



S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

**Board of Trustees Regular Meeting**

Tuesday, May 16, 2023 4:00 p.m. Otis Orchards Library

**AGENDA**

**Remote Attendance:** To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

**Public Comment:** The District accepts written comments that will be distributed to the Trustees and read aloud by staff during the Public Comment portion of the agenda. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclid.org/connect/ask-board-of-trustees/>.

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
  - A. Approval of April 18, 2023 Regular Meeting Minutes
  - B. Approval of April 2023 Payment Vouchers
  - C. Unfinished Business
    - 1. New Spokane Valley Library: Update
  - D. New Business
    - 1. Travel: Policy Review
    - 2. Personnel: Policy Review
      - a. Hiring and Employment
      - b. Employee Compensation
      - c. Leave
    - 3. Future Use of "Old" Spokane Valley Library building: Discussion; Potential Action
    - 4. Otis Orchards: Overview
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Summer 2023 Meeting Schedule
  - B. Future Board Meeting Agenda Items
- VI. **REPORTS**
  - A. Trustees
  - B. Executive Director
  - C. Operations
  - D. Fiscal
- VII. **ADJOURNMENT**

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.***

May 16, 2023

## **BOARD OF TRUSTEES MEETING MINUTES: April 18, 2023**

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Cheney Library, Tuesday, April 18, 2023 at 4:00pm.

**Present:** John Craig – Chair  
Jessica Hanson – Vice Chair  
Jon Klapp – Trustee  
Robert Paull – Trustee

**Excused:** Ellen Clark – Trustee

**Also Present:** Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Rick Knorr (Finance Director), Gwendolyn Haley (Public Services Manager), Kristy Bateman (Operations Manager), Jonathan Melcher (Library Supervisor), Emily Greene (Administrative Services Manager)

**Guests via Zoom:** Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), and five (5) members of the public.

**Call to Order (Item I)** Chair John Craig called the meeting to order at 4pm and welcomed everyone in attendance.

**Agenda Approval (Item II)** Trustee Jon Klapp moved and Vice Chair Jessica Hanson seconded the approval of the meeting agenda.

The motion was unanimously approved, and there was no further discussion.

**Public Comment (Item III)** There was no public comment.

**Approval of March 21, 2023 Regular Meeting Minutes (Item IV.A.)** Chair Craig called for any corrections to the March 21, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of March 2023 Payment Vouchers (Item IV.B.)** Trustee Robert Paull moved and Trustee Klapp seconded the approval of the March 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - GF	60694 – 60798 and W001272 – W001290	\$751,499.49	\$751,499.49
	03102023 PR and 03242023 PR	\$437,481.53	\$437,481.53
		Total	\$1,188,981.02
CPF	9695 Hammond Owners Rep Services	\$4,690.00	\$4,690.00
	9696 Architect for New SV Library	\$16,067.73	\$16,067.73
	9697 Kilgore General Contractor	\$645,637.34	\$645,637.34

	9698 Inspection and Testing Fees	\$527.24	\$527.24
	9699 Leed Consultant and Commissioning Services	\$1,000.00	\$1,000.00
		Total	\$667,922.31

The motion was unanimously approved, there was no further discussion.

**Unfinished Business  
New Spokane Valley Library Update  
(Item IV.C.1.)**

Executive Director Patrick Roewe presented to the Trustees that the New Spokane Valley Library construction is over 90 percent complete and continues to be on time and on budget. Discussion ensued about the substantial completion date being pushed back to May 15<sup>th</sup> due to landscaping subcontractor changes, the parking lot being paved, and work on the park beginning by the City of Spokane Valley. Discussion ensued about the interior being move-in ready and a PowerPoint was shown with photos of the completed parking lot and approved signage.

There was no further discussion.

**New Business  
Confidentiality of Library Records:  
Policy Review  
(Item IV.D.1.)**

Executive Director Roewe presented the change made to the Confidentiality of Library Records Policy, which was a sentence added to the policy stating that parents or guardians have access to a minor child's record, thus aligning policy with long standing practice. Vice Chair Hanson moved and Trustee Paull seconded the approval of the changes to the Confidentiality of Library Records Policy.

The motion was unanimously approved, and there was no further discussion.

**New Business  
Financial Management:  
Policy Review  
(Item IV.D.2.)**

Finance Director Rick Knorr presented a change to the Financial Management Policy. This change was made to add the ability to purchase incentives for programs such as the Prime Time Reading Program. Discussion ensued about what the Prime Time Reading Program is, how the program began, and the need for the change in policy to use grant funds for purchasing incentives such as gift cards. Trustee Klapp moved and Trustee Paull seconded the approval of the changes to the Financial Management Policy.

The motion was unanimously approved, and there was no further discussion.

**New Business  
Library of Things: Overview  
(Item IV.D.3.)**

Public Services Manager Gwendolyn Haley explained about the District's Library of Things. Discussion ensued about the items available for District residents with a District library card to check out, the policy in place for lost or damaged items, and utilization by local day cares and schoolteachers.

There was no further discussion.

**New Business  
Recognizing National Library Workers Day**

Executive Director Roewe presented that National Library Workers Day is April 25<sup>th</sup>, 2023. Discussion ensued about the District informally recognizing this day starting in 2017. Trustee Paull moved and Vice Chair Hanson seconded that Resolution 23-02, Recognizing National Library Workers Day

**2023: Resolution  
23-02  
(Item IV.D.4.)**

2023 and Expressing Appreciation to Spokane County Library District Employees be adopted.

**RESOLUTION NO. 23-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2023 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

The motion was unanimously approved, and there was no further discussion.

**Discussion Items  
Summer 2023  
Meeting  
Schedule  
(Item V.A.)**

By consensus, the Board directed the discussion be moved to May when all Trustees had the opportunity to be present, with the suggestion that either July or August be considered due to grand opening of the new Spokane Valley Library in June.

There was no further discussion.

**Discussion Items  
Future Board  
Meeting Agenda  
Items  
(Items V.B.)**

Chair Craig called for any suggestions or concerns on the future board meeting agenda items. There were no suggestions or concerns.

There was no further discussion.

**Trustee Reports  
(Item VI.A.)**

Trustee Paull reported they had attended a New Trustee Orientation held at the administration office and was impressed by staff. Trustee Paull recognized the great job all the employees involved in the orientation did.

There was no further discussion.

**Executive  
Director Report  
(Item VI.B.)**

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that the Board of County Commissioners approved the Annexation of the City of Airway Heights to the District to be placed on the ballot in August. Discussion ensued about a recent security incident report at the North Spokane Library.

There was no further discussion.

**Operations  
Report  
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2023, with data for customer use measures, programming, and library activities. In addition to this report, Operation Director Stumbough reported the BookEnd closure date was March 31<sup>st</sup>, 2023. Discussion ensued about the distribution of the collection and items that had been at this location.

There was no further discussion.

**Fiscal Report  
(Item VI.D.)**

Financial Director Knorr provided the Revenue and Expenditure Final Statement through March 2023 prior to the meeting. In addition to this report, Financial Director Knorr reported that the District had received the check from the City of Spokane Valley reported in the MOU discussed in February 2023. Discussion ensued about the financial impacts if the City of Airway Heights annexed into the District.

There was no further discussion.

**Training: Open  
Public Meetings  
Act and Public  
Records Act  
(Item VII.)**

The Board of Trustees viewed two videos regarding the Public Records Act and the Open Public Meetings Act. The Public Records Act training video was provided by Washington State Attorney General's Office. Discussion ensued about the District's process with record requests and the State Archives. Discussion ensued about the District Fee Schedule and estimated timelines provided to requestors. The Open Public Meetings Act training video was also provided by Washington State Attorney General's Office. Discussion ensued about why the Board could not have the Trustee Interviews for vacancies as an executive session. Executive Director Roewe expressed gratitude that the District is able to play a part in this process with the Board of County Commissioners.

There was not further discussion.

**Adjournment  
(Item VIII.)**

Chair Craig adjourned the meeting at 6:12pm. The next Board Meeting is scheduled for Tuesday, May 16<sup>th</sup>, 2023 at the Otis Orchards Library.

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John Craig, Chair

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Patrick Roewe, 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 April 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,269,589.08 for the general fund and \$812,888.40 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2023

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

**GENERAL OPERATING FUND**

<b>VOUCHER NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
60799	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS, MARCH	201.00
60800	AVISTA UTILITIES	MONTHLY UTILITIES, MARCH	12,971.81
60801	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
60802	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	558.25
60803	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	82.02
60804	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE, MARCH	931.30
60805	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	980.09
60806	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE, MARCH	3,123.00
60807	WENDY BARRERA	LIBRARY PROGRAMS , PRIME TIME STORYTELLER	875.00
60808	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	80.59
60809	BENJAMIN DAVID CARTWRIGHT	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60810	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS, FEE FOR SUMMER PARK USE	50.00
60811	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
60812	INDIAN STATE UNIVERSITY	CHARGE FOR LOST ILL ITEM	85.00
60813	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE, MARCH	4,624.20
60814	FORT VANCOUVER REGIONAL LIBRARY DISTRICT -	CHARGE FOR LOST ILL ITEM	8.00
60815	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	133.11
60816	EMILY S GWINN	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60817	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	4,959.24
60818	LIBRARY IDEAS LLC	LIBRARY PROGRAMS	4,191.92
60819	MARCUS SHOFFNER	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60820	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,583.99
60821	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	66.10
60822	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	117.70
60823	STANDARD PRINTWORKS	ADVERTISING/PRINTING	18.54
60824	ZOOBEAN, INC.	ONLINE READING CHALLENGE SOFTWARE, ANNUAL RENEV	5,980.00
60825	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	20,788.85
60826	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,054.80
60827	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	66.88
60828	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	163.63
60829	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	223.13
60830	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,244.17
60831	DEPARTMENT OF LABOR & IND.	ANNUAL ELEVATOR INSPECTION AND PERMIT, NS SV	243.10
60832	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.13
60833	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	600.00
60834	FARONICS	ANNUAL SOFTWARE RENEWAL - DEEP FREEZE KIT	1,884.41
60835	THE FIG TREE	LIBRARY MATERIALS	140.00
60836	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL, MARCH	8,684.09
60837	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,237.77
60838	KIANTHA DUNCAN	EQUITY, DIVERSITY, INCLUSION TRAINING PROGRAM	7,466.00
60839	ISAAC MILLER DESIGN	FABRICATE BALASZ ARTWORK DISPLAY CASEWORK	2,484.03
60840	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, SECURITY PROJECT	87.50
60841	PAYNE-WEST INSURANCE	CYBER INSURANCE ANNUAL PREMIUM	4,241.23
60842	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	1,116.28
60843	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	26.09
60844	SOFTWARE ONE, INC	SOFTWARE SUPPORT	76.84
60845	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER: ALL BLDGS	2,770.73

60846	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	315.58
60847	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	903.66
60848	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS	2,452.20
60849	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,267.84
60850	UPS	SHIPPING	2.09
60851	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,317.19
60852	ANTWAHAN WELLS	LIBRARY PROGRAMS, POETRY SLAMS M.C.	450.00
60853	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	33.19
60854	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,151.80
60855	HEATHER WOLLER	LIBRARY PROGRAMS, CHAIR YOGA WORKSHOP	500.00
60856	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,883.09
60857	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	900.87
60858	MARK ANDERSON	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60859	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	261.00
60860	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	135.80
60861	BEAMIS TRANSPORT	LINC DRIVING INSTRUCTION	135.00
60862	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,043.48
60863	CANDID	FOUNDATION DIRECTORY ONLINE ANNUAL RENEWAL	5,999.00
60864	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.51
60865	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	10.00
60866	DEVRIES INFORMATION MGMT	MOVING SERVICES FOR BOOKEND SHELVING, EQUIP, ETC	1,620.00
60867	DEPARTMENT OF LABOR & IND.	ANNUAL BOILER INSPECTIONS, AH SV	179.40
60868	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	5,592.83
60869	EDNETICS	MONTHLY VOICE SERVICES, MFA SOFTWARE RENEWAL	6,064.88
60870	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	3,753.44
60871	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60872	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	2,056.59
60873	FOAM TECH	REPAIR UNEVEN SIDEWALK, MP (50% DEPOSIT)	2,000.00
60874	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	21,580.56
60875	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL, MARCH, DP (FINAL)	487.51
60876	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	28,782.72
60877	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	456.00
60878	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	817.94
60879	MARIA PIA JOHNSON	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
60880	LIBRARY IDEAS LLC	LIBRARY MATERIALS	127.68
60881	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,031.22
60882	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,669.33
60883	MARY MURPHY	REFUND OF LOST PAID ITEM FEE	5.00
60884	NORLIFT	REPLACEMENT CASTER WHEELS, BOOK CART	51.10
60885	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
60886	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	71,538.49
60887	DEPT OF RETIREMENT SYSTEMS	ANNUAL FEE FOR SSA PARTICIPATION	38.71
60888	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	423.31
60889	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	522.72
60890	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	791.42
60891	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60892	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	242.25
60893	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,390.03
60894	MAHTER WARREN	LIBRARY PROGRAMS, GUEST READER FOR STORYTIME	50.00
60895	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
60896	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	141.02
60897	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS, APRIL	128.00
60898	ALLIED FIRE & SECURITY BY VYANET	FIRE ALARM MONITORING, NEW SV FOR Q2	193.45
60899	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	261.43
60900	AVISTA UTILITIES	MONTHLY UTILITIES, APRIL	10,679.65
60901	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	196.74
60902	PATRICIA CASTANEDA	LIBRARY PROGRAMS, GUEST READER FOR STORYTIME	50.00
60903	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
60904	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	271.25
60905	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	148.67
60906	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	626.18
60907	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	82.02
60908	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
60909	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	311.91
60910	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE, APRIL	3,877.65
60911	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	1,012.50

60912	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	558.18
60913	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,694.07
60914	LINN'S STAMP NEWS	LIBRARY MATERIALS	39.99
60915	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	675.00
60916	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,252.83
60917	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,840.01
60918	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	338.36
60919	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER: AR	4,017.50
60920	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60921	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	194.91
60922	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE, APRIL	931.30
60923	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE, APRIL	3,034.15
W000001291	ASSOCIATION OF WASHINGTON CITIES - VIMLY BE	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	101,270.34
W000001292	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,284.45
W000001293	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001294	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,725.45
W000001295	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001296	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.25
W000001297	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	71,173.72
W000001298	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,455.06
W000001299	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,930.62
W000001300	STATE OF WASHINGTON	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES, Q1	14,780.25
W000001301	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES, Q1	19,613.40
W000001302	STATE OF WASHINGTON	QUARTERLY B&O AND SALES TAXES, Q1	1,525.36
W000001304	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	118.80
W000001305	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	588.76
W000001306	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	318.51
W000001307	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	106.77
W000001308	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMINISTRATIVE FEE	100.00

**Total Non-Payroll General Operating Fund** \$ 795,626.08

**PAYROLL VOUCHERS**

04102023 PP7	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #7	\$ 245,399.33
04252023 PP8	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #8	<u>228,563.67</u>

**Total Payroll General Operating Fund** \$ 473,963.00

**TOTAL GENERAL OPERATING FUND** \$ 1,269,589.08

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9700	EDNETICS, INC	PROGRESS BILLING FOR DATA CABLING, NET OF ERATE	3,675.38
9701	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,193.48
9702	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	67,798.06
9703	INTERMOUNTAIN MATERIALS TESTING	INSPECTION AND TESTING FEES	788.36
9704	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	<u>735,433.12</u>
<b>Total Capital Projects Fund</b>			<b>\$ 812,888.40</b>



**March 2023/April 2023  
Paid in April 2023  
Voucher # 60856**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 12,376.80
<b>Maintenance</b>	\$ 1,577.94
<b>Travel</b>	\$ 3,646.73
<b>Acquisitions</b>	\$ 2,592.26
<b>Information Technology</b>	\$ 2,399.00
<b>Mobile Services</b>	\$ 290.36
<b>General Fund Purchases</b>	<b>\$ 22,883.09</b>

*Top Individual Charges*

Zoom	Annual Zoom licenses, incl audio, webinar	3,462.04
Microsoft	Microsoft 365 Conference	2,399.00
B&H Photo	A/V Equipment for New SV Studio	2,117.77
Today's Classroom	Printer carts for 3-D printers, Qty 2	2,146.85
Amazon	Total all material purchases from Amazon	1,879.81
Berls Commercial Supply	Flipdown step stools, NS public restrooms (2)	1,038.00
Mailchimp	Monthly Email Service	892.98
Home Depot	Paint for Liberty Lake Regional Park Library Project	876.57

## **NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE – MAY 2023**

### **Construction activity update**

As of the end of April, the project is 96% complete. Commissioning (testing and verifying that all building systems perform according to design specifications) is nearing completion. Landscaping has progressed quickly and may be substantially completed by May 15.

A “punch list” was prepared by the design team, and deficiencies are being corrected. Back checks on the corrections should be completed during the week of May 7.

Owner training on all building systems (HVAC, lighting, AV, etc.) will commence on May 9.

### **Cost changes**

No new change orders were submitted in April. However, there are several outstanding changes currently being discussed. The total current known extra costs are \$6,400. A (potentially final) change order is expected in May.

It is projected that the final total change order amount, expressed as a percentage of the original construction contract, will not exceed 3%. For reference, Change Order #10 was the last one signed in late March, encompassing two minor items that totaled ~\$3500. Total change orders to date amount to \$305,121, or 2.75%. The anticipated range for change orders is 2.5 to 5%.

### **Looking Ahead**

- 1.) Spokane-based design firm Helveticka has finalized the experiential signage and graphics for the project. Installation is scheduled to be complete by June 15, 2023. Designs for the final interior signage elements are currently in production will be shared at the meeting.
- 2.) There are a few outstanding items of note that have not yet delivered or installed, which should have no impact on the grand opening: the overhead garage doors currently installed were found to be defective by the door manufacturer and are being replaced; and the operable wall partition for the Diane E. Zahand Community Room is in transit and will likely be installed in late May.
- 3.) Public Art Installation: the three Harold Balazs pieces will be installed at the new library in mid-May.
- 4.) Furniture and Shelving Delivery: Furniture deliveries have commenced and will be ongoing into May. Shelving is anticipated for delivery in May.
- 5.) Moving Preparation: Staff have finalized plans for moving to the new library building, with built in flexibility due to unforeseen challenges.
- 6.) Grand Opening: The grand opening celebration has been confirmed for June 17, 2023. Plans are being finalized and invitations will be sent out in May.

**Recommended Action: This item is for discussion, with no action required.**

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## **TRAVEL: POLICY REVIEW**

### **Background**

This policy defines the rules for payment of employee and trustee travel expenses.

In general, the revisions to this policy are minimal and intended to clarify existing language. Under “Transportation” the stipulation that the District will reimburse airfare for no more than the airfare price as of the “early bird” registration deadline has been removed. It is arbitrary in nature, rarely referenced, and would be difficult to verify without a large amount of administrative oversight.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the revised policy.

**Recommended Board action: Board motion to approve revisions to the Travel Policy.**

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: TRAVEL**

Approval Date: February 16, 1984

Revision Date: ~~June 15, 2021~~ May 16, 2023

### **Related Policies**

Personnel Policy

### **Purpose:**

To define rules for payment of employee and trustee travel expenses.

### **Policy:**

Spokane County Library District will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

### **Travel Expenses**

Approved travel expenses shall be reimbursed as follows:

#### **Mileage**

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
  - A valid driver's license and minimum mandatory required insurance coverage are required to be eligible to receive mileage reimbursement.

#### **Meals & Incidental Expenses**

- Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the city to which they travel.
- Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

#### **Transportation**

- ~~For air travel, a good faith effort shall be made to secure the lowest fare possible. For training events that publish an "early-bird" registration deadline, the District will reimburse for no more than the lowest airfare published prior to the date of registration.~~
- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate.

#### **Event Registration**

- Event registration will be reimbursed at the early bird or member amount, as applicable whenever possible.

## **Lodging**

- Lodging will be reimbursed at the [lesser of the](#) conference or government rate, as applicable.

## **Receipts**

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance ([per diem](#)) is not used or not applicable due to the nature of the event.

## **Alternative Travel or Participation Methods**

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Teleconferencing
- Video Conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

## **Authorization**

Employees:

- No prior authorization is required for travel when conducting District business in Spokane County as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for trustee travel related to official District business; however, it should be coordinated through the Executive Director or designee.

Job Applicants:

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

## **Compliance with the Americans with Disabilities Act**

District employees and trustees ~~who are disabled~~[with disabilities](#) shall be afforded equal opportunity to perform travel for official District business even if the travel costs for ~~the disabled~~[that](#) traveler ~~will~~[would](#) exceed what would ~~normally~~[typically](#) be most economical to the District. Examples include, but are not limited to, when a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: TRAVEL**

Approval Date: February 16, 1984

Revision Date: May 16, 2023

### **Related Policies**

Personnel Policy

### **Purpose:**

To define rules for payment of employee and trustee travel expenses.

### **Policy:**

Spokane County Library District will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

### **Travel Expenses**

Approved travel expenses shall be reimbursed as follows:

#### **Mileage**

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
  - A valid driver's license and minimum required insurance coverage are required to be eligible to receive mileage reimbursement.

#### **Meals & Incidental Expenses**

- Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the city to which they travel.
- Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

#### **Transportation**

- For air travel, a good faith effort shall be made to secure the lowest fare possible. Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate.

#### **Event Registration**

- Event registration will be reimbursed at the early bird or member amount, whenever possible.

#### **Lodging**

- Lodging will be reimbursed at the lesser of the conference or government rate, as applicable.

### **Receipts**

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance (per diem) is not used or not applicable due to the nature of the event.

### **Alternative Travel or Participation Methods**

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Teleconferencing
- Video Conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

### **Authorization**

Employees:

- No prior authorization is required for travel when conducting District business in Spokane County as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for trustee travel related to official District business; however, it should be coordinated through the Executive Director or designee.

Job Applicants:

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

### **Compliance with the Americans with Disabilities Act**

District employees and trustees with disabilities shall be afforded equal opportunity to perform travel for official District business even if the travel costs for that traveler would exceed what would typically be most economical to the District. Examples include, but are not limited to, when a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

## **PERSONNEL POLICIES REVIEW: HIRING AND EMPLOYMENT**

### **Background**

This policy establishes District policies for hiring and employment.

The revisions of note are as follows. Additional edits were made for clarity and general updates.

Recommended revisions that were reviewed by the District's legal counsel have been noted.

- 2.05 Background Check
  - Updated language for clarity.
  - Language was added to note that credit checks will be conducted for certain positions.
- 2.06 Access to Personnel Files
  - Language was added giving a timeline for requests from an employee to review their personnel file and allowing former employees to review their personnel file once per year.
- 2.09 Introductory Period
  - The length of the Introductory Period has been reduced from 6 months to 90 days.
- 2.10 Trial Service Period
  - The length of the Trial Service Period has been reduced from 6 months to 90 days.
- 2.16 Notice of Resignation
  - The requirement for a separating employee to be present at the worksite on their last day of work has been removed. This change was reviewed by District legal counsel.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the revised policy.

**Recommended Board action: Board motion to approve revisions to policy HR02 Hiring & Employment.**



## SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR02 – Hiring and Employment**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~09/20/2022~~ 05/16/2023**Purpose**

To set forth the District's policies for hiring and employment.

**Scope**

Applies to all District employees

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For purpose of this policy, immediate family members include spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

**2.01 Nature of Employment**

All employees of Spokane County Library District are hired for an indefinite period of time and the employee, or the District may terminate the relationship at any time at their 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 this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

**2.02 Secondary Employment**

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

**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 to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

**2.05 Background Check**

The District will comply with RCW 43.43.830-845 by ~~submitting a request for criminal history information to the Washington State Patrol~~ conducting background checks for all employees and volunteers. ~~In addition, the District may conduct a more in-depth background check and use the Washington state patrol WATCH system and/or~~ may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued. This will be noted in the job description.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director and Finance Manager, a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background inquiry.

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record searches and/or credit checks, these will be requested on the same schedule as routine background checks.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree

- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above or would cause a violation of RCW 43.43.830.

### **2.06 Access to Personnel Files**

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. 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.

~~With prior notice, a~~ An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ~~two~~ ten (210) business days, under most circumstances. There may be a reasonable charge for photocopies.

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

~~Former employees may request a copy of their Personnel file through the Public Records Request process.~~

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

Only the employee, Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

### **2.07 Employment Verifications/Reference Checks**

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The District will respond to requests to verify dates of employment, job title and duties, and salary.

A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.

- Name of person requesting information, organization, and telephone number.
- Initials of individual providing the information.

### **2.08 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 employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

### **2.09 Introductory Period**

The Introductory Period is the ~~six (6) month~~ ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended ~~for up to six (6) additional months~~ upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

### **2.10 Trial Service Period**

The Trial Service Period is a ~~six (6) month~~ ninety (90) day 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~~ upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Trial Service period will be extended for an amount of time equal to the closure.

### **2.11 Acting Appointment**

An acting appointment is the short-term assignment of a current employee to an open position. An acting appointment must be authorized by the Executive Director.

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

An employee in an acting appointment shall continue to have regular performance meetings with their supervisor.

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

At the end of the Acting Appointment, the employee may be appointed to the higher-level position, at the discretion of the Executive Director, or will be returned to their former position.

### **2.12 Temporary Employment**

Temporary employment is a short-term appointment of an individual to fill a position which 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.

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 or appointing current employees to a temporary position, with the exception of mandatory criminal background checks.

At the end of a temporary appointment, the position may be converted to a regular position and at the discretion of the Executive Director, the employee holding the position may be placed in the position in a Trial Service Period.

If the position is not converted to a regular position, a new employee hired solely for the temporary position will be separated from District service.

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

### **2.13 Transfers**

An employee may request a transfer to an available vacant position with the same salary band as currently held.

The District may initiate the transfer of an employee to a different position within the same salary band, at the same or different location.

In either situation, the employee transferring may be required to serve a Trial Service period.

### **2.14 Demotions**

**Voluntary Demotion** - An employee may request to be assigned to an available position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and may be required to serve a Trial Service Period.

**Involuntary Demotion** – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and may be required to serve a Trial Service period.

### **2.15 Employment of Immediate Family Members**

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee 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 regarding the other 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.

### **2.16 Notice of Resignation**

- FLSA Eligible District employees who voluntarily resign are asked to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are asked to provide at least thirty (30) calendar days advance notice.

The notice of resignation should be presented to the employee's immediate supervisor and forwarded to the Human Resources Department.

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. ~~Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.~~

### **2.17 Reduction in Workforce**

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay off. Seniority will be considered if two (2) or more individuals are similarly situated, in terms of their position, skills, abilities and all other relevant factors.

### **2.18 Performance Evaluation**

Performance evaluations will be conducted for all staff by their supervisor(s) on an annual basis.

The Board of Trustees shall evaluate the Executive Director's job performance annually and concur in the setting of yearly goals for the Executive Director. This evaluation shall occur in executive session as per RCW 42.30.110.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

## SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR02 – Hiring and Employment**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/16/2023

**Purpose**

To set forth the District's policies for hiring and employment.

**Scope**

Applies to all District employees

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For purpose of this policy, immediate family members include spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

**2.01 Nature of Employment**

All employees of Spokane County Library District are hired for an indefinite period of time and the employee, or the District may terminate the relationship at any time at their 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 this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

**2.02 Secondary Employment**

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

**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 to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

**2.05 Background Check**

The District will comply with RCW 43.43.830-845 by conducting background checks for all employees and volunteers. The District may use the Washington state patrol WATCH system and/or may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued. This will be noted in the job description.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director, and Finance Manager, a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background inquiry.

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record ~~searches~~ and/or credit checks, these will be requested on the same schedule as routine background checks.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree



- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above or would cause a violation of RCW 43.43.830.

### **2.06 Access to Personnel Files**

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. 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.

~~With prior notice,~~ An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ~~two~~ ten (210) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

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

Only the employee, Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

### **2.07 Employment Verifications/Reference Checks**

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The District will respond to requests to verify dates of employment, job title and duties, and salary.

A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.
- Name of person requesting information, organization, and telephone number.
- Initials of individual providing the information.

**2.08 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 employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

**2.09 Introductory Period**

The Introductory Period is the ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

**2.10 Trial Service Period**

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Trial Service period will be extended for an amount of time equal to the closure.

**2.11 Acting Appointment**

An acting appointment is the short-term assignment of a current employee to an open position. An acting appointment must be authorized by the Executive Director.

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

An employee in an acting appointment shall continue to have regular performance meetings with their supervisor.

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

At the end of the Acting Appointment, the employee may be appointed to the higher-level position, at the discretion of the Executive Director, or will be returned to their former position.

**2.12 Temporary Employment**

Temporary employment is a short-term appointment of an individual to fill a position which 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.

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 or appointing current employees to a temporary position, with the exception of mandatory criminal background checks.

At the end of a temporary appointment, the position may be converted to a regular position and at the discretion of the Executive Director, the employee holding the position may be placed in the position in a Trial Service Period.

If the position is not converted to a regular position, a new employee hired solely for the temporary position will be separated from District service.

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

### **2.13 Transfers**

An employee may request a transfer to an available vacant position with the same salary band as currently held.

The District may initiate the transfer of an employee to a different position within the same salary band, at the same or different location.

In either situation, the employee transferring may be required to serve a Trial Service period.

### **2.14 Demotions**

**Voluntary Demotion** - An employee may request to be assigned to an available position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and may be required to serve a Trial Service Period.

**Involuntary Demotion** – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and may be required to serve a Trial Service period.

### **2.15 Employment of Immediate Family Members**

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee 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 regarding the other 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.

### **2.16 Notice of Resignation**

- FLSA Eligible District employees who voluntarily resign are asked to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are asked to provide at least thirty (30) calendar days advance notice.

The notice of resignation should be presented to the employee's immediate supervisor and forwarded to the Human Resources Department.

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period.

**2.17 Reduction in Workforce**

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay off. Seniority will be considered if two (2) or more individuals are similarly situated, in terms of their position, skills, abilities and all other relevant factors.

**2.18 Performance Evaluation**

Performance evaluations will be conducted for all staff by their supervisor(s) on an annual basis.

The Board of Trustees shall evaluate the Executive Director's job performance annually and concur in the setting of yearly goals for the Executive Director. This evaluation shall occur in executive session as per RCW 42.30.110.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

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## PERSONNEL POLICIES REVIEW: EMPLOYEE COMPENSATION

### Background

This policy establishes District policies for employee compensation.

The revisions of note are as follows. Additional edits were made for clarity and general updates.

- 3.07 Specialty Pay
  - This section was removed, as this pay type is no longer used.
- 3.15 Rate of Pay Adjustments
  - This section was moved to 3.03.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the revised policy.

**Recommended Board action: Board motion to approve revisions to policy HR03 Compensation.**

## SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR03 – Compensation: Wages**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/21/2019~~ 05/16/2023**Purpose**To set forth the District's policies for the employee compensation of ~~all employees~~.**Scope**

Applies to all District employees

**3.01 Classification and Salary Plan**

The District maintains an Employee Classification and Salary Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: Salaries are in proper relationship to all other positions within the District.
- External: Salaries are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District's budgetary capacity.

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

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.

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan 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 Executive Director as established and authorized by action of the District Board of Trustees.

It is the Human Resources Director's responsibility to ensure each position is properly classified and receiving the ~~proper~~ correct salary for the position's assigned classification.

**~~3.302~~ Starting Salary**

New employees are typically hired at the first step of the salary band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salary. The Executive Director, or designee has ~~sole~~ approval authority for any such requests.

**3.03 Rate of Pay Adjustments**

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

**3.04 Anniversary Date**

The employee's anniversary date for progression through salary band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for unpaid leaves of absence ~~in accordance with Section 3.5~~ as below.

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.

### **~~3.5~~ 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.

Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

### **3.605 Step Increases**

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

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.

### **3.7 Specialty Pay**

~~An employee temporarily assigned the additional duties or responsibilities of a position above their current band may be entitled to a temporary specialty pay increase, 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.~~

### **3.806 Promotion**

When an employee is hired into a position with a higher assigned salary band (promoted), the employee shall be placed at the step of the corresponding salary grade which results in a salary increase equivalent to at least one step, not to exceed the top step of the salary band.

### **3.907 Demotion**

Voluntary demotion

When an employee voluntarily demotes, the employee's salary will be changed to the step in the lower salary band which represents a decrease in salary equivalent to at least one step, not to exceed the top step of the salary band.

Involuntary demotion

When an employee is demoted involuntarily, the employee's salary will be placed at the step in the new salary band which represents a salary equal to the salary prior to the demotion. If the salary exceeds the new band, the salary shall be held until the salary schedule exceeds the pre-demotion salary.

### **3.4008 Reclassifications**

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. 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 upward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary increase of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary decrease of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant. If the new salary exceeds the updated salary band, the employee's salary will be held at its current level until such time as the salary level of the reclassified position has increased to an amount greater than the employee's existing salary.

Position reclassifications shall be effective, and the employee's salary adjusted, the first day of the month following approval.

### **3.4409 Acting Appointment**

An employee accepting an acting appointment to a position within the same salary band will not receive an increase in salary or benefits. An employee accepting an acting appointment to a position with a higher salary band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the salary band of the higher level position.

### **3.4210 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees**

An employee who is considered exempt from the provisions of the FLSA and Washington Minimum Wage Act (WMWA) typically receives each pay period a predetermined amount constituting all or part of an employee's compensation, which is not subject to reduction because of variations in the quality or quantity of the work performed. FLSA 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. Accrued sick or vacation leave may be used for absences of a day or more. Exempt employees will not be required to use leave for less than a full day's absence.

### **3.4311 Fair Labor Standards Act (FLSA) /Washington Minimum Wage Act (WMWA) Eligible Employees**

FLSA Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to the (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid semi-monthly based on the number of hours worked in the pay period. 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 without advance authorization from the appropriate manager.

FLSA Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

### **3.4412 Overtime**

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

Determination of overtime:

- a. 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 rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation.

### **3.15 — Rate of Pay Adjustments**

~~The District will comply with federal and state law regarding minimum wage rates.~~

~~The District may consider a number of economic factors, including the August CPI-W when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.~~

### **3.4613 Work-Related Travel Time for FLSA Eligible Employees**

Other work-related travel outside of an FLSA eligible employee's regular commute shall be compensated as follows:

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the 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.

### **3.4714 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees**

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular work days and regular days off, not including breaks or meal times, will be compensated as required by federal, state, and local law.

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if: (a) attendance is outside the employee's regular working hours; (b) attendance is voluntary (not required by the District); (c) the course lecture or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

Board of Trustees' meeting attendance is considered time worked, when the employee's attendance is required or the employee is attending as part of their scheduled training time.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

## SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR03 – Compensation: Wages**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/16/2023

**Purpose**

To set forth the District's policies for employee compensation.

**Scope**

Applies to all District employees

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**3.01 Classification and Salary Plan**

The District maintains an Employee Classification and Salary Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: Salaries are in proper relationship to all other positions within the District.
- External: Salaries are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District's budgetary capacity.

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

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.

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

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

It is the Human Resources Director's responsibility to ensure each position is properly classified and receiving the correct salary for the position's assigned classification.

**3.03 Starting Salary**

New employees are typically hired at the first step of the salary band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salary. The Executive Director, or designee has approval authority for any such requests.

**3.04 Rate of Pay Adjustments**

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

**3.05 Anniversary Date**

The employee's anniversary date for progression through salary band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for unpaid leaves of absence as below.

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.

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.

Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

### **3.06 Step Increases**

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

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.

### **3.07 Promotion**

When an employee is hired into a position with a higher assigned salary band (promoted), the employee shall be placed at the step of the corresponding salary grade which results in a salary increase equivalent to at least one step, not to exceed the top step of the salary band.

### **3.08 Demotion**

Voluntary demotion

When an employee voluntarily demotes, the employee's salary will be changed to the step in the lower salary band which represents a decrease in salary equivalent to at least one step, not to exceed the top step of the salary band.

Involuntary demotion

When an employee is demoted involuntarily, the employee's salary will be placed at the step in the new salary band which represents a salary equal to the salary prior to the demotion. If the salary exceeds the new band, the salary shall be held until the salary schedule exceeds the pre-demotion salary.

### **3.09 Reclassifications**

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. 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 upward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary increase of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary decrease of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant. If the new salary exceeds the updated salary band, the employee's salary will be held at its current level until such time as the salary level of the reclassified position has increased to an amount greater than the employee's existing salary.

Position reclassifications shall be effective, and the employee's salary adjusted, the first day of the month following approval.

### **3.10 Acting Appointment**

An employee accepting an acting appointment to a position within the same salary band will not receive an increase in salary or benefits. An employee accepting an acting appointment to a position with a higher salary band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the salary band of the higher level position.

### **3.11 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees**

An employee who is considered exempt from the provisions of the FLSA and Washington Minimum Wage Act (WMWA) typically receives each pay period a predetermined amount constituting all or part of an employee's

compensation, which is not subject to reduction because of variations in the quality or quantity of the work performed. FLSA 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. Accrued sick or vacation leave may be used for absences of a day or more. Exempt employees will not be required to use leave for less than a full day's absence.

### **3.12 Fair Labor Standards Act (FLSA) /Washington Minimum Wage Act (WMWA) Eligible Employees**

FLSA Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to the (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid semi-monthly based on the number of hours worked in the pay period. 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 without advance authorization from the appropriate manager.

FLSA Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

### **3.13 Overtime**

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

Determination of overtime:

- a. 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 rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation.

### **3.14 Work-Related Travel Time for FLSA Eligible Employees**

Other work-related travel outside of an FLSA eligible employee's regular commute shall be compensated as follows:

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the 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.

### **3.15 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees**

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular work days and regular days off, not including breaks or meal times, will be compensated as required by federal, state, and local law.

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if: (a) attendance is outside the employee's regular working hours; (b) attendance is voluntary (not required by the District); (c) the course lecture or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

Board of Trustees' meeting attendance is considered time worked, when the employee's attendance is required or the employee is attending as part of their scheduled training time.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

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## PERSONNEL POLICIES REVIEW: LEAVE

### Background

This policy establishes District policies for the accrual and use of District leave and the application of state and federal leave law.

The revisions of note are as follows. Additional edits were made for clarity and general updates.

Recommended revisions that were reviewed by the District's legal counsel have been noted.

- 5.01 Holiday Leave
  - This section was updated to allow Holiday Pay for all employees.
- 5.02 Unpaid Holidays for Reasons of Faith or Conscience
  - The request process was updated to match the process for all other leave types.
- 5.03
  - New employees who separate service during the Introductory Period will now be paid for unused Vacation Leave.
- 5.04 Sick Leave
  - Language added for clarity
  - An additional tier of Sick Leave Cash Out was added for those separating from service after 25 or more years.
  - Language added/updated regarding any remaining Sick Leave balance after separation. Per RCW, these hours must remain on the books and be available to an employee should they return to District employment within 12 months of separation. This change has been reviewed by District legal counsel.
- 5.05 Shared Leave
  - To align this section with 5.04 Sick Leave, "mental health care" added as a qualifying reason to request Shared Leave.
- 5.13 Federal Family and Medical Leave Act (FMLA)
  - The definition of "spouse" was updated to reflect an update to FMLA language.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the revised policy.

**Recommended Board action: Board motion to approve revisions to policy HR05 Leave.**

**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~4/01/2023~~ 05/16/2023**Purpose**

To set forth the District's policies for the accrual and use of District leave and the application of state and federal leave law.

**Scope**

Applies to all District employees

**Related**

District procedure 100.120 Holidays and other closures

Washington State Paid Family and Medical Leave

Washington Family Care Act RCW 49.12.265-295

Family and Medical Leave Act

Applicable sections of this policy are in compliance with the Washington Family Care Act, RCW 49.12.265-295.

**5.01 Holiday Leave**

The Board of Trustees has designated the following as paid holidays for eligible staff:

<u>New Year's Day</u>	<u>January 1</u>
<u>Martin Luther King Jr. Day</u>	<u>January - third Monday</u>
<u>President's Day</u>	<u>February - third Monday</u>
<u>Memorial Day</u>	<u>May - last Monday</u>
<u>Juneteenth</u>	<u>June 19</u>
<u>Independence Day</u>	<u>July 4</u>
<u>Labor Day</u>	<u>September - first Monday</u>
<u>Veteran's Day</u>	<u>November 11</u>
<u>Thanksgiving Day</u>	<u>November - fourth Thursday</u>
<u>Native American Heritage Day</u>	<u>November - Friday after fourth Thursday</u>
<u>Christmas Eve Day</u>	<u>December 24</u>
<u>Christmas Day</u>	<u>December 25</u>

~~Employees working twenty (20) or more hours or more per week~~ All employees are eligible to receive paid holiday leave.

~~Eligible Full-time~~ employees will be compensated for eight (8) hours holiday time on designated holidays. This time shall be prorated for part-time eligible employees.

The Board of Trustees has designated the following as paid holidays for eligible staff:

<u>New Year's Day</u>	<u>January 1</u>
<u>Martin Luther King Jr. Day</u>	<u>January - third Monday</u>
<u>President's Day</u>	<u>February - third Monday</u>
<u>Memorial Day</u>	<u>May - last Monday</u>
<u>Juneteenth</u>	<u>June 19</u>
<u>Independence Day</u>	<u>July 4</u>
<u>Labor Day</u>	<u>September - first Monday</u>
<u>Veteran's Day</u>	<u>November 11</u>

Thanksgiving Day	November – fourth Thursday
Native American Heritage Day	November – Friday after fourth Thursday
Christmas Eve Day	December 24
Christmas Day	December 25

When an observed holiday falls on an employee's scheduled day off, holiday hours may be taken by the employee on another day within the pay period in which the holiday falls.

If the holiday is not taken within the pay period in which it occurs, ~~compensated those~~ holiday hours will be ~~converted to vacation leave and~~ added to the employee's vacation leave balance after January 1 of the following year.

A holiday occurring during an employee's vacation, sick leave, or other paid leave, shall be paid as holiday time.

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

### 5.02 Unpaid Holidays for Reasons of Faith or Conscience

Under Washington law (RCW 1.16.050(3)), 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.

An employee must submit the request to use these days [using the established leave request process](#) as far in advance as is practicable. The employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations or impose an undue hardship. ~~The unpaid holiday leave shall not be deemed approved unless it has been authorized in writing.~~

The two unpaid holidays allowed by this section ~~must be taken during the calendar year, if at all; they~~ do not carry over from one year to the next.

### 5.03 Vacation Leave

Employees working twenty (20) or more hours per week will begin accruing vacation leave upon hire. Vacation leave may be used after completion of the first payroll period when the accrued leave has been posted.

Vacation leave may be used in minimum units of one-quarter hour. Should an employee become ill while on vacation, they may request to substitute sick leave for vacation. The District may require medical certification to support this request.

Eligible employees shall 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 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.

Actual start date and/or Leave without Pay may impact accruals for that pay period.

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.

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.

Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.09 Leave Without Pay.)

Vacation Leave balances will carry over from one calendar year to the next, up to a maximum of 240 hours. If an employee's accrued vacation leave exceeds 240 hours on December 31, the balance will



be reduced to 240 hours on January 1, and the employee will permanently forfeit and not be compensated for the excess hours.

### Changes in Accrual Rates

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

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.

### Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions.
  - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff.
  - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year.
  - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, 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.
  - ~~New employees who separate from employment for any reason before the successful completion of their Introductory period will not be compensated for any accrued vacation leave.~~

## **5.04 Sick Leave**

All employees are eligible to accrue sick leave.

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted and may be used in minimum units of one-quarter hour.

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. Sick leave balances will carry over from one calendar year to the next, up to a maximum of 960 hours. If an employee's accrued sick leave exceeds 960 hours on December 31, the balance will be reduced to 960 hours on January 1, and the employee will permanently forfeit and not be compensated for the excess hours.

Part-time employees will have their sick leave prorated based on the actual number of hours in a pay status in the pay period, but will not earn less than 1 hour of leave for every 40 hours worked.

Earned sick leave will be posted to an employee's account at the end of each payroll period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.05 Shared Leave and 5.09 Leave Without Pay).

Sick leave may be taken for the following reasons:

- Injury, illness, disability, mental health care or medical care of:
  - The employee
  - The employee's family or household member.

- When the employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12)

The District may require medical certification of the need for leave from a health care provider whenever:

- The employee has missed three or more ~~consecutive~~ workdays shifts due to illness or injury.
- The employee requests sick leave to care for a family or household member as referenced above.
- There appears to be a pattern of sick leave usage.

### Sick Leave Cash Out

Sick leave cash out is based on years of employment with the District, as defined in this section.

When an employee, who has been with the District for three (3) years or longer, separates from District employment, accrued sick leave, up to a maximum of 960 hours, will be paid as follows:

- Three (3) ~~to through fifteen~~ fourteen (14) years of continuous service – one (1) hour will be paid for every three (3) hours of available leave.
- Fifteen (15) years through twenty-four (24) years of continuous service ~~and greater~~ – one (1) hour will be paid for every two (2) hours of available leave.
- Twenty-five (25) years or greater of continuous service – one (1) hour will be paid for every one (1) hour of sick leave up to 240 hours, any remaining balance will be paid at one (1) hour for every two (2) hours of leave.

~~Following this payment, the sick leave balance will be eliminated.~~

~~An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.~~

Per RCW 49.12.265, any sick leave balance not paid as above will be available for use for employees who return to District employment less than 12 months following their separation. Any sick leave balance that is reinstated will be available to use immediately upon rehire. The District will provide notice to the rehired employee with the amount of sick leave that has been reinstated.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

### **5.05 Shared Leave**

Shared Leave is available to all employees who have successfully completed their Introductory period.

All District-paid leave must be exhausted before an employee will be eligible to use Shared Leave.

An employee may request Shared Leave for injury, illness, disability or mental health care or medical care of the employee or the employee's family or household member (See Section 5.04, Sick Leave) under the following conditions:

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee is not receiving benefits under the Washington state Paid Family and Medical Leave. If such benefits are found to have been used at the same time as District Shared Leave, the employee will be responsible for reconciling for any overpayment by the state plan.

The employee must submit a request for Shared Leave to the Human Resources Director accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The medical certification requirement may be waived, at the discretion of the Human Resources Director.

Recipient:

- For full-time employees, use of Shared Leave will be limited to a maximum of 240 hours per year and 960 hours in total during the entire employment period. These limits will be prorated for part-time employees.

Donor:

- Donations of sick leave must be made in one-hour increments.
- Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
- The names of those who donated sick leave will be kept confidential.

Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

The Executive Director has final approval authority for Shared Leave requests.

### 5.06 Dept. of Labor & Industries Time Loss Payments

The Department of Labor and Industries (L&I) is responsible for determining eligibility for wage replacement benefits if an employee is unable to work due a workplace injury.

Until eligibility for wage replacement benefits is determined by L&I, the employee may use accrued paid leave, if available, or may choose to be placed in leave without pay (LWOP) status.

If L&I approves the employee's claim, employees may choose one of the following options:

- Be placed in LWOP status for the duration of the leave.
- Receive their full salary using available sick or vacation leave until such time as the employee exhausts all their available paid leave. Once the employee exhausts all available paid leave provided by the District, then they shall be placed on Leave without Pay.

If an employee chooses this option, they must submit payment to the District in the amount of any wage replacement payments received.

### 5.07 Administrative Leave

Administrative leave is available to all employees.

Administrative leave is paid leave authorized at the discretion of the Executive Director, or designee. It may be used in circumstances not covered by other defined leave benefits, such as leave related to a District-wide emergency closure. (See District Procedure 100.115.)

### 5.08 Bereavement Leave

Bereavement leave is available to all employees and ~~Bereavement leave~~ may be taken for the death of a family or household member.

Full-time ~~Full-time~~ employees are allowed up to four (4) paid workdays 32 hours of bereavement leave per instance, prorated for part-time employees. ~~These days need not be consecutive.~~

Documentation may be required.

### 5.09 Leave without Pay

Leave without Pay is available to all employees.

Employees may request up to twelve (12) consecutive months of leave without pay (LWOP). ~~Such requests are~~ Leave without Pay is limited to ~~up a total of to~~ twenty-four (24) total months during the employee's time with the District.

Leave Without Pay may be approved for reasons such as: educational, military, personal, professional (job-related), child rearing, or legal requirements, when such leave will not operate to the detriment of the service or operation of the District.

Leave without pay may also be granted as required by federal or state law.

An employee requesting leave without pay must submit a written request to the Human Resources Director as far in advance as possible, preferably at least 60 days before the leave is to begin. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, the employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, not covered by state or federal leave programs, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

At the end of leave without pay, the employee may be allowed to return to either their original position, or to an available position for which the employee is qualified. The Executive Director has final authority to reinstate and will consider any applicable state or federal laws and the operational requirements of the District.

### **5.10 Court-Related Leave**

All employees are eligible for court-related leave.

Court-related Leave is allowed 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 workday.

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

Employees may be required to 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 court-related responsibilities (as referenced above) during their regularly scheduled work hours are required to immediately report to work. Failure to do so may result in disciplinary action up to and including termination.

### **5.11 Military Leave**

The District will comply with Washington state law regarding military leave for public employees (RCW 38.40.060), as well as the provisions of the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the federal Family and Medical Leave Act (FMLA).

Employees serving as members of the Washington National Guard 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.

This leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of status or pay.

During the period of military leave, the employee shall receive their regular pay for the days they are scheduled to work, up to the twenty-one (21) days entitlement.

Employees should provide at least five (5) days' notice of their intent to take leave and present a copy of their military orders to their supervisor before commencing their military leave, whenever possible.

### **5.12 Leave for Victims of Domestic Violence (RCW 49.76)**

All employees shall be allowed to take reasonable leave from work, intermittent leave, or work on a reduced schedule, with or without pay, to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking; or attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking ([RCW 49.76.030](#)).

Such leave may be paid or unpaid depending on available paid leave and applicable federal, state, and local law.

Employees should give advance notice for the need for leave whenever possible. The District may require documentation to support the request for leave. This may include:

- 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 the purposes of this section, RCW 49.76 states that family relationship may be determined by birth certificate, court document or other similar record or a statement from the employee. For purposes of this leave type, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person the employee is dating.

### 5.13 Federal Family and Medical Leave Act (FMLA)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA). Typically, an employee will be eligible for FMLA after 12 months of employment and a minimum of 1,250 work hours for the District. Use of leave such as vacation and sick does not count toward the minimum work hours requirement.

For purposes of this section, 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.
- **Spouse:** A husband or wife as defined or recognized under in the state law for purposes of marriage in the state where the employee resides where the individual was married and includes individuals in a common law or same-sex marriage.

The District calculates an employee's FMLA year as the 12-month period measured forward from the date of the first FMLA leave usage.

Employees will be required to use accrued paid leave concurrently with FMLA leave, unless their leave also qualifies for Washington State Paid Family and Medical Leave.

FMLA will run concurrent with Worker's Compensation leave.

If an eligible employee notifies the District of an illness or health condition that could qualify for FMLA coverage, or if the District becomes aware of such, the District will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless the District receives credible medical information that the employee does not qualify for FMLA leave.

During FMLA leave, the District will continue to pay its portion of the employee's health insurance premiums. The-if applicable, employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on FMLA leave, -if applicable. Failure to do so may result in cancellation of the employee's health insurance benefits.

Should an employee fail to return to work at the conclusion of FMLA leave, the District is entitled to recover from the employee any health benefit premiums paid under this section, unless the reason is the continuation, onset, or recurrence of a serious health condition.

### 5.14 Washington Family Care Act – RCW 49.12.265

In accordance with the Washington Family Care Act (FCA), all employees with accrued paid leave such as sick, vacation, or holiday may take FCA leave to care for a family member with a serious

health issue. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

Under RCW 49.12.265,

- Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild, or grandparent.
- “Child” includes a child under the age of eighteen (18) years, and an adult child with a disability.

Because the District definitions regarding who leave may be taken to care for are more generous than those in RCW 49.12.265, the definitions shown in the applicable sections of District policy will apply.

### **5.15 Washington State Paid Family and Medical Leave**

Paid Family and Medical Leave (PFML) is a statewide insurance program administered by the Employment Security Department (ESD) that provides eligible Washington employees with paid time off to give or receive care. Under this program, qualified employees are allowed to take up to 12 weeks, as needed:

- To welcome a child into their family (through birth, adoption, or foster placement)
- If an employee:
  - Experiences a serious illness or injury
  - Needs to care for a seriously ill or injured relative
  - Needs time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

Employees who face multiple events in a year may be eligible to receive up to 16 weeks, and up to 18 weeks if for a serious health condition during pregnancy that results in incapacity.

During PFML covered leave, the District will continue to pay its portion of the employee’s health insurance premiums. ~~The If applicable,~~ employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on PFML leave, ~~if applicable~~. Failure to do so may result in cancellation of the employee’s health insurance benefits.

[PFML wage replacement benefit does not count as wages for purposes of DRS retirement credit.](#)

~~The District is prohibited from discriminating or retaliating against employees for requesting or taking Washington State Paid Family & Medical leave.~~

### **5.16 Volunteer Emergency Services Leave**

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm or emergency service operation prevents them from being on time for their scheduled shift, leaving early during a scheduled shift or for missing a scheduled shift.

An employee shall make every reasonable effort to notify their supervisor and/or follow absence reporting procedures regarding the need to take leave.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency for this section of policy HR05 to apply.

A member of the Civil Air Patrol must be involved in an emergency service operation as defined in RCW 49.12.460 for this section of policy HR05 to apply.

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**5.17 Vaccination Leave**

All employees are eligible to take up to three (3) hours per year to receive regular, routine vaccinations listed by the CDC as “Recommended Vaccines by Disease,” as well as the COVID-19 vaccine.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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



**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/16/2023

**Purpose**

To set forth the District’s policies for the accrual and use of District leave and the application of state and federal leave law.

**Scope**

Applies to all District employees

**Related**

- District procedure 100.120 Holidays and other closures
  - Washington State Paid Family and Medical Leave
  - Washington Family Care Act RCW 49.12.265-295
  - Family and Medical Leave Act
- 

Applicable sections of this policy are in compliance with the Washington Family Care Act, RCW 49.12.265-295.

**5.01 Holiday Leave**

The Board of Trustees has designated the following as paid holidays for eligible staff:

- New Year’s Day..... January 1
- Martin Luther King Jr. Day ..... January - third Monday
- President’s Day ..... February - third Monday
- Memorial Day ..... May - last Monday
- Juneteenth..... June 19
- Independence Day ..... July 4
- Labor Day..... September - first Monday
- Veteran’s Day ..... November 11
- Thanksgiving Day ..... November - fourth Thursday
- Native American Heritage Day..... November - Friday after fourth Thursday
- Christmas Eve Day ..... December 24
- Christmas Day ..... December 25

All employees are eligible to receive paid holiday leave.

Full-time employees will be compensated for eight (8) hours holiday time on designated holidays. This time shall be prorated for part-time eligible employees.

When an observed holiday falls on an employee’s scheduled day off, holiday hours may be taken by the employee on another day within the pay period in which the holiday falls.

If the holiday is not taken within the pay period in which it occurs, those holiday hours will be added to the employee’s vacation leave balance after January 1 of the following year.

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

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

## 5.02 Unpaid Holidays for Reasons of Faith or Conscience

Under Washington law (RCW 1.16.050(3)), 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.

An employee must submit the request to use these days using the established leave request process as far in advance as is practicable. The employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations or impose an undue hardship.

The two unpaid holidays allowed by this section do not carry over from one year to the next.

## 5.03 Vacation Leave

Employees working twenty (20) or more hours per week will begin accruing vacation leave upon hire. Vacation leave may be used after completion of the first payroll period when the accrued leave has been posted.

Vacation leave may be used in minimum units of one-quarter hour. Should an employee become ill while on vacation, they may request to substitute sick leave for vacation. The District may require medical certification to support this request.

Eligible employees shall 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 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.

Actual start date and/or Leave without Pay may impact accruals for that pay period.

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.

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. Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.09 Leave Without Pay.)

Vacation Leave balances will carry over from one calendar year to the next, up to a maximum of 240 hours. If an employee's accrued vacation leave exceeds 240 hours on December 31, the balance will be reduced to 240 hours on January 1, and the employee will permanently forfeit and not be compensated for the excess hours.

### Changes in Accrual Rates

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

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.

### Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions.
  - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff.
  - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year.

- Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, 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.

#### **5.04 Sick Leave**

All employees are eligible to accrue sick leave.

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted and may be used in minimum units of one-quarter hour.

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. Sick leave balances will carry over from one calendar year to the next, up to a maximum of 960 hours. If an employee's accrued sick leave exceeds 960 hours on December 31, the balance will be reduced to 960 hours on January 1, and the employee will permanently forfeit and not be compensated for the excess hours.

Part-time employees will have their sick leave prorated based on the actual number of hours in a pay status in the pay period, but will not earn less than 1 hour of leave for every 40 hours worked.

Earned sick leave will be posted to an employee's account at the end of each payroll period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.05 Shared Leave and 5.09 Leave Without Pay).

Sick leave may be taken for the following reasons:

- Injury, illness, disability, mental health care or medical care of:
  - The employee
  - The employee's family or household member.
- When the employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12)

The District may require medical certification of the need for leave from a health care provider whenever:

- The employee has missed three or more work shifts due to illness or injury.
- The employee requests sick leave to care for a family or household member as referenced above.
- There appears to be a pattern of sick leave usage.

#### **Sick Leave Cash Out**

Sick leave cash out is based on years of employment with the District, as defined in this section.

When an employee, who has been with the District for three (3) years or longer, separates from District employment, accrued sick leave, up to a maximum of 960 hours, will be paid as follows:

- Three (3) through fourteen (14) years of continuous service – one (1) hour will be paid for every three (3) hours of available leave.
- Fifteen (15) through twenty-four (24) years of continuous service– one (1) hour will be paid for every two (2) hours of available leave.
- Twenty-five (25) years or greater of continuous service – one (1) hour will be paid for every one (1) hour of sick leave up to 240 hours, any remaining balance will be paid at one (1) hour for every two (2) hours of leave.

Per RCW 49.12.265, any sick leave balance not paid as above will be available for use for employees who return to District employment less than 12 months following their separation. Any sick leave balance that is reinstated will be available to use immediately upon rehire. The District will provide notice to the rehired employee with the amount of sick leave that has been reinstated.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

### **5.05 Shared Leave**

Shared Leave is available to all employees who have successfully completed their Introductory period.

All District-paid leave must be exhausted before an employee will be eligible to use Shared Leave.

An employee may request Shared Leave for injury, illness, disability or mental health care or medical care of the employee or the employee's family or household member (See Section 5.04, Sick Leave) under the following conditions:

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee is not receiving benefits under the Washington state Paid Family and Medical Leave. If such benefits are found to have been used at the same time as District Shared Leave, the employee will be responsible reconciling for any overpayment by the state plan.

The employee must submit a request for Shared Leave to the Human Resources Director accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The medical certification requirement may be waived, at the discretion of the Human Resources Director.

Recipient:

- For full-time employees, use of Shared Leave will be limited to a maximum of 240 hours per year and 960 hours in total during the entire employment period. These limits will be prorated for part-time employees.

Donor:

- Donations of sick leave must be made in one-hour increments.
- Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
- The names of those who donated sick leave will be kept confidential.

Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

The Executive Director has final approval authority for Shared Leave requests.

### **5.06 Dept. of Labor & Industries Time Loss Payments**

The Department of Labor and Industries (L&I) is responsible for determining eligibility for wage replacement benefits if an employee is unable to work due a workplace injury.

Until eligibility for wage replacement benefits is determined by L&I, the employee may use accrued paid leave, if available, or may choose to be placed in leave without pay (LWOP) status.

If L&I approves the employee's claim, employees may choose one of the following options:

- Be placed in LWOP status for the duration of the leave.

- Receive their full salary using available sick or vacation leave until such time as the employee exhausts all their available paid leave. Once the employee exhausts all available paid leave provided by the District, then they shall be placed on Leave without Pay.

If an employee chooses this option, they must submit payment to the District in the amount of any wage replacement payments received.

### **5.07 Administrative Leave**

Administrative leave is available to all employees.

Administrative leave is paid leave authorized at the discretion of the Executive Director, or designee. It may be used in circumstances not covered by other defined leave benefits, such as leave related to a District-wide emergency closure. (See District Procedure 100.115.)

### **5.08 Bereavement Leave**

Bereavement leave is available to all employees and may be taken for the death of a family or household member.

Full-time employees are allowed up to 32 hours of bereavement leave per instance, prorated for part-time employees.

Documentation may be required.

### **5.09 Leave without Pay**

Leave without Pay is available to all employees.

Employees may request up to twelve (12) consecutive months of leave without pay (LWOP). Leave without Pay is limited to a total of twenty-four (24) total months during the employee's time with the District.

Leave Without Pay may be approved for reasons such as: educational, military, personal, professional (job-related), child rearing, or legal requirements, when such leave will not operate to the detriment of the service or operation of the District.

Leave without pay may also be granted as required by federal or state law.

An employee requesting leave without pay must submit a written request to the Human Resources Director as far in advance as possible, preferably at least 60 days before the leave is to begin. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, the employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, not covered by state or federal leave programs, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

At the end of leave without pay, the employee may be allowed to return to either their original position, or to an available position for which the employee is qualified. The Executive Director has final authority to reinstate and will consider any applicable state or federal laws and the operational requirements of the District.

## **5.10 Court-Related Leave**

All employees are eligible for court-related leave.

Court-related Leave is allowed 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 workday.

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

Employees may be required to 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 court-related responsibilities (as referenced above) during their regularly scheduled work hours are required to immediately report to work. Failure to do so may result in disciplinary action up to and including termination.

## **5.11 Military Leave**

The District will comply with Washington state law regarding military leave for public employees (RCW 38.40.060), as well as the provisions of the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the federal Family and Medical Leave Act (FMLA).

Employees serving as members of the Washington National Guard 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.

This leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of status or pay.

During the period of military leave, the employee shall receive their regular pay for the days they are scheduled to work, up to the twenty-one (21) days entitlement.

Employees should provide at least five (5) days' notice of their intent to take leave and present a copy of their military orders to their supervisor before commencing their military leave, whenever possible.

## **5.12 Leave for Victims of Domestic Violence (RCW 49.76)**

All employees shall be allowed to take reasonable leave from work, intermittent leave, or work on a reduced schedule, with or without pay, to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking; or attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking ([RCW 49.76.030](#)).

Such leave may be paid or unpaid depending on available paid leave and applicable federal, state, and local law.

Employees should give advance notice of the need for leave whenever possible. The District may require documentation to support the request for leave. This may include:

- 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 the purposes of this section, RCW 49.76 states that family relationship may be determined by birth certificate, court document or other similar record or a statement from the employee. For purposes of this leave type, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person the employee is dating.

### 5.13 Federal Family and Medical Leave Act (FMLA)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA). Typically, an employee will be eligible for FMLA after 12 months of employment and a minimum of 1,250 work hours for the District. Use of leave such as vacation and sick does not count toward the minimum work hours requirement.

For purposes of this section, 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.
- **Spouse:** A husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage.

The District calculates an employee's FMLA year as the 12-month period measured forward from the date of the first FMLA leave usage.

Employees will be required to use accrued paid leave concurrently with FMLA leave, unless their leave also qualifies for Washington State Paid Family and Medical Leave.

FMLA will run concurrent with Worker's Compensation leave.

If an eligible employee notifies the District of an illness or health condition that could qualify for FMLA coverage, or if the District becomes aware of such, the District will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless the District receives credible medical information that the employee does not qualify for FMLA leave.

During FMLA leave, the District will continue to pay its portion of the employee's health insurance premiums. If applicable, employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on FMLA leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

Should an employee fail to return to work at the conclusion of FMLA leave, the District is entitled to recover from the employee any health benefit premiums paid under this section, unless the reason is the continuation, onset, or recurrence of a serious health condition.

#### **5.14 Washington Family Care Act – RCW 49.12.265**

In accordance with the Washington Family Care Act (FCA), all employees with accrued paid leave such as sick, vacation, or holiday may take FCA leave to care for a family member with a serious health issue. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

Under RCW 49.12.265,

- Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild, or grandparent.
- “Child” includes a child under the age of eighteen (18) years, and an adult child with a disability.

Because the District definitions regarding who leave may be taken to care for are more generous than those in RCW 49.12.265, the definitions shown in the applicable sections of District policy will apply.

#### **5.15 Washington State Paid Family and Medical Leave**

Paid Family and Medical Leave (PFML) is a statewide insurance program administered by the Employment Security Department (ESD) that provides eligible Washington employees with paid time off to give or receive care. Under this program, qualified employees are allowed to take up to 12 weeks, as needed:

- To welcome a child into their family (through birth, adoption, or foster placement)
- If an employee:
  - Experiences a serious illness or injury
  - Needs to care for a seriously ill or injured relative
  - Needs time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

Employees who face multiple events in a year may be eligible to receive up to 16 weeks, and up to 18 weeks if for a serious health condition during pregnancy that results in incapacity.

During PFML covered leave, the District will continue to pay its portion of the employee’s health insurance premiums. If applicable, the employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on PFML leave. Failure to do so may result in cancellation of the employee’s health insurance benefits.

PFML wage replacement benefit does not count as wages for purposes of DRS retirement credit.

#### **5.16 Volunteer Emergency Services Leave**

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm or emergency service operation prevents them from being on time for their scheduled shift, leaving early during a scheduled shift or for missing a scheduled shift.

An employee shall make every reasonable effort to notify their supervisor and/or follow absence reporting procedures regarding the need to take leave.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify.



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A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency for this section of policy HR05 to apply.

A member of the Civil Air Patrol must be involved in an emergency service operation as defined in RCW 49.12.460 for this section of policy HR05 to apply.

### **5.17 Vaccination Leave**

All employees are eligible to take up to three (3) hours per year to receive regular, routine vaccinations listed by the CDC as "Recommended Vaccines by Disease," as well as the COVID-19 vaccine.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

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## **FUTURE USE OF “OLD” SPOKANE VALLEY LIBRARY BUILDING**

### **Background**

The future use of the current Spokane Valley Library building has been a topic of discussion since the plan for a new library was first initiated in 2012.

Options discussed in the past have included selling the property, leasing all or portions of it to a third party, or maintaining the building for ongoing District needs.

### **Staff Recommendation**

Staff recommend that the District retain the library facility and convert it to non-public use as a “service center.” This service center would accomplish four ongoing operational needs for the District:

- **Relieve workspace congestion at the Administration Offices (Admin)**

Admin was built over 30 years ago (1990), and the District has since expanded locations (from 8 to 11), added collection formats, services, technology, platforms (digital), and programs. The infrastructure and support needed to undergird those expansions has also increased. Consequently, in the last ~10 years, the District has added 16 FTEs (5 new and 11 relocated) to Admin. At present, these offices are over-capacity in terms of suitable workspace, with four members of Leadership Team sharing office space with other staff. Relocating 4-8 FTEs to the service center would help alleviate the capacity issue at Admin by providing senior leadership with individual office spaces and providing support departments additional space in which to function.

- **Create dedicated staff collaboration spaces**

At present, the District only has one meeting space that is not used for District programs and/or available for public use — the 8-person Admin conference room. Internal District collaborative space needs are required to compete with program and public meeting space needs in order to schedule necessary meetings and trainings. The service center would provide the existing basement meeting room and conference room, as well as the potential for a much larger main floor meeting space (where the first-floor collection is currently shelved). Workspace congestion at other locations such as North Spokane and new Spokane Valley would also be alleviated by shifting some of the current support activities in terms of program preparation undertaken by staff to the Service Center. These spaces would be able to accommodate nearly all District meeting space needs (with the exception of Staff Day), and thus making other remaining library meeting spaces more readily available for public-facing uses.

- **Provide additional storage capacity for District resources**

Storage remains a legitimate need for the District. Given the variety of programs and services that the District offers, having the storage capacity for useful items is an important consideration. For example, the service center would be the storage locale for seasonal items as event tents and giant outdoor games and blocks. These items see regular use during the summer but are limited during the rest of the seasons.

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Locating their permanent storage to the service center would free up local storage at existing libraries for more immediate and regular programmatic and service needs.

- **Land bank space for future District support needs**

The availability and potential cost to address any future needs for administrative or support space is another consideration for a service center. Should the District continue to pursue expanded programs and services, particularly with potential additional future library location such as the Conklin Rd. or Hastings Rd. properties) in the next decade, we may not be able to find or afford space to accommodate related infrastructure changes. Retaining the building would provide suitable space for future expansion.

### **Ongoing Operational Costs**

Operating the service center will come with regular anticipated costs. An annual estimate, broken down by main categories, is provided in the following table:

Utilities	\$	30,000
Internet	\$	16,000
HVAC and elevator maintenance	\$	12,900
Janitorial	\$	12,000
Landscaping/snow removal	\$	7,000
Security patrols	\$	4,000
Other (courier, alarm monitoring, copier service)	\$	2,700
<b>Total</b>	<b>\$</b>	<b>84,600</b>

### **Capital Costs for Conversion**

Converting the library to a service center is a cost-effective proposition. No remodeling or structural changes would be required and existing furniture, fixtures, and equipment would be utilized. The most noteworthy costs would be for exterior signage changes and the purchase of a few new desks and/or chairs. The total is anticipated to be \$10,000 or less.

### **Conclusion**

The District's budget has sufficient depth at present to continue to maintain and operate the building, which would remain a saleable asset if circumstances were to change. The facility has the potential to resolve legitimate operational needs for the District that would improve overall District efficiency and effectiveness.

**Recommended Action: No action required. Potential actions include but are not limited to: direction to staff by consensus to prepare additional information for future discussion and action; or motion to approve retaining the library facility and converting it to non-public use as a service center.**

**OVERVIEW – OTIS ORCHARDS LIBRARY**

Library Supervisor Maggie Montreuil and Librarian Tammy Henry will provide an overview of the Medical Lake Library and how it serves the community.

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

## **SUMMER MEETING SCHEDULE**

### **Background**

Traditionally, the summer meeting schedule is planned to ensure a quorum is available for regular meetings held June through August. The matter was discussed briefly at the April 2023 meeting.

By consensus, the Board directed the discussion be moved to May when all Trustees had the opportunity to be present, with the suggestion that either July or August be considered due to grand opening of the new Spokane Valley Library in June.

Should the Board of Trustees choose to cancel one of those two summer meetings, upcoming tentative agendas would be adjusted accordingly.

**Possible Action: The Board of Trustees may decide by motion to cancel one of its regularly scheduled summer meetings.**

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE 2023 – JULY 2023**

**June 20, 2023: New Spokane Valley (22 N. Herald Road) – (4:00 p.m)**

- Memberships in Organizations: Policy Review
- Procurement: Policy Review
- New Spokane Valley: Overview
- Community Engagement Plan: Discussion

**July 18, 2023: Fairfield Library – (4:00 p.m)**

- New Spokane Valley: Overview
- Volunteer Program: Policy Review
- Bean Stack: Overview

## **OPERATIONS REPORT APRIL 2023**

Doug Stumbough and Kristy Bateman

### **Service Priority Teams**

#### **Business and Career Development (Stacey Goddard)**

- This month's virtual SCORE workshop, *Building a Sustainable Nonprofit*, had an attendance of 17.
- After a three-year absence, SNAP's Homebuyer Education Seminars made a return to our libraries, with eight participants taking part in the two-day class at Moran Prairie.
- Our *Estate Planning Basics* workshop at North Spokane saw an attendance of 26.
- I presented an overview of library resources to 108 attendees at the *Widows Might* luncheon. This group supports widows in the region and helps match them with resources and services. The audience was glad to hear about the wide range of programs and services, especially the Project Memory equipment (to get photos and recordings digitized) as well as our Book a Librarian service.

#### **Early Learning (Mary Ellen Braks)**

- This month we had 60 storytimes with 1,386 attendees. Our storytimes ranged in size from 0-61.
- We provided 52 storytimes to 745 children at 22 childcare centers.
- Tammy Henry and I did a STARS training for staff at the Central Valley Early Learning Center called *Felt Stories*. We had 42 teachers attend.

#### **Education and Enrichment (Gwendolyn Haley)**

- 708 community members attended programs.
- Adult programs included a demonstration of Blacksmithing, Genealogy, Gardening, and Guided walks at Waikiki Springs and Medical Lake.
- High School Students from Mica Peak, Ridgeline High, East Valley, Riverside, and Lakeside High Schools participated in the *Annual Grand Slam*, sponsored by the Library Foundation of Spokane County. 103 people turned up to watch. Other Tween and Teen programs included robotics, peep dioramas, and Koinobori Windsocks. Kids programs included STEM activities and Lego programs.
- 156 customers viewed the *Online Authors Series*, with 9,191 views since we launched in July 2022.

#### **Digital Projects and Resources (Carlie Hoffman)**

- Work on the new catalog continued. We will launch it to customers on May 9.
- Web Team attended a meeting with Bartlett Interactive and work on a new website will begin soon.

#### **Information Technology (Patrick Hakes)**

- Fiber connection has been completed for the new Spokane Valley.
- Updated screensaver website for catalog stations with new images from Communication.
- Color printer replacements rollout started.

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**Mobile Services (Brianna Rukes)**

- Two new employees started this month, including Mobile Services supervisor Brianna Rukes. In addition to all the usual stops, MS staff have been developing a hands-on program for LINC's school visits as they wrap up the academic year in May and June.

**Library Reports****Airway Heights: Autrey Jeske**

- Airway Heights had a great turnout for our *Lego Stop Motion* program where kids got to make stories with Legos and display their stories at the end of the program.
- Customers enjoyed the "April Showers" display that highlighted rain themed materials available for checkout.
- Within days, all our new Read-a-long books had been completely checked out by happy families.

**Argonne: Stacy Loberg**

- Argonne received some furniture from The Bookend including two new bookshelves and chairs.
- During the Food Drive week, we filled up one box for 2<sup>nd</sup> Harvest.

**Cheney: Jonathan Melcher**

- Gardening-related things do well in Cheney: our *Seed Library* is nearly empty; *Vegetable Gardening 101* was well attended; and the *Master Gardeners* are taking questions on the Fridays they are here.
- A local artist displayed his photos in the library and customers really enjoyed looking at them. Another local artist has contacted me about displaying his art in May.
- Cheney filled two boxes for the *Food Drive*, one box was mostly filled by someone who came in the first day and wanted to pay it forward for other customers.

**Deer Park: Jacob O'Doherty**

- Our Friends impromptu two-day book sale was a success and saw well over the expected number of customers.
- Our Storytime set a new attendance record of 61.

**Medical Lake: Cecelia McMullen**

- We introduced several customers to our digital resources. A 7<sup>th</sup> grader used *World Book* for his first research paper and a senior citizen was thrilled to find a wiring diagram for his 2015 Ford Fusion in *Auto Repair Source*. A recent immigrant seeking U.S. nursing certification was grateful for the free *Peterson's Test and Career Prep* practice exams available through our *Gale* digital library.
- "Sometimes I get sad because I realize I won't have enough time to read all the books I want to read" said an eight-year-old customer.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- Customers participated in our "Poet-tree" by writing favorite poems on leaves and cherry blossoms, which we then posted to the wall.



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**North Spokane: Brian Vander Veen**

- North Spokane hosted a display of watercolor paintings from local artist Janie Edwards and handmade ironwork from the members of Columbia Fire and Iron.
- We held a two-part program in partnership with the Inland Northwest Land Conservancy: a lecture about Dartford and the Little Spokane River followed by a guided hike through the Waikiki Springs Nature Preserve.

**Otis Orchards:**

- Both gardening programs were popular among the community.
- Customers brought in enough food donations to fill over two Second Harvest boxes. Most of the donations were from customers without any fines.
- Otis Orchards had every Read-Along book in its collection checked out.

**Spokane Valley: Danielle Milton**

- Customers have been excited about the new collection of Read-Along books. Like Airway Heights and other locations, all of Spokane Valley's Read-Along collection have been checked out.
- Storytimes have continued to build steam with high attendance numbers and new families coming to the library.
- The Tax Aide season has ended, with the Tax Aide volunteers completing 729 tax returns at Spokane Valley, which amounted to \$854,033.00 in tax refunds back to the people of our community.

**District-wide Information**Security Incident Reports

There were 32 Security Incident Reports filed. Three less than last month, March 2023 (35) and twelve less than April 2022 (44). Spokane Valley had the most incidents reported (13). The most frequently reported incidents related to Code of Conduct Violations (11) and Potential Problems (10).

Public Use Measures

April 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	124,304	111,850		11%
Door count	68,328	72,161	269,880	2%
Items Borrowed	195,290	196,240	819,685	8%
• Airway Heights	2,459	2,103	9,808	17%
• Argonne	6,797	7,529	29,271	2%
• Cheney	6,052	7,217	26,797	-4%
• Deer Park	6,314	7,586	28,415	-4%
• Fairfield	475	495	2,317	17%
• Medical Lake	2,153	1,964	9,150	20%
• Mobile Services	1,778		6,524	
• Moran Prairie	10,993	13,738	53,500	-1%
• North Spokane	21,971	23,358	95,700	7%
• Otis Orchards	2,719	2,482	11,678	18%
• Spokane Valley	20,622	23,607	87,366	-1%
• Digital	24,163	20,865	98,482	18%
• Totals	163428	162896	691940	8%
Programs				
• Number	199	74	751	440%
• Attendance	3,478	890	14,241	653%
Internet Station Use (%)	23.9%	21.0%	23.4%	
Meeting room bookings	366	288	1,599	85%
Digital Resource Use	139,140	150,617	614,016	-6%

**Public Use Measure Definitions**

**Cardholders:** 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.*

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

**Programs:** Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

**Internet Station Use (%):** Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

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**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

**Digital Resource Use:** Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

## **EXECUTIVE DIRECTOR'S REPORT – APRIL 2023**

### **Background**

#### **Finance – Rick Knorr**

The report for the current month includes the following 3 pages.

1. Standard General Fund Revenue & Expenses Report
2. Standard Capital Project Fund Revenue & Expenses Report
3. Monthly Construction Expenditures report for the New Spokane Valley Library

#### **General Fund**

Total general fund operating expenses before transfers are 32.67% through the first quarter or very near to the 33% target. Operating expenses in total have already settled into place and are closely following the budget as expected.

#### **Capital Project Fund**

Total funds drawn down and received from the Washington State Department of Commerce Library Capital Improvement grant is now \$1,825,990. One draw-down request remains, which will be submitted prior to the May meeting, and the distribution should be received by the end of May.

Also reported this month is the contribution of \$799,093 received from the City of Spokane Valley, in accordance with the interlocal agreement.

#### **Monthly Construction Expenditures Report**

The construction of the new library is now very near completion, and there are only two months left of what could be considered normal monthly payments to the general contractor and architect. After that, all that should remain will be minor amounts for close out tasks that may continue into the summer. Of the \$915,345 remaining in the budget for furniture, fixtures, and equipment (FFE), approximately half of that will be paid in May and the rest in June. Most furniture is being delivered and assembled in the first week of May. Library shelving, the last major component, will be assembled and installed from May 15<sup>th</sup> through June 2<sup>nd</sup>.

#### **Biennial Audit from the Washington State Auditor Office.**

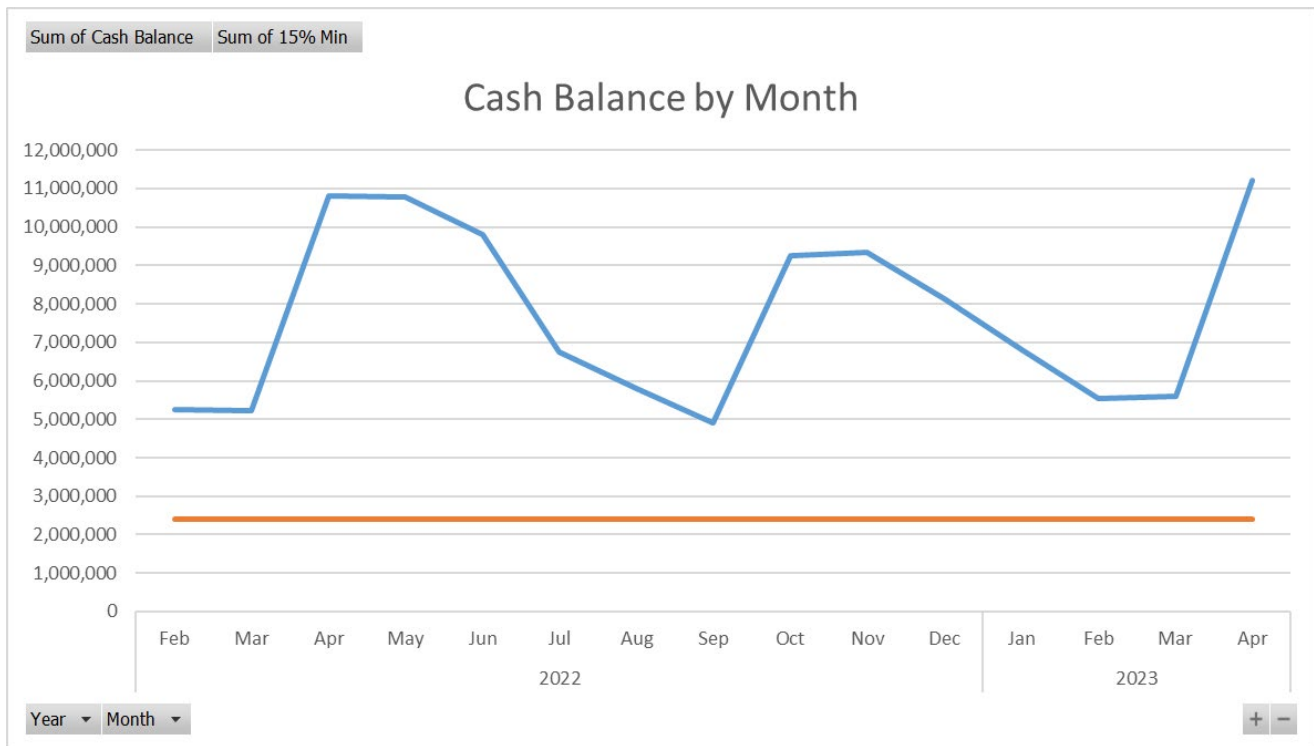
The Washington State Auditor Office (SAO) has begun their biennial financial and accountability audit of the District. The District has been on a biennial audit cycle since 2017.

The mandated annual filing of the 2022 annual report, via the portal on SAO website, was submitted on April 13<sup>th</sup>. Shortly thereafter, the District was contacted about the possibility of scheduling and beginning the audit, ultimately concluding there was an auditor available and could start relatively soon, on Wednesday April 26.

Audit work done through May 10<sup>th</sup> is still preliminary in nature, mostly planning and information gathering. The full schedule through completion, including an exit conference, has not yet been determined. An update will be provided during the meeting.

**Cash on Hand and Property Tax collections**

Most of the first half of property tax collections are typically received by the end of April, and as such from April 30 through May 31 are the high point in cash on hand for the District. As a follow up to the financial management policy from the previous meeting, a chart is provided below to visualize the monthly of cash on hand history (blue line) for the previous year through current. Included on this chart is a line representing 15% of total expenditures (orange line), the minimum to be maintained in the general fund per policy.



**Facilities Report**

Grounds Maintenance

Sprinkler system start-up procedures have been completed at all District-owned libraries. Sweeping of the winter sand and detritus from all parking lots has begun and should be completed by month's end.

Human Resources – Toni Carnell

Training

- Three sessions of Verbal Intervention training were held.
- One session each:
  - Supervisor Academy
  - Enforcing the Code of Conduct
- Planning continues for Staff Day 2023 in May.
- New courses continue to be added to the learning management system and the training calendar.

**Staff updates:****New hires:**

- Mobile Services Associate
- Mobile Services Supervisor

**Promotions:**

- N/A

**Transfers**

- Public Services Associate - 2

**Separations:**

- Library Supervisor
- Public Services Associate – 3
- Public Services Technician

**Communication & Development – Jane Baker****Communication**

Media coverage this month included the article, “Airway Heights could join Spokane County Library District to free up tax revenue” in the Spokesman-Review on April 6, and a news story on KXLY-TV regarding the Balfour Park expansion on April 25. The Spokesman also ran an article on April 21 about the state construction budget that included inaccurate information about the District.

The summer edition of Engage was sent to the printer and is expected to be in libraries in early May. This issue covers events, programs, and resources for June through September.

**Development**

Just a few days into the two-week donation period for Library Giving Day, KXLY featured Development Manager Jill-Lynn Nunemaker on Good Morning Northwest on April 6. This, along with an eNewsletter to previous donors, social media mentions, and other promotional materials helped bring the final total for the 2023 campaign to \$4502. While this is shy of the \$5000 goal, it is higher than the amount raised last year. Funds will go toward adding items to the Library of Things.

**Operations - Doug Stumbough**

For the month of April, a total of 68,134 customers visited our libraries in person, down from 70,956 (-5%) in March. The total number of 80,555 physical items borrowed by customers in the libraries, down from the 88,442 physical items borrowed in March (-8%).

**Positive Interaction Reports**

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Here are a few examples from this month:

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Received via email: "Last night my husband and I dropped into the [North Spokane] library to pick up some seeds to plant in my flower beds. We met a most remarkable young man by the name of Matthew. Not only did I get my seeds, but he also told me about your bag program. He even renewed my library card. Talk about full service, with a smile and a welcoming personality, Matthew has them all."

Looking for a specific title to take on her trip out of the country the next day, a customer was talking with Catherine in the Call Center. Although a copy was on the way from another District location, it was determined the title would not make it to her library (Argonne) in time. Working with Liliya at Argonne and Laura and Lydia at Spokane Valley, another copy was located at Spokane Valley, and they called the customer. She said she would be happy to head to Spokane Valley and pick up the item that day. The customer shared that she was very happy for the extra effort to make day. "It's the little things and thinking outside of the box that makes you awesome!"

Residents new to the area from Montana came into Spokane Valley to get library cards and mentioned how the staff made their day by being so pleasant, obviously enjoying their jobs of helping people. A customer at North Spokane let staff know that she hoped the library would never change and the feeling of being there is such a good one and she loves the place.

At Moran Prairie, a woman asked for the Library Supervisor, Caitlin Wheeler, so that she could share how much she appreciated being able to use the meeting room for her quilts of valor quilting group. She said that a library user had popped into the room to ask what they were doing, and he turned out to be a veteran who will be requesting a quilt in the future. She wanted to thank us for the space and the chance to connect with other members of our community.

A Medical Lake customer expressed to staff that she was so appreciative that the Interlibrary Loan program through the District was able to procure a costly, large, and beautiful book of Porter Fairfield art for her.

As the Working Families Tax Credit application drive event at MP was winding down, a woman popped into the meeting room to give Public Services Manager Stacey Goddard an impromptu testimonial. She told her that her adult son qualified for this credit, and that "grandma wouldn't have to provide childcare this summer" as a result. (They were using the refund to pay for summer camp for the grandson.) She took a flyer and said she would let friends and family members know about the program.

Public Services Associate Chris V. at North Spokane was helping a customer renew items and pick up some music and at the end of the interaction he pointed out the living language CDs. He said when he first came, he didn't know any English and by listening to these CDs from the library, he has been able to learn to speak some and could converse better with staff. He is very grateful for the library and what we have.

A Deer Park mother was overheard letting Library Supervisor Jacob O'Doherty know she wishes there were more people like him in the world. She and her son are regulars for storytime and she said that the way he talks and treats people, she just wishes we had more of that.

A regular visitor to North Spokane brought in a sweet treat for all the library staff after she found out April 25<sup>th</sup> was National Library Workers Day. She said she really wanted to show her appreciation for all that library staff do for her family and for the community.

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Via email: "Thank you very much Danielle [Milton, Library Manager], your wonderful Valley Library has taken care of me beyond the call of duty for over 15 years and counting—I could not have had the resources to recover without you. 'Thanks' really doesn't begin to cover it Cheers, Bob"

### **Collection Services – Andrea Sharps**

#### **Top Checkouts and Holds**

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles April:
  - **Audiobook checkouts:**
    - *Spare* by Prince Harry (77)
    - *I'm Glad My Mom Died* by Jennette McCurdy (65)
    - *The Last Thing He Told Me* by Laura Dave (63)
  - **Ebook checkouts:**
    - *Spare* by Prince Harry (80)
    - *The Boys from Biloxi* by John Grisham (76)
    - *It Starts with Us* by Colleen Hoover (74)
  - **Audiobook holds** as of May 1:
    - *Happy Place* by Emily Henry (122)
    - *Lessons in Chemistry* by Bonnie Garmus (117)
    - *Simply Lies* by David Baldacci (105)
  - **Ebook holds** as of May 1:
    - *Lessons in Chemistry* by Bonnie Garmus (129)
    - *Happy Place* by Emily Henry (121)
    - *Simply Lies* by David Baldacci (97)
- Popular **Adult Physical Book** titles April:
  - Checkouts:
    - *Spare* by Prince Harry (62)
    - *Never Never: A Novel* by Colleen Hoover (52)
    - *The Christie Affair* by Nina de Gramont (50)
  - Holds:
    - *A Fever in the Heartland: The Ku Klux Klan's Plot to Take Over America, and the Woman Who Stopped Them* by Timothy Egan (50)
    - *The Last Thing He Told Me* by Laura Dave (31)
    - *Homecoming: A Novel* by Kate Morton (30)

#### **New Read-Along Books Offered**

The District launched a new collection of Read-Along books for children in mid-April. Read-Along books (or simply, Read-Alongs) are hardcover children's books with an integrated, rechargeable audio player inside the front cover. The Read-Along format lets users listen as they read using the built-in speaker or their own headphones. This feature is beneficial for emerging readers of all ages, people with dyslexia or vision impairments, English-as-a-Second Language (ESL) students, or anyone who wants a little more fun from their reading. The opening-day collection of 300 copies includes picture books, easy readers,



children’s nonfiction, and chapter books for older kids (ages 8–12). Customers can have five Read-Alongs checked out at a time. We will receive new titles quarterly from two vendors. This new format has proved popular with 75% of the collection reported being checked out on May 1.

**COLLECTION MONTHLY REPORT  
APRIL 2023**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>CHANGE</b>
Items Processed	14,807	18,075	-18%
Interlibrary Loan Total	2,284	2,030	13%
<b>Overdrive</b>			
Total Checkouts	312,129	274,650	14%
Total Holds	98,482	83,242	18%
<b>hoopla</b>			
Total Checkouts	13,443	11,814	14%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>CHANGE</b>
Print	304,934	306,980	-1%
Nonprint	73,313	77,041	-5%
Overdrive	149,269	135,086	10%
<b>Grand Total</b>	<b>527,516</b>	<b>519,107</b>	<b>2%</b>

**NOTES:** PRINT = Books and Periodicals  
 NONPRINT = DVDs, CDs, Books on CD, and other media  
 OVERDRIVE = Downloadable eBooks and Audiobooks

**Executive Director – Patrick Roewe**

Most of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month’s meeting. Brief updates on several other items are as follows:

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic since reporting on it in February.

City of Airway Heights: Annexation Election Update

Airway Heights City Manager Albert Tripp and I provided a briefing to the Board of County Commissioners (BoCC) on April 10<sup>th</sup> regarding the City of Airway Heights annexation request. On April 18<sup>th</sup>, The BoCC adopted resolution 23-0254, formally placing the annexation election on the August 1<sup>st</sup> ballot for voters in the City of Airway Heights. The next step for the District will be to create an objective

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and fair presentation of the facts for District customers who may have questions regarding the annexation.

#### Electric Vehicle Charging Station Update

Avista's grant-funded electric vehicle charger at the Moran Prairie and North Spokane Libraries remains in progress. They are targeting mid-May for Moran Prairie and late-May for North Spokane for installation, with a public launch of the service to follow for each location respectively.

#### Liberty Lake Regional Park Seasonal Lending Library Pilot Project Update

The newly re-named "Parkside Books" made steady progress in April towards a May opening at Liberty Lake Regional Park following a delay in exterior improvements due to lingering winter weather. This unstaffed deposit collection will be available to park-goers during the summer season. The space will be opening on May 6<sup>th</sup>.

#### Legislative Update

The 2023 regular session of the Washington Legislature concluded on April 23<sup>rd</sup>. The Public Libraries of Washington tracked several pieces of legislation that had the potential to impact "the efficient conduct of the public business" of the District. As with last month, the majority of the bills tracked had a minor impact on the District's operation as a public entity, with nothing of concern related to libraries in particular.

#### Intellectual Freedom Update

No new information on this topic since reporting on it in February. The District's legal counsel is continuing to work on an opinion letter regarding the District's legal obligations around collection development as they pertain to state and federal law.

#### The BookEnd Closure

Following the final operational day of Friday March 31<sup>st</sup>, staff have worked to vacate the space through April. Library materials were redistributed throughout the District, ensuring that items previously available at the BookEnd remain available to District customers. relocate the collection, following a plan to distribute the items to shelves at libraries throughout the District. Furniture, fixtures, and equipment have also been relocated to other District locations.



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Four Months Ended April 30, 2023**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 33.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 8,018,089	\$ 17,050,000	47.03%	\$ 9,031,911
CONTRACT CITIES - AIRWAY HEIGHTS	91,386	366,000	24.97%	274,614
CONTRACT CITIES - SPOKANE	0	86,000	0.00%	86,000
FINES & FEES	26,638	20,000	133.19%	(6,638)
GRANTS & DONATIONS	36,609	10,000	366.09%	(26,609)
E-RATE REIMBURSEMENTS	70,227	231,000	30.40%	160,773
LEASEHOLD & TIMBER TAX, REBATES, OTHE	23,296	31,500	73.96%	8,204
INTEREST REVENUES	39,314	240,000	16.38%	200,686
<b>TOTAL REVENUES</b>	<b>\$ 8,305,560</b>	<b>\$ 18,034,500</b>	<b>46.05%</b>	<b>\$ 9,728,940</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 8,305,560</b>	<b>\$ 18,034,500</b>	<b>46.05%</b>	<b>\$ 9,728,940</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,486,220	\$ 8,001,900	31.07%	\$ 5,515,680
FRINGE BENEFITS	871,583	2,781,000	31.34%	1,909,417
SUPPLIES	53,052	164,500	32.25%	111,448
UTILITIES	195,498	534,600	36.57%	339,102
SERVICES	611,151	1,483,200	41.20%	872,049
INSURANCE	77,444	97,000	79.84%	19,556
CAPITAL EQUIPMENT	72,432	420,000	17.25%	347,568
LIBRARY MATERIALS	675,734	2,200,300	30.71%	1,524,566
ELECTRONIC LIBRARY MATERIALS	124,276	250,000	49.71%	125,724
LIBRARY PROGRAMS	69,339	95,000	72.99%	25,661
<b>TOTAL EXPENSES</b>	<b>\$ 5,236,729</b>	<b>\$ 16,027,500</b>	<b>32.67%</b>	<b>\$ 10,790,771</b>
TRANSFERS OUT	-	2,007,000	0.00%	2,007,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 5,236,729</b>	<b>\$ 18,034,500</b>	<b>29.04%</b>	<b>\$ 12,797,771</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 3,068,831</b>	<b>\$ -</b>		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	3,068,831			
<b>ENDING CASH</b>	<b>\$ 11,203,276</b>			

**Number of months cash on hand 8.4**



**Spokane County Library District  
Capital Projects Fund  
Statement of Revenues and Expenses  
For the Three Months Ended March 31, 2023**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>
<b>REVENUES</b>		
Proceeds from Washington State Department of Commerce Grant	\$ 1,825,990	\$ 1,950,000
Contribution from City of Spokane Valley	799,093	839,000
Proceeds from Capital Campaign Donations	204,973	200,000
Interest Earnings	42,065	167,400
<b>TOTAL REVENUES</b>	<b>2,872,121</b>	<b>3,156,400</b>
Transfers In	-	900,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>2,872,121</b>	<b>4,056,400</b>
<b>EXPENSES</b>		
Construction Costs, Including Sales Tax	\$ 3,408,177	\$ 4,953,510
Architect Fees	110,382	176,250
Furniture, Fixtures and Equipment	84,655	1,000,000
Owners Rep, Permits and All Other	30,244	94,228
<b>TOTAL EXPENSES</b>	<b>3,633,458</b>	<b>6,223,988</b>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (761,337)</b>	<b>\$ (2,167,588)</b>
BEGINNING CASH	\$ 6,443,931	
NET FROM ABOVE	<b>(761,337)</b>	
ENDING CASH	<b>\$ 5,682,594</b>	

**Spokane County Library District**  
**Capital Projects Fund**

Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	FFE	Total
<i>All of Year 2021</i>		567,220	69,410	-	636,630
<i>JANUARY 2022</i>		53,368	7,194	-	60,562
<i>FEBRUARY</i>		80,917	17,477	-	98,394
<i>MARCH</i>		55,282	42,327	-	97,609
<i>APRIL</i>		51,560	9,046	-	60,606
<i>MAY</i>	372,119	13,563	42,037	-	427,719
<i>JUNE</i>	502,849	26,552	13,491	-	542,892
<i>JULY</i>	515,008	26,563	8,303	-	549,874
<i>AUGUST</i>	685,955	22,142	12,308	-	720,405
<i>SEPTEMBER</i>	2,148,129	17,284	11,454	-	2,176,867
<i>OCTOBER</i>	1,367,635	24,298	8,723	-	1,400,656
<i>NOVEMBER</i>	1,187,796	21,190	7,568	-	1,216,554
<i>DECEMBER</i>	979,242	17,878	4,800	-	1,001,920
<i>JANUARY 2023</i>	1,057,361	-	6,419	-	1,063,780
<i>FEBRUARY</i>	969,746	26,516	11,625	80,980	1,088,867
<i>MARCH</i>	645,637	16,068	6,217	-	667,922
<i>APRIL</i>	735,433	67,798	5,981	3,675	812,887
	<b>11,166,910</b>	<b>1,088,199</b>	<b>284,380</b>	<b>84,655</b>	<b>12,624,144</b>
<b>Balance to Finish</b>	<b>1,466,276</b>	<b>61,801</b>	<b>70,301</b>	<b>915,345</b>	<b>2,513,723</b>