed donuts and water in our meeting room provided by the Deer Park Friends of the Library.

Fairfield: Kristy Bateman

Early Learning:

- A weekly *Play and Learn Storytime* started in September and averaged four attendees.

Education and Enrichment:

- *LEGO Club* had eight in attendance for the four September sessions.
- *Thursday Night Thing* had five students in the session for K-5th graders, and six students in the session for 6th-12th grades.
- The adult *Summer Reading* program *Personalized Zen Garden* had two attend.

Community Connections:

- Community Librarian Cindy Ulrey presented an overview of digital library resources to 92 9th grade students at Freeman High School.

Medical Lake: Theresa Stephenson

Early Learning:

- *Play and Learn Storytime* averaged 15 attendees.

Education and Enrichment:

- The *LEGO Club* averaged six attendees.
- Adult programs
 - *Book Club: The Boys in the Boat* had 16 attend.
 - *Summer Reading: Personalized Zen Garden* had eight attend.
 - *Back to Homeschool Resources* had four attend.
 - *Food Safety during Power Outages* had two in attendance.

Business and Career Development:

- Financial Literacy
 - *Dollars and Sense: Navigating Your Credit World* had two in attendance.
 - *Dollars and Sense: Give Yourself a Raise* had zero attend

Community Connections:

- One community group used the meeting room in September.
- PSA Julianne took STEM activities to 13 students that participated in the Medical Lake Parks and Rec before school care.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes this month:
 - *Preschool Play and Learn*: 27
 - *Toddler Play and Learn*: 57
 - *Baby Play and Learn*: 46
 - *Family Play and Learn*: 4
- Toddler, Baby, and Family all had an increase from last month. Preschool had a decrease.
- We had seven attend our *STEM Play and Learn*.

Education and Enrichment:

- *LEGO Club* had 26 attend, which was an increase of 14 from last month. We changed to Monday once a month instead of Saturday.
- The *Moran Prairie Book Club* had four attend. We discussed the *Tsar of Love and Techno* by Anthony Marr, the Spokane Is Reading selection.
- We hosted two summer reading adult programs.
 - *Adult Coloring*: 0
 - *Personalized Zen Garden*: 12

Business and Career Development:

- We had 51 bookings of the meeting room.
- We proctored six exams.
- The library partnered with STCU to provide the financial literacy program, *My Life My Money, STCU Workshop: Become Debt Free*. Ten attended.

Community Connections:

- Danielle Milton attended the Moran Prairie Grange meeting.
- Danielle Marcy attended the Manito Lions meeting.
- We attended two sessions of the Moran Prairie Elementary Open House and spoke to 115 attendees.
- Danielle Milton attended the Mullan Road Elementary Open House and spoke to 96 attendees.
- We had a library card drive at Albertsons and spoke to 15 people.

North Spokane: (Brian Vander Veen)

Early Learning:

- 994 children, parents, and caregivers attended early learning programs this month at North Spokane. This is up 18% from last month and up 8% from September 2015.
 - *Baby Play and Learn Storytime* averaged 19 attendees. This is down four from last month's average and down 17 from September 2015.
 - *Preschool Play and Learn Storytime* averaged 47 attendees. This is up 11 from last month and up eight from September 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 48. This is up 13 from last month and up one from September 2015.
 - *Family Play and Learn Storytime* averaged 28 attendees, up 10 from last month.
 - 19 attended the special *STEM Play and Learn*.
- Staff provided Storytime for 212 attendees at five outreach facilities.

Education and Enrichment:

- 106 members of all ages attended seven Explore and Discover events this month.
 - 10 members attended *Adult Coloring*.
 - 31 members attended *Fabulous Fall Hikes*.
 - Nine members attended *Personalized Zen Gardens*.
 - Seven members discussed *Flight Behavior* at the North Spokane Book Club.
 - 49 children attended three *Monday Funday* programs: five for games, 32 for art, and 12 for Pokémon.

Business and Career Development:

- 51 members attended six business and financial literacy events this month.
 - One member attended *Business 101: Digital Security*.
 - Two members attended *Business 101: E-Commerce*.
 - 20 members attended two *Dollars and Sense* programs, eight for *Navigating Your Credit World* and 12 for *Give Yourself a Raise*.
 - 28 members attended 2 STCU workshops, 17 for *Organize Your Finances* and 11 for *Protect Your Credit Score*.
- Staff proctored one exam.

Community Connections:

- I attended an overnight retreat as part of the 2017 class of Leadership Spokane. I participated in team building exercises with community leaders from across the region and attended workshops with speakers focusing on communication and servant leadership.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for this month averaged 29, up from last September's average of 16.
- The first evening *Family Play and Learn* had no one attend. We hope to promote this Storytime more in the next couple of months to draw interest.
- Staff provided one outreach Storytime to Little Explorers Daycare and read to nine children.

Education and Enrichment:

- *LEGO Club* had a monthly attendance of 11.
- *Ready, Set, Read! Personalized Zen Garden* was very popular, 11 people attended.

Community Connections:

- Tammy Henry, Melanie Boerner, and Jamie Van Wormer met with Otis Orchards Elementary principal, Suzanne Savall. We discussed the tutoring program and hope to accommodate more students this year. We are also interested in starting an outreach each month to the kindergarten classes and hope to have every grade visit the library at least once this year.
- The Friends of the Otis Orchards Library had its first-ever meeting and recruited two new members. We will meet again after the District-wide book sale and discuss the possibility of another book sale at Otis Days in the spring.
- Tammy Henry attended the Newman Lake Grange and Newman Lake Ladies Aid Society meetings. She also went to the East Valley School Board meeting.

Spokane Valley: Aileen Luppert

Early Learning:

- 876 children and their parents and caregivers attended 47 early learning programs this month. This is down 269 attendees, but up four programs since last month.
 - *Baby Play and Learn Storytime* averaged 22. This is down eight from last month and down two from September 2015.
 - *Toddler Play and Learn Storytime* averaged 27. This is down three from last month and down five from September 2015.
 - *Preschool Play and Learn Storytime* averaged 39 attendees. This is up four from last month and up four from September 2015.
 - *Evening Family Storytime* averaged six attendees. This is down two from last month and down two from September 2015.
 - Staff provided Storytime for 217 attendees at 21 outreach facilities. Last month staff provided Storytimes to 195 attendees at 15 outreach facilities.

Education and Enrichment:

- 114 members attended ten Education and Enrichment events this month.
- Adult Programs:
 - *SV Book Club* (9)
 - *Broadway Court Book Club* (6)
 - *Orchard Crest Book Club Meet and Greet* (11)
 - *Fabulous Fall Hikes* (45)
 - *Personalized Zen Garden* (7)
- Tween/Teen Programs (1):
 - *Random Fandom* (0)
- Children/Family (4):
 - Four sessions of *Too Fun Tuesday* (36)

Business and Career Development:

- Business and Career Development: three programs with five attendees
 - Business Support
 - Business 101: Digital Security for Business (2)
 - Business 101: E-Commerce (2)
 - Career Development
 - One session of *Drop-In Job Help* (1)
- Proctored seven tests.

Community Connections

- We participated in five promotional events and reached 1,243 people in September.
- Librarian Diane Brown returned to her alma mater, McDonald Elementary School, for an Open House and Resource Fair.
- Librarian Sheree West attended a Back to School Night at Progress Elementary.
- We expanded our outreach at Valleyfest. This year, in addition to being a "vendor," Library Service Managers Mary Ellen Braks and Gwendolyn Haley hosted tables at Saturday evening's STEM Robotics and Sunday's Tot Fest. In total, we reached over 1,100 people.

- Diane Brown hosted author Jack Nisbet when he joined the Spokane Valley Book Club this month to discuss his book *The Collector: David Douglas and the Natural History of the Northwest*. Jack talked about his own methodology and continuing research into Douglas and his work.
- This month we were happy to add a new Outreach Book Club at Orchard Crest. This is in addition to one at Broadway Court. Public Service Specialist Margy hosts these clubs and has been instrumental in creating new Discussion Book Bags with a senior audience in mind.

District-wide Information

September Security Incident Report

For September 2016, there were 14 Security Incident reports filed, five fewer than last month (19), and three fewer than September 2015 (17). North Spokane had the most incidents reported with five. The most frequently reported incidents related to Potential Problems (7). To further put all of these numbers in perspective, the total door count District-wide in the month of September was 100,014.

The Cheney Security Incidents is highlighted this month and demonstrates the wide variety in the security incident reports as the library reported zero incidents for September. The total door count for Cheney in the month of September was 10,183.

One library member was excluded from all 10 libraries for a period of six months for assault that was reported to law enforcement.

Year-to-Date Public Use Measures at a Glance

- Door count through September (994,599) was down (-4%) compared to the same period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through September (69,080) increased 10% when compared to the same time period in 2015, while the number of programs offered has increased by 11% (2,746).
- Internet station bookings (173,589) were down (-9%) through September when compared to the same period in 2015, which is a declining trend continuing from last year.

Public Use Measures

September 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,976	115,987	NA	1%	NA
Door count	100,014	107,756	994,599	-4%	-4%
Circulation	207,470	219,308	1,956,487	-3%	-4%
Digital Media Catalog	36,566	33,114	332,509	13%	13%
Programs					
Number	283	239	2,746	11%	6%
Attendance	6,111	6,136	69,080	10%	3%
Software Station bookings	18,804	21,438	173,589	-9%	-9%
Meeting room bookings	291	265	2,772	-6%	-5%
Holds placed					
By customers	28,953	29,861	268,773	-7%	-7%
By staff	6,544	7,536	65,606	-1%	-2%
Digital Media Catalog	9,944	9,932	91,370	3%	5%
Database use					
Searches	76,816	158,653	816,955	-18%	-3%
Website use (Remote)					
User sessions	101,399	129,989	984,940	-13%	-4%

Page views	395,131	254,420	2,898,339	34%	34%
Catalog	40,853	42,969	385,390	-5%	-6%
Database Access	3,718	4,133	41,160	3%	-2%
Interlibrary loans					
Loaned	305	361	3,282	8%	7%
Borrowed	484	515	4,723	-2%	-4%

Public Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

Communication Report September 2016

Marketing Activities

- Produce Swap Table Sign
 - Made a sign for Deer Park's produce swap
- Deer Park Friends book sale
 - Eblast, digital display, social media, website listing, calendar listings
- Airway Heights Special Guest Storytime: Airway Heights Fire Department
 - Calendar listing, social media
- October Current
 - Edited article, wrote an article, designed ad promoting Thinking Money
- October Kids Newspaper
 - Wrote article and designed ad promoting Thinking Money
- Deer Park Library Park Cleanup
 - News item, press release, digital display, social media
- Fall Large Print Newsletter
 - Edited and designed newsletter
- Author visit: Jack Nisbet
 - Flyer, news item, digital display, social media, calendar listing
- Inlander ad - After Hours
 - Designed ad for the Inlander promoting the Friends event After Hours at the Library
- October Radio Copy
 - Wrote radio copy for radio ad to air during October
- KHQ digital ads
 - Designed banner ads promoting Thinking Money and Words
 - Scheduled on-camera interview with Library Services Manager
- Fall Forum
 - Save-the-date postcard, invite, PowerPoint presentation, room set-up (including food and drink), social media
- Thinking Money Exhibit
 - Brochure, landing page, digital displays, Current ad, Journal of Business listing, press release, Inlander ad, radio, carousel, social media, event calendar, podcast interview
- Words Fall Programming
 - Brochure, carousel, landing page, digital displays, Inlander ad, press release, social media images, calendar listings, social media, podcast interview
- Kids Fall Programming
 - Flyer, digital display, carousel, press release, social media, calendar listings, news item
- GED classes at Cheney Library
 - Flyer, news item, press release, digital display, social media, calendar listings
- Drop-In Computer Assistance
 - Flyer, press release, digital displays, social media, calendar listings

News coverage

- Sep 1 – Spokesman Review – The trouble behind Brown's Park's water-less splash pad
- Sep 1 – Cheney Free Press – Cheney Public Library to hold GED classes

- Sep 1 – Cheney Free Press – Cheney Public Library offers basic computer skills and technology tutoring starting Sept. 12
- Sep 2 – Spokane Valley News Herald – Council won't give up on library yet
- Sep 7 – Deer Park Tribune – Bounty series planned at library
- Sep 8 – Cheney Free Press – Cheney Library offers free computer skills tutoring
- Sep 14 – Spokesman Review – Deer Park Library offers produce swap for those with extra veggies
- Sep 14 – Spokesman Review – Spokane Valley leaders still optimistic about new library
- Sep 16 – Spokane Valley News Herald – Business Workshops
- Sep 21 – Deer Park Tribune – Library district gets ready for Spokane Is Reading
- Sep 22 – Cheney Free Press – Airway Heights library exhibit shows the sound of colors
- Sep 23 – Spokane Valley News Herald – Library board: No third try for bond
- Sep 23 – Spokane Valley News Herald – SCLD names chief human resources officer
- Sep 26 – Spokesman Review – Troubleshooting technology: Students 4 Seniors offers help with phones and other devices (mentions SCLD's Book A Librarian service)
- Sep 28 – Deer Park Tribune – Library friends plan book sale
- Sep 29 – Cheney Free Press – Friends of Spokane County Library District Library hold book sale
- Sep 30 – Spokane Valley News Herald – District book sale

Press Releases

- Sep 1 – Community volunteers prepare for annual park cleanup
 - Sep 1 – Deer Park Tribune – Library park cleanup planned
 - Sep 7 – Deer Park Tribune – DP Library plans park cleanup
- Sep 9 – Fall programs and conference focused on helping you express yourself
- Sep 13 – STEM fun, seasonal crafts, and more for kids this fall
 - Sep 15 – Cheney Free Press – Spokane County Library offers fall programs for kids
- Sep 16 – Thinking Money, a FINRA traveling exhibit, coming to Spokane Valley
- Sep 20 – Friends of the Library announce first-ever District-wide book sale

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,027
- Twitter: # of followers: 2,044
- Pinterest: followers: 1,587
- Instagram: 262

Library District Blog:

Most viewed blog post during September was the *Kids Fall Programs 2016* news item with 934 page views in September alone. *District-wide book sale* ended the month with 522 views, while *The Whole30: for heart health, for life* came in with 254 views.

Blog posts:

- Sep 1 – Celebrating Grandparents
- Sep 2 – Book Discussion with author Jack Nisbet
- Sep 6 – Words Fall Programs & NaNoWriMo Readiness Conference
- Sep 7 – Kids Fall Programs 2016
- Sep 8 – The Whole30: for heart health, for life
- Sep 13 – Building and planting next year's garden
- Sep 14 – Back to Homeschool Resources

- Sep 15 – Thinking Money Exhibition & Financial Education Programs
- Sep 16 – James Frye: synesthetic artist's work at Airway Heights Library
- Sep 19 – District-wide book sale
- Sep 20 – My project closet: the unfinished & the abandoned
- Sep 22 – Irena's Children: Q&A with Mary Cronk Farrell
- Sep 27 – Young Adult novels with adult reader appeal
- Sep 29 – Romantic reads in the Pacific Northwest

eNewsletter email:

- 82,414 sent on September 15, 2016
- Open rate: 13.2% (10,834)
- Clicked: 1,728 (2.1% click rate)
- Unsubscribed: 187

Podcast:

A new weekly podcast titled, Library Out Loud, began on SpokaneTalksOnline. Podcasts are recorded and aired at a later time and are available online.

Week 1: Overview of the Spokane County Library District

Week 2: Education and Enrichment

Week 3: Spokane Is Reading

Week 4: Collections Rock

Week 5: Business Resources

Week 6: Thinking Money

<http://www.spokanetalksonline.com/category/podcasts/library-out-loud/>

Community Events (Around Town):

The Communication Department made edits to 10 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

Community Calendars

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, and Fox28.com

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- SCLD streaming services (1)
- Storytime (6)
- LEGO Club (2)
- Dollars and Sense (2)
- Cheney Book Discussion Group (1)
- GED classes (2)
- Shred Day (1)
- Drop-in Computer Tutoring (2)
- Words (in General)(2)
 - Jack Nisbet (1)

Reprints of previously created work & order fulfillment

- Business 101 flyers for Spokane Valley
- Location labels ("T") for Supply

- Pencils for Cheney and Public Services
- Pens for Cheney, North Spokane, Otis Orchards, Airway Heights, and Spokane Valley
- Self-checkout signs for Otis Orchards
- Storytime brochures for Airway Heights and Spokane Valley
- Family Construction Zone flyers for Airway Heights
- STEM Play and Learn flyers for Airway Heights
- LEGO Club flyers for Airway Heights
- Hobbies and Crafts Reference Center flyers for Public Services
- Zinio flyers for Public Services
- Lynda.com flyers for Public Services
- Consumer Reports flyers for Public Services
- Spokane Is Reading bookmarks for Airway Heights
- SCLD Information brochures for Airway Heights
- Words brochures for Public Services
- Thinking Money brochures for Public Services
- Kids Fall Programs brochures for Airway Heights and Public Services
- HelpNow flyers for Public Services

Communication Display Kits provided for community events

- Progress Elementary Back to School Night
- Moran Prairie Elementary Open House
- Albertson's Library Card Sign Up Drive
- McDonald Elementary Open House
- EWU Neighbor Fest
- Robotics and STEM Valleyfest
- Southeast Spokane County Fair
- Valleyfest 2016
- Manufacturing Matters Expo
- Mullan Road Elementary Open House
- Whitworth Volunteer Fair
- Fall Forum

Current & Upcoming Projects & Event Promotion

- October
 - November Current
 - November Kids Newspaper
 - October eNewsletter
 - Pajama Storytime
 - Employment Application
 - SCLD Tutoring Evaluation
 - Staff Day closure
 - Spokane is Reading foam-core signs
 - Holiday cover photos (social media)
 - New standing banners
 - Moran Prairie Adult Large Print/Novel Sign
 - Volunteer Photos
 - Deer Park Friends of the Library meeting
 - Fall Parent (Literacy) Workshop
 - Cub Scout Recycling effort

- November
 - November eNewsletter
 - December Kids Newspaper
 - December Current
 - Veterans Day closure
 - Thanksgiving closure
 - Small Business Saturday
 - Access to Library Services notice
 - Ninja Day
 - Winterfest
 - SNAP at Fairfield
 - Betz and Sunset Family Nights
- December
 - Job Fair Brochure/Flyer
 - Christmas/New Year's closure

Meetings Attended

- Friends of the Otis Orchards Library meeting – Wednesday, September 14
- EWI Leadership Conference – Thursday, September 22

Friends of the Spokane County Library District

- Meeting prep:
 - Agenda and meeting reminder sent
 - Created Treasurer's report
- Deer Park Friends of the Library Book Sale
 - Digital display, social media, eBlast

Friends of the Library Book Sales eBlast notices:

- Deer Park – Tues, Sep 6 – sent to 2,668

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2016**

	Y-T-D Actual	Annual Budget	Target 75.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,372,561	\$ 11,003,000	57.92%	\$ 4,630,439
CONTRACT CITIES - AIRWAY HEIGHTS	183,332	246,000	74.53%	62,668
CONTRACT CITIES - SPOKANE	51,719	102,000	50.71%	50,281
FINES & FEES	184,796	256,900	71.93%	72,104
GRANTS & DONATIONS	72,708	55,000	132.20%	(17,708)
E-RATE REIMBURSEMENTS	173,408	173,000	100.24%	(408)
OTHER	43,599	34,000	128.23%	(9,599)
INTEREST REVENUES	19,944	28,200	70.72%	8,256
TOTAL REVENUES	\$ 7,102,066	\$ 11,898,100	59.69%	\$ 4,796,034
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,102,066	\$ 11,898,100	59.69%	\$ 4,796,034
EXPENSES				
SALARIES	\$ 4,407,331	\$ 5,993,523	73.53%	\$ 1,586,192
FRINGE BENEFITS	1,431,988	1,959,251	73.09%	527,263
SUPPLIES	121,163	179,001	67.69%	57,838
UTILITIES	318,668	424,570	75.06%	105,902
SERVICES	929,434	1,264,355	73.51%	334,921
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	112,856	238,000	47.42%	125,144
LIBRARY MATERIALS	1,092,580	1,393,900	78.38%	301,320
ELECTRONIC LIBRARY MATERIALS	144,046	200,000	72.02%	55,954
LIBRARY PROGRAMS	91,238	106,700	85.51%	15,462
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 8,713,570	\$ 11,898,100	73.23%	\$ 3,184,530
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,713,570	\$ 11,898,100	73.23%	\$ 3,184,530
Net Excess of Revenues Over/(Under) Expenses	\$ (1,611,504)	\$ -		
BEGINNING CASH	4,531,416			
NET FROM ABOVE	(1,611,504)			
ENDING CASH	\$ 2,919,912			
Number of months cash on hand	2.9			
Capital Project Fund Balance	1,302,275			

Spotlight Medical Lake Library

Librarian Christie Onzay will share highlights of Medical Lake Library and the community it serves.

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

OVERVIEW EDUCATION AND ENRICHMENT

Library Services Manager Gwendolyn Haley will provide an overview of Education and Enrichment, one of the four service priorities of the Community Engagement Plan.

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