



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

December 19, 2023, 4:00 p.m. Argonne Library

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://scld-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: In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. 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.sclد.org/connect/ask-board-of-trustees/>.

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

A. Approval of November 21, 2023 [Regular Meeting Minutes](#)

B. Approval of November 2023 [Payment Vouchers](#)

C. New Business

1. Personnel Policies:

a. [HR03 Compensation](#): Approval Recommendation

b. [HR04 Benefits](#): Approval Recommendation

c. [HR06 Employee Conduct](#): Approval Recommendation

d. [HR14 Rest Periods, Meal Periods, and Break Time for Nursing Mothers](#): Approval Recommendation

e. [HR15 Remote Work](#): Approval Recommendation

f. [HR16 District Provided Equipment](#): Approval Recommendation

g. [HR17 Employee Creation & Retention of Public Records](#): Approval Recommendation

h. [HR05 Leave](#): Approval Recommendation

2. [Trustee Ethics, Conduct, and Responsibility Policy](#): Approval Recommendation

3. [2023 Work Plan – Year in Review](#)

4. [2024 Work Plan](#)

5. [2024 Meeting Schedule](#) / (Resolution No. 23-07): Approval Recommendation

6. [2024 Meeting Content Review](#)

7. [2024 Board of Trustees' Officers Election](#): Action Required

8. [Recognition of Retiring Trustee John Craig](#) (Resolution No. 23-08): Approval Recommendation

V. DISCUSSION ITEMS, POSSIBLE ACTION

- A. [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.

December 19, 2023

BOARD OF TRUSTEES MEETING MINUTES: November 21, 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 Argonne Library, Tuesday, November 21, 2023 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), and two (2) members of the public.

Via Zoom: Jane Baker (Communication and Development Director)

Call to Order (Item I) Chair John Craig started the meeting at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Trustee Robert Paull moved and Trustee Ellen Clark seconded the approval of the meeting agenda.

Public Comment (Item III) Lois Harger and Elaine Harger addressed the Board of Trustees.

Approval of October 17, 2023 Regular Meeting Minutes (Items IV.A.) Chair Craig called for any corrections to the October Regular Meeting Minutes. The minutes stand as written.
There was no further discussion.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|----------|---|--------------|----------------|
| Oct – GF | 0061372 – 0061583 and W001389 – W001413 | \$747,790.81 | \$747,790.81 |
| | PR10102023 and PR 10252023 | \$461,673.00 | \$461,673.00 |
| | | Total | \$1,209,463.81 |

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

**Unfinished
Business
2024 Budget
(Item IV.C.1.)**

Finance Director Jason Link reviewed changes from the presented budget in October to the final budget for November. There were no significant changes in the revenue and expenditure totals, only to the distribution of the budgeted line item amounts therein. Discussion ensued about planned expenditures, creating a facilities master plan, and the process of collecting fines and fees from customers.

There was no further discussion.

**Unfinished
Business
2024 Budget
Cost of Living
Adjustment
(COLA) for 2024:
Approval
Recommendation
(Item IV.C.1.a.)**

Trustee Klapp moved and Trustee Clark seconded the approval of the proposed 4% cost of living adjustment.

The motion was unanimously approved. There was no further discussion.

**Unfinished
Business
2024 Budget
Adopting a 2024
Final Budget and
Certifying it to the
Board of County
Commissioners
(Resolution 23-
04): Approval
Recommendation
(Item IV.C.1.b.)**

Trustee Hanson moved and Trustee Paull seconded that Resolution No. 23-04, Adopting a 2024 Budget and certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2024 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT’S 2024 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The motion was unanimously approved. There was no further discussion.

**Unfinished
Business
2024 Budget
Authorizing 2023
Property Tax Levy
Increase for
Collection in 2024
(Resolution 23-
05): Approval
Recommendation
(Item IV.C.1.c.)**

Trustee Paull moved and Trustee Clark seconded that Resolution 23-05, Authorizing a 2023 property Tax Levy Increase for Collection in 2024, be adopted.

RESOLUTION NO. 23-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2023 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2024 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The motion was unanimously approved. There was no further discussion.

**Unfinished
Business
2024 Budget**

Trustee Clark moved and Vice Chair Hanson seconded that Resolution 23-06, Levying the Regular Property Taxes for SCLD for Collection in 2024, be adopted.

Levying the Regular Property Taxes for SCLD for Collection in 2024 (Resolution 23-06): Approval Recommendation (Item IV.C.1.d.)

RESOLUTION NO. 23-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2024 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2024 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

The motion was unanimously approved. There was no further discussion.

Unfinished Business 2024 Budget Board Direction to Staff (Item IV.C.1.e.)

Executive Director Patrick Roewe informed the board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor’s Office on Monday, November 27th.

There was no further discussion.

Discussion Items Future Board Meeting Agenda Items (Item V.A.)

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

There was no further discussion.

Trustee Reports (Item VI.A.)

Trustee Klapp informed the board that the Board of Trustee Conduct Committee held their first meeting. Discussion ensued about correspondence with a customer about library noise levels and other library districts’ executive evaluation processes.

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 of the status of applications received for the upcoming Trustee vacancy. Discussion ensued about the next steps for this process. Discussion also ensued about the solution to a previous issue with a dumpster enclosure at Spokane Valley Library, the status of the notice of completion for the Spokane Valley Library project filed with the State of Washington, and potential changes to an interlocal agreement for the Moran Prairie location.

There was no further discussion.

Operations Report (Item VI.C.)

In addition to the October 2023 Operation Report provided prior to the meeting, Operations Director Stumbough informed the Board of the completion of installing security cameras at the libraries.

There was no further discussion.

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

Finance Director Link provided a report of revenues and expenditures for October 2023 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:08pm. The next Board Meeting is scheduled for Tuesday, December 19, 2023, at the Argonne Library.

John Craig, Chair

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 November 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,175,318.36 for the general fund and \$8,572.08 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 30, 2023

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

GENERAL OPERATING FUND

| VOUCHER NUMBER | VENDOR NAME | DESCRIPTION | VOUCHER AMOUNT |
|----------------|---------------------------------------|--|----------------|
| 0000061584 | ABM INDUSTRIES, INC. | MONTHLY CUSTODIAL SERVICES | 18,989.20 |
| 0000061585 | AMAZON CAPITAL SERVICES | PROGRAMMING AND OFFICE SUPPLIES | 1,751.76 |
| 0000061586 | CAMTEK INC. | CELLULAR COMMUNICATIONS | 49.01 |
| 0000061587 | CONSOLIDATED ELECTRICAL DIST. | BUILDING REPAIR & MAINTENANCE | 529.65 |
| 0000061588 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 216.76 |
| 0000061589 | CENTURYLINK | MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR | 69.36 |
| 0000061590 | DYMAXION RESEARCH LTD. | SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL | 2,052.00 |
| 0000061591 | EDNETICS | PROTECT-PROJECT - PROFESSIONAL INSTALLATION AND CONFIGURATIO | 36,076.46 |
| 0000061592 | EMPIRE DISPOSAL INC. | MONTHLY SOLID WASTE - FF | 48.96 |
| 0000061593 | FATBEAM, LLC | MONTHLY INTERNET SERVICE, NET OF ERATE DISC | 4,454.56 |
| 0000061594 | THE FIG TREE | LIBRARY MATERIALS | 150.00 |
| 0000061595 | GALE/CENGAGE LEARNING | LIBRARY MATERIALS | 2,861.13 |
| 0000061596 | GREENLEAF LANDSCAPING, INC. | GROUNDS MAINTENANCE | 2,514.83 |
| 0000061597 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 11,730.14 |
| 0000061598 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 4,315.80 |
| 0000061599 | MONTGOMERY HARDWARE | MAINTENANCE SUPPLIES | 406.71 |
| 0000061600 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 14,800.55 |
| 0000061601 | SPOKANE COUNTY ENVIRONMENTAL SERVICES | MONTHLY SEWER - AR, NS, SV | 313.62 |
| 0000061602 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 1,828.86 |
| 0000061603 | STATE PROTECTION SERVICES INC | MOBILE SECURITY PATROLS: SV, NS, New SV | 3,725.20 |
| 0000061604 | TARGET SYSTEM TECHNOLOGY, INC | ACCOUNTING SOFTWARE SUPPORT | 35.00 |
| 0000061605 | TOWN OF FAIRFIELD | BI-MONTHLY WATER, SEWER - FF | 225.95 |
| 0000061606 | UNIQUE MANAGEMENT SERVICES | MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE | 2,791.70 |
| 0000061607 | VERIZON WIRELESS | MONTHLY CELL & "MI-FI" DEVICE SERVICE | 2,299.82 |
| 0000061608 | WASTE MANAGEMENT OF SPOKANE | MONTHLY REFUSE | 1,564.46 |
| 0000061609 | WHITWORTH WATER DISTRICT | MONTHLY WATER - NS | 162.07 |
| 0000061610 | WICK ENTERPRIZES, LLC | ADVERTISING | 940.50 |
| 0000061611 | WITHERSPOON BRAJICHC MCPHEE, PLLC | LEGAL SERVICES, GENERAL COUNSEL | 2,245.00 |
| 0000061612 | ZOOBEAN, INC. | ONLINE READING CHALLENGE SOFTWARE, ANNUAL RENEWAL | 4,360.15 |
| 0000061613 | SPOKANE NORTH TRAILERS | ENCLOSED UTILITY TRAILER | 4,471.30 |
| 0000061614 | AMAZON CAPITAL SERVICES | PROGRAMMING AND OFFICE SUPPLIES | 1,739.73 |
| 0000061615 | WILLIAM E ANDERSON | LIBRARY PROGRAMS | 100.00 |
| 0000061616 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 109.08 |
| 0000061617 | CITY OF MEDICAL LAKE | MONTHLY WATER, SEWER, REFUSE - ML | 167.50 |
| 0000061618 | FREE PRESS PUBLISHING, INC | LIBRARY MATERIALS | 37.30 |
| 0000061619 | GALE/CENGAGE LEARNING | LIBRARY MATERIALS | 160.06 |
| 0000061620 | CASEY HARRIS | LIBRARY PROGRAMS | 75.00 |
| 0000061621 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 7,852.44 |
| 0000061622 | MARGARITA PLACENCIA-JANES | LIBRARY PROGRAMS | 760.00 |
| 0000061623 | ABE M KENNEY | LIBRARY PROGRAMS | 100.00 |
| 0000061624 | DAVID LARSEN | LIBRARY PROGRAMS | 400.00 |
| 0000061625 | LIBRARY IDEAS LLC | ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE | 648.88 |
| 0000061626 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 2,542.43 |
| 0000061627 | OCLC, INC. | ANNUAL CATALOGING & ILL SUBSCRIPTION | 5.26 |
| 0000061628 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 17,719.06 |
| 0000061629 | FILIZ PALIC | LIBRARY PROGRAMS | 150.00 |
| 0000061630 | PATRIOT FIRE PROTECTION | BUILDING REPAIR & MAINTENANCE - NS | 647.96 |
| 0000061631 | SPOKANE SCORE 0180 | LIBRARY PROGRAMS | 825.00 |
| 0000061632 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 806.96 |
| 0000061633 | TIM CHRISTIE | LIBRARY MATERIALS | 166.95 |
| 0000061634 | BARTLETT INTERACTIVE, LLC | PROGRESS PAYMENT FOR NEW WEBSITE DESIGN | 2,492.63 |
| 0000061635 | BLACKSTONE PUBLISHING | LIBRARY MATERIALS | 114.12 |
| 0000061636 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 613.95 |
| 0000061637 | VICKIE DAWSON | LIBRARY PROGRAMS | 500.00 |
| 0000061638 | DIVCO INCORPORATED | QTRLY BUILDING MAINT CONTRACT - HVAC | 2,686.33 |
| 0000061639 | FREE PRESS PUBLISHING, INC | LIBRARY MATERIALS | 37.30 |

| | | | |
|---|---|--|------------------------|
| 0000061640 | GALE/CENGAGE LEARNING | LIBRARY MATERIALS | 752.04 |
| 0000061641 | INFOBASE | ELECTRONIC LIBRARY SERVICES | 3,293.95 |
| 0000061642 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 7,393.71 |
| 0000061643 | INLAND POWER AND LIGHT | MONTHLY ELECTRIC UTILITIES - AH, DP | 568.77 |
| 0000061644 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 659.16 |
| 0000061645 | YASAMAN NARAGHI | LIBRARY PROGRAMS | 875.00 |
| 0000061646 | NATIONWIDE INSURANCE | EMPLOYEE DEDUCTIONS FOR PET INSURANCE | 512.94 |
| 0000061647 | NATIONAL BARRICADE OF SPOKANE | BUILDING REPAIR & MAINTENANCE | 424.71 |
| 0000061648 | OPTUM | MONTHLY HSA ACCOUNT ADMIN FEES | 60.00 |
| 0000061649 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 8,995.87 |
| 0000061650 | PACIFIC NORTHWEST BOOKSELLERS ASSOC | ANNUAL DUES | 150.00 |
| 0000061651 | PRISMHR, INC. | MONTHLY SOFTWARE SUPPORT - HR | 561.93 |
| 0000061652 | BECKETT SMITH | LIBRARY PROGRAMS | 40.00 |
| 0000061653 | U.S. BANK CORP. PAYMENT SYSTEM | CREDIT CARD PAYMENT | 20,390.19 |
| 0000061654 | ZIPLY FIBER | MONTHLY PHONE & BROADBAND - FF | 142.76 |
| 0000061655 | ABSOLUTE BACKGROUND SEARCH | MONTHLY EMPLOYEE BACKGROUND CHECKS | 34.00 |
| 0000061656 | AMAZON CAPITAL SERVICES | PROGRAMMING AND OFFICE SUPPLIES | 1,108.65 |
| 0000061657 | AVISTA UTILITIES | MONTHLY UTILITIES | 9,845.92 |
| 0000061658 | BLACKSTONE PUBLISHING | LIBRARY MATERIALS | 406.80 |
| 0000061659 | DEMCO, INC. | OFFICE/LIBRARY SUPPLIES | 1,156.23 |
| 0000061660 | DEVRIES INFORMATION MGMT | MONTHLY COURIER SERVICE | 3,554.55 |
| 0000061661 | EDNETICS | MANAGED VOICE SERVICES, IT CAPITAL PROJECTS FIBER POLE CAMERAS | 4,717.43 |
| 0000061662 | GALE/CENGAGE LEARNING | LIBRARY MATERIALS | 1,976.43 |
| 0000061663 | INFOUSA MARKETING, INC. | ELECTRONIC LIBRARY SERVICES | 2,070.00 |
| 0000061664 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 10,058.39 |
| 0000061665 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 7,230.46 |
| 0000061666 | NATIONWIDE INSURANCE | EMPLOYEE DEDUCTIONS FOR PET INSURANCE | 331.70 |
| 0000061667 | NEXUS TRANSLATION SERVICES LLC | INTERPRETER SERVICES | 90.00 |
| 0000061668 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 28,792.39 |
| 0000061669 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 605.14 |
| 0000061670 | THE SPOKESMAN- REVIEW | LIBRARY MATERIALS | 572.00 |
| 0000061671 | SPOKANE CO. WATER DISTRICT #3 | MONTHLY UTILITY FEE-HASTINGS PROPERTY | 28.28 |
| 0000061672 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 853.60 |
| 0000061673 | TARGET SYSTEM TECHNOLOGY, INC | ACCOUNTING SOFTWARE SUPPORT | 609.84 |
| 0000061674 | T-MOBILE | MONTHLY "MI-FI" DEVICE CELL SERVICE | 863.13 |
| 0000061675 | ULINE SHIPPING SPECIALISTS | OFFICE/LIBRARY SUPPLIES | 2,214.41 |
| 0000061676 | WICK ENTERPRIZES, LLC | ADVERTISING | 940.50 |
| 0000061677 | CONSOLIDATED IRRIGATION DIST19 | WATER - OT | 22.00 |
| 0000061678 | CITY OF SPOKANE | MONTHLY WATER & SEWER - MP | 248.11 |
| 0000061679 | CITY OF AIRWAY HEIGHTS | MONTHLY WATER & SEWER - AH | 125.86 |
| 0000061680 | CITY OF CHENEY | MONTHLY WATER, SEWER, ELEC - CH | 651.85 |
| 0000061681 | CITY OF DEER PARK | MONTHLY WATER & SEWER - DP | 82.02 |
| 0000061682 | MODERN ELECTRIC WATER COMPANY | MONTHLY WATER, ELEC. - SV | 2,759.21 |
| 0000061683 | VERIZON WIRELESS | MONTHLY CELL & "MI-FI" DEVICE SERVICE | 1,797.60 |
| C100010838 | DEPARTMENT OF REVENUE | UNCLAIMED PROPERTY | 78.00- |
| W000001407 | ELEC FEDERAL TAX PAYMENT SYS | PAYROLL TAX DEPOSIT | 79,051.15 |
| W000001408 | US BANK - HEALTH - OPTUM | HEALTH SAVINGS ACCT CONTRIBUTIONS | 2,142.25 |
| W000001409 | VANTAGEPOINT TRNSFR %M&T BANK-302112 | ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,036.44 |
| W000001410 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 55,305.10 |
| W000001411 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 3.65 |
| W000001414 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 83.20 |
| W000001415 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 16.92 |
| W000001416 | US BANK - HEALTH - OPTUM | HEALTH SAVINGS ACCT CONTRIBUTIONS | 2,142.25 |
| W000001417 | VANTAGEPOINT TRNSFR %M&T BANK-302112 | ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,036.44 |
| W000001418 | ELEC FEDERAL TAX PAYMENT SYS | PAYROLL TAX DEPOSIT | 75,585.83 |
| W000001419 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 53,119.94 |
| W000001420 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 82.97 |
| W000001422 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 100.00 |
| W000001428 | ASSOCIATION OF WASHINGTON CITIES - VIMLY BE | MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE | 108,228.78 |
| Total Non-Payroll General Operating Fund | | | \$ 679,862.90 |
| PAYROLL VOUCHERS | | | |
| 11092023 PP21 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #21 | \$ 252,552.45 |
| 11222023 PP22 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #22 | 242,903.01 |
| Total Payroll General Operating Fund | | | \$ 495,455.46 |
| TOTAL GENERAL OPERATING FUND | | | \$ 1,175,318.36 |

CAPITAL PROJECTS FUND

| VOUCHER NUMBER | VENDOR NAME | DESCRIPTION | VOUCHER AMOUNT |
|------------------------------------|----------------------|--|---------------------------|
| 9748 | ENERGY CONTROL, INC. | CONNECTED OWNER TABLES FROM EXISTING FLOOR BOXES | 760.00 |
| 9748 | ENERGY CONTROL, INC. | VOIDED WRONG VENDOR | (760.00) |
| 9749 | INTEGRUS ARCHECTURE | ARCHETECTURE & SALES TAX CORRECTIONS | 8,572.08 |
| Total Capital Projects Fund | | | \$ 8,572.08 |

**Oct 2023/Nov 2023
Paid in Nov 2023
Voucher # 61653**

| Card Category | Amount |
|-------------------------------|---------------------|
| General Purchases | \$ 11,630.89 |
| Maintenance | \$ 2,233.94 |
| Travel | \$ 680.33 |
| Acquisitions | \$ 4,852.61 |
| Information Technology | \$ 489.94 |
| Mobile Services | \$ 502.48 |
| General Fund Purchases | \$ 20,390.19 |

Top Individual Charges

| | | |
|--------------------------|--|----------|
| Amazon | Total all material purchases from Amazon | 4,607.62 |
| Mailchimp | Monthly Email Service | 931.10 |
| HomeDepot.com | Total all material and supply purchases | 891.45 |
| HomeDepot.com | Snow Blowers for maintenance | 1,849.12 |
| Lakeshore Learning Mater | Play kitchen and supplies | 1,780.32 |

HR03 COMPENSATION

Background

This policy sets forth District policies for employee compensation.

The revisions of note are as follows:

- Introductory statement (new)
 - Language added per counsel, to clarify that compensation may be changed at the Board's discretion and outside of policy review.
- 3.2 Administration of the Plan (removed)
 - Removed as these responsibilities are called out in other areas, such as job descriptions.
- 3.2 Rate of Pay Adjustments (moved)
 - Moved from later in policy for clarity, language not changed.
- 3.15 Call-Back Pay (new section)
 - Language added to bring policy in-line with legal requirements and to reflect and update current practice.
- 3.16 Paid Meal Periods (new section)
 - Added to reflect legal requirements and to codify District practice.
- 3.17 Break Time for Nursing Mothers (new section)
 - Added to reflect legal requirements and to codify District practice.

Additional edits were made for clarity and general updates. Recommended revisions were reviewed by the District's 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 HR03 Compensation: Wages.

POLICY: HR3 – Compensation: Wages

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/21/2019~~ 12/19/2023

Purpose

To set forth the District's policies for the compensation of all employees.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

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 salary for the position's assigned classification.~~

3.02 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%.

3.03 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 has sole approval authority for any such requests.

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.

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.

3.05 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.

3.06 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.

3.07 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.

3.109 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) Exempt Employees

An employee who is considered exempt from the provisions of the FLSA 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 full workday 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) 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 Call-Back Pay

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of 2 hours will be paid in addition to travel time as noted below in 3.19..

3.15 Paid Meal Periods

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

3.16 Break time for nursing mothers

This is considered time worked and will be compensated as such.

~~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%.~~

3.167 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.

3.1718 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. 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.

~~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: HR03 – Compensation

APPROVAL DATE: 01/01/1982

REVISION DATE: 12/19/2023

Purpose

To set forth the District's policies for the compensation of all employees.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

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.

3.02 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%.

3.03 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 has sole approval authority for any such requests.

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.

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.

3.05 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.

3.06 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.

3.07 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) Exempt Employees

An employee who is considered exempt from the provisions of the FLSA 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 full workday 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) 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 Call-Back Pay

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of 2 hours will be paid in addition to travel time as noted below in 3.17.

3.15 Paid Meal Periods

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

3.16 Break time for nursing mothers

This is considered time worked and will be compensated as such.

3.17 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.

3.18 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 workdays and regular days off, not including breaks or mealtimes, 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. 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.

HR04 BENEFITS

Background

This policy sets forth District policies for employee benefits.

The revisions of note are as follows:

- Introductory statement (new)
 - Language added per counsel, to clarify that benefits may be changed at the Board's discretion and outside of policy review.
- 4.1 Medical (revised)
 - Revised for clarity.
- 4.2 Dental, Vision, Life Insurance (revised)
 - Revised for clarity.
- 4.5 Other Benefits (revised)
 - Generic heading removed; each item moved to separate section for clarity
 - 4.7.4 moved to beginning of policy.
- 4.5 Public Employees Retirement System (PERS)
 - New, separate section
 - Language updated for clarity.
- 4.6 Deferred Compensation Plans
 - New, separate section
 - Language updated for clarity.
- 4.7 Tuition Reimbursement
 - New, separate section
 - Language updated for clarity.
- 4.8 Pretax Medical Benefit Plans
 - Language updated for clarity.
 - Last paragraph removed, duplicates introductory language.

Additional edits were made for clarity and general updates. Recommended revisions were reviewed by the District's 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 HR04 Benefits.

POLICY: HR04 – Benefits

Orig. Date: 01/01/1982

Latest Revision: ~~05/21/2019~~ 12/19/2023

Purpose

To set forth the District's policies regarding benefits.

Scope

Applies to all District employees, except as noted.

~~Benefits are a component of an employee's total compensation~~—4. The District will follow all federal and state mandates regarding benefits.

The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate and in accordance with applicable law.

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly-scheduled work hours as follows.

4.01 Medical

Annually, the District ~~establishes~~ will establish an ~~dollar~~ amount that the District will contribute to the cost of medical insurance for employees working thirty (30) or more hours per week ~~may use toward their medical plan choice.~~ This amount is pro-rated for employees scheduled to work 20-29 hours per week based on a forty (40) hour workweek. This amount may not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility. If the cost of the employee medical plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee medical plan.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) may be eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute funds to these HSA accounts with the contribution amount, if any, determined annually by the Board.

The cost of dependent ~~medical~~ coverage is the employee's responsibility.

4.02 Dental, Vision, Life Insurance

Premiums for dental, vision, and life insurance plans approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week.

The cost of dependent coverage is the employee's responsibility.

~~The cost of dependent coverage for dental, vision, and/or life insurance is the employee's responsibility.~~

4.03 Long-Term Disability Insurance

Long-term disability insurance is paid for by the District for employees scheduled to work 20 hours or more per week.

Dependents are not eligible for this insurance.

4.04 Employee Assistance Program (EAP)

The Employee Assistance program premium is paid in full by the District. All employees, their immediate family, dependent children, and anyone living in their household are eligible to use EAP services.

4.05 ~~Other Benefits~~ Public Employees Retirement System (PERS)

Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility.

Both District and employee contribution rates are set by the state. Employee contributions to PERS are pre-tax contributions.

4.06 Deferred Compensation Plans

The District offers deferred compensation plan(s). Employees may make deferred contributions up to the maximum amount set by the IRS. The District does not contribute to these plans

~~The District also offers deferred compensation plan(s). Employees may make deferred contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.~~

4.07 Tuition Reimbursement

The District offers tuition reimbursement ~~assistance to any~~ employees enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. The total dollars allocated to this benefit will be determined annually as part of the subsequent year's budget.

To be eligible ~~for reimbursement~~, District employees must:

- ~~employees must~~ Have successfully completed a full year of employment with the District
- Have no disciplinary action in their file within the last year.

Requests will be processed during the last quarter of the calendar year, for classes to be taken the following calendar year.

Reimbursement will be based on coursework completed with a grade of B or better (or equivalent) for the designated quarter or semester approval period and earned a grade of B or better f ~~or~~ for each course that taken reimbursement is requested.

Maximum reimbursement is as follows:

- a. Associate degree - \$1,000 per calendar year;
- b. Bachelor's degree - \$2,000 per calendar year;
- c. Master's degree - \$2,500 per calendar year.

If an employee leaves District employment before completing a full year of employment following receipt of these funds, they agree to reimburse the District for the full amount received.

~~4. The District will follow all federal and state mandates regarding benefits.~~

4.608 Pretax Medical Benefit Plans

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible, or terminates employment.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an employee will be the sum of monthly premium costs attributable to family coverage while eligible.

~~The District's Board of Trustees reserves the right at any time to amend, suspend, or terminate the Pretax Benefit Plan, in whole or in part and for any reason, and to adopt any amendment or modification thereto.~~

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.
~~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: HR04 – Benefits

Orig. Date: 01/01/1982

Latest Revision: 12/19/2023

Purpose

To set forth the District's policies regarding benefits.

Scope

Applies to all District employees, except as noted.

The District will follow all federal and state mandates regarding benefits.

The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate and in accordance with applicable law.

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly scheduled work hours as follows.

4.01 Medical

Annually, the District will establish an amount that the District will contribute to the cost of medical insurance for employees working thirty (30) or more hours per week. This amount is prorated for employees scheduled to work 20-29 hours per week based on a forty (40) hour workweek. This amount may not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility. If the cost of the employee medical plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee medical plan.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) may be eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute funds to these HSA accounts with the contribution amount, if any, determined annually by the Board.

The cost of dependent coverage is the employee's responsibility.

4.02 Dental, Vision, Life Insurance

Premiums for dental, vision, and life insurance plans approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week.

The cost of dependent coverage is the employee's responsibility.

4.03 Long-Term Disability Insurance

Long-term disability insurance is paid for by the District for employees scheduled to work 20 hours or more per week.

Dependents are not eligible for this insurance.

4.04 Employee Assistance Program (EAP)

The Employee Assistance program premium is paid in full by the District. All employees, their immediate family, dependent children, and anyone living in their household are eligible to use EAP services.

4.05 Public Employees Retirement System (PERS)

Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility.

Both District and employee contribution rates are set by the state. Employee contributions to PERS are pre-tax contributions.

4.06 Deferred Compensation Plans

The District offers deferred compensation plan(s). Employees may make deferred contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.

4.07 Tuition Reimbursement

The District offers tuition reimbursement to employees enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. The total dollars allocated to this benefit will be determined annually as part of the subsequent year's budget.

To be eligible employees must:

- Have completed a full year of employment with the District
- Have no disciplinary action in their file within the last year.

Requests will be processed during the last quarter of the calendar year, for classes to be taken the following calendar year.

Reimbursement will be based on coursework completed with a grade of B or better (or equivalent) for the designated approval period for each course that reimbursement is requested.

Maximum reimbursement is as follows:

- Associate degree - \$1,000 per calendar year;
- Bachelor's degree - \$2,000 per calendar year;
- Master's degree - \$2,500 per calendar year.

If an employee leaves District employment before completing a full year of employment following receipt of these funds, they agree to reimburse the District for the full amount received.

4.08 Pretax Medical Benefit Plans

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible or terminates employment.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an employee will be the sum of monthly premium costs attributable to family coverage while eligible.

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.

HR06 EMPLOYEE CONDUCT

Background

This policy sets forth District policies for employee conduct.

The revisions of note are as follows:

- Introductory statement (new)
 - Language added per counsel, to clarify that this policy may be changed at the Board's discretion and outside of policy review.
- 6.7 Attendance (revised)
 - Added language regarding expectations and consequences.
- 6.12 Public Records
 - Removed to standalone policy.
- 6.13 Remote Work
 - Removed to standalone policy.
- 6.14 District-Provided Equipment
 - Removed to standalone policy.
- 6.15 Public Records
 - Removed, this language is included in POL_Use of Video Surveillance Systems

Additional edits were made for clarity and general updates. Recommended revisions were reviewed by the District's 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 HR06 Employee Conduct.

POLICY: HR06 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~06/21/2022~~ 12/19/2023

Purpose

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

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Employees are expected to conduct themselves at all times in a professional and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. They are expected to adhere to all District policies and procedures; comply with all local, state, and federal laws and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

6.1 Ethics

Employees must avoid any act of impropriety in their role as public servants, including, but not limited to, unauthorized possession or access to District property and/or confidential information, dishonesty, or the appearance of impropriety, and must never use their District position or authority for personal gain or in breach of the public trust.

Employees are expected to uphold the highest standards of ethics at all times while working for and/or representing the District.

6.2 Inclusion

All employees are expected to support an inclusive workplace by:

- Treating others with dignity and respect at all times.
- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Fostering teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seeking out insights from employees with different experiences, perspectives, and backgrounds.
- Avoiding slang or idioms that might not translate across cultures.
- Constructively confronting the decisions or behaviors of others that are based on conscious or unconscious biases.

- Being open-minded and listen when given constructive feedback regarding others' perception of your conduct.

6.3 Conflict of Interest

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

6.4 Abuse of Authority or Position

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

6.5 Gifts or Additional Compensation

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

6.6 Motor Vehicles

Use of District-provided vehicles is limited to activities benefiting Spokane County Library District. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops en route to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District provided vehicle is prohibited.

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.

Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

Employees driving Spokane County Library District vehicles are required to report any damage to a District vehicle to their supervisor/manager and the Finance Director within one (1) business day of occurrence. Failure to do so may result in disciplinary action up to and including termination.

Employees whose duties include operating a personal or District-provided vehicle, must report the suspension, revocation, or loss of driver's license and/or insurability within one (1) business day of occurrence.

6.7 Attendance

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time. They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

An employee that has demonstrated an inability to report to work on time and when scheduled to work may be ~~may be disciplined~~ subject to disciplinary action, up to and including termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled work days normally shall be considered as having abandoned ~~his or her~~ their job and may be terminated.

~~They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.~~

An employee who is absent without authorization or notification on a scheduled work day is subject to disciplinary action, up to and including termination.

~~An employee who is absent without notification or authorization for three (3) consecutive scheduled work days normally shall be considered as having abandoned his or her job and may be terminated.~~

Employees may also be ~~disciplined~~ subject to disciplinary action, up to and including termination for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

6.8 Gossip

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A gossiper is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

Maintaining a gossip-free workplace:

In order to maintain a gossip-free workplace, employees are expected to:

- a. ~~Not speak of or insinuate~~ Refrain from speaking or insinuating about another person when that person is not present unless it is to compliment or reference work matters.
- b. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- c. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or customer of the District.
- d. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

6.9 Use of Controlled Substances

Reporting to work and/or working while under the influence of any substance that impairs performance or impacts safety is prohibited. Moreover, manufacturing, distributing, possessing, or selling controlled substances (as defined in RCW 69.50) is also prohibited at any time on District premises, including District vehicles.

The possession and use of medically-prescribed and over-the-counter medications during work hours is permissible, provided they do not prevent the employee from safely performing their duties or create a safety threat to the employee or others.

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee. Reasons for testing include, but are not limited to:

- There are specific, objective grounds to believe the employee's work performance is impaired due to the presence of such substances in the body and the impairment poses a risk to the employee, others, and/or the District.
- While on duty, the employee is involved in an accident or incident.
- The District believes the employee presents a risk to the employee, others, and/or the District ~~danger to themselves or others.~~
- Other conditions, as determined by the Human Resources Director or designee.

The District will cover the cost of transportation as well as the testing. The employee will be placed on paid Administrative leave until the results of the tests are returned.

Failure to promptly comply may be grounds for immediate termination.

6.10 Workplace Violence

Conduct or behavior that constitutes violence or threats of violence will not be tolerated.

6.11 Personal Appearance

Employees are expected to dress in a manner representing their position and job responsibilities. They should present a clean and neat appearance appropriate to their work assignment. All employees should present to work free of excessive scent.

In accordance with the mission of the District to provide information in a neutral manner, while at work or on District business, staff may not wear political paraphernalia or attire that displays political slogans, statements, or endorsements while on the job.

6.12 Public Records

~~Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are potential public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules. Therefore, when conducting District business, employees are expected to use District provided equipment and accounts.~~

~~Work related use of personal social media accounts create public records.~~

~~In Washington, “public records” include work related posts, comments, communications, and other records regardless of whether created or stored on personal equipment or on a personal social media account. In Washington, an agency-related Facebook post by a public employee or official on their personal Facebook account can be a public record if the post was made within the employee’s or official’s scope of agency employment. Since an agency acts exclusively through its employees or officials, the location of a record (whether on a personal account or public account) does not matter. Records are “public” even if they reside on private accounts or devices. The critical question is whether an agency-related post on a personal Facebook account was made in the employee’s official public capacity or scope of employment. Addressing work-related matters on personal equipment and/or a personal social media account may likely result in creating a public record. Accordingly, employees should use caution when discussing or addressing work-related matters on personal equipment or personal social media accounts.~~

~~The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District’s electronic communication or computer systems are considered property of the District.~~

~~When directed, employees authorized by the Executive Director or designee may research, retrieve, read, or copy messages and/or data stored on any of the District-owned communication equipment and computer systems by another user.~~

6.13 Remote Work

- ~~1. Remote work arrangements may be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to or guaranteed the opportunity to work remotely.~~
- ~~2. Eligible positions will be determined by the Executive Director and be based on functional role and District needs.~~
- ~~3. The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.~~
- ~~4. Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee’s supervisor before the arrangement will be renewed. Any changes to the arrangement will be noted on the remote work request form.~~
 - ~~● —~~
- ~~5. The employee’s supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:—~~
 - ~~● — Meeting all deadlines and work expectations.~~
 - ~~● — Accessible during work hours.~~
 - ~~● — Maintaining effective communication and workflow.~~

- ~~6. Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
 - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.~~
- ~~7. Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.
 - An employee who is ill and unable to work on a remote work day must notify the District per appropriate procedure.~~
- ~~8. The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. Only District work is to be performed during remote work hours.~~
- ~~9. A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.
 - Employees must track and submit hours worked to their supervisor.
 - FLSA Overtime Eligible employees must have any hours beyond their normal work schedule approved in advance by their supervisor.~~
- ~~10. Remote work shall not be used as a substitute for dependent or childcare. Employees working under a remote work agreement are expected to make dependent/childcare arrangements for during their work time.~~
- ~~11. Employees are covered by workers' compensation for any job related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.
 - Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.
 - Workers' compensation shall not apply to non-job related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.~~
- ~~12. The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.~~
- ~~13. Workers' compensation does not apply to injuries to any third parties or members of the~~

employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.

●—

14. In-person meetings with staff or internal/external clients shall not be held at the remote work site.

6.14 District-Provided Equipment

District-owned communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District-owned communication equipment and computer systems is prohibited and may lead to disciplinary action up to and including termination.

Equipment, furniture, fixtures, vehicles, and computers owned by the District are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are District property. Staff should have no expectation of privacy in connection with the use of these items. The District reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mailboxes, and other storage facilities and to monitor employee use of such equipment.

Employees may make limited personal use of District-provided devices. As a publicly funded organization, the District expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal, and fiscally responsible stewardship of public resources.

Employees are prohibited from:

- Engaging in any purposeful actions harmful to computer equipment, the network or information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate an individual; accessing or attempting to access another individual's email, voicemail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial, or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.

6.15 Video Surveillance Systems

The District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal law. Video recordings and images may be used to review activities and actions by a District employee, when justified by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

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

~~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: HR06 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: 12/19/2023

Purpose

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

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Employees are expected to conduct themselves at all times in a professional and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. They are expected to adhere to all District policies and procedures; comply with all local, state, and federal laws and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

6.01 Ethics

Employees must avoid any act of impropriety in their role as public servants, including, but not limited to, unauthorized possession or access to District property and/or confidential information, dishonesty, or the appearance of impropriety, and must never use their District position or authority for personal gain or in breach of the public trust.

Employees are expected to uphold the highest standards of ethics at all times while working for and/or representing the District.

6.02 Inclusion

All employees are expected to support an inclusive workplace by:

- Treating others with dignity and respect at all times.
- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Fostering teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seeking out insights from employees with different experiences, perspectives, and backgrounds.
- Avoiding slang or idioms that might not translate across cultures.
- Constructively confronting the decisions or behaviors of others that are based on conscious or unconscious biases.

- Being open-minded and listening when given constructive feedback regarding others' perception of your conduct.

6.03 Conflict of Interest

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

6.04 Abuse of Authority or Position

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

6.05 Gifts or Additional Compensation

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

6.06 Motor Vehicles

Use of District-provided vehicles is limited to activities benefiting Spokane County Library District. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops en route to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District provided vehicle is prohibited.

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.

Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

Employees driving Spokane County Library District vehicles are required to report any damage to a District vehicle to their supervisor/manager and the Finance Director within one (1) business day of occurrence. Failure to do so may result in disciplinary action up to and including termination.

Employees whose duties include operating a personal or District-provided vehicle, must report the suspension, revocation, or loss of driver's license and/or insurability within one (1) business day of occurrence.

6.07 Attendance

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time. They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

An employee that has demonstrated an inability to report to work on time and when scheduled to work may be subject to disciplinary action, up to and including termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled workdays normally shall be considered as having abandoned their job and may be terminated.

An employee who is absent without authorization or notification on a scheduled workday is subject to disciplinary action, up to and including termination.

Employees may also be subject to disciplinary action, up to and including termination for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

6.08 Gossip

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A gossiper is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

Maintaining a gossip-free workplace:

In order to maintain a gossip-free workplace, employees are expected to:

- f. Refrain from speaking or insinuating about another person when that person is not present unless it is to compliment or reference work matters.
- g. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- h. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or customer of the District.
- i. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- j. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

6.09 Use of Controlled Substances

Reporting to work and/or working while under the influence of any substance that impairs performance or impacts safety is prohibited. Moreover, manufacturing, distributing, possessing, or selling controlled substances (as defined in RCW 69.50) is also prohibited at any time on District premises, including District vehicles.

The possession and use of medically-prescribed and over-the-counter medications during work hours is permissible, provided they do not prevent the employee from safely performing their duties or create a safety threat to the employee or others.

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee. Reasons for testing include, but are not limited to:

- There are specific, objective grounds to believe the employee's work performance is impaired due to the presence of such substances in the body and the impairment poses a risk to the employee, others, and/or the District.
- While on duty, the employee is involved in an accident or incident.
- The District believes the employee presents a risk to the employee, others, and/or the District.
- Other conditions, as determined by the Human Resources Director or designee.

The District will cover the cost of transportation as well as the testing. The employee will be placed on paid Administrative leave until the results of the tests are returned.

Failure to promptly comply may be grounds for immediate termination.

6.10 Workplace Violence

Conduct or behavior that constitutes violence or threats of violence will not be tolerated.

6.11 Personal Appearance

Employees are expected to dress in a manner representing their position and job responsibilities. They should present a clean and neat appearance appropriate to their work assignment. All employees should present to work free of excessive scent.

In accordance with the mission of the District to provide information in a neutral manner, while at work or on District business, staff may not wear political paraphernalia or attire that displays political slogans, statements, or endorsements while on the job.

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.

HR14 REST PERIODS, MEAL PERIODS, & BREAK TIME FOR NURSING MOTHERS**Background**

This policy sets forth District policies for rest periods, meal periods, and break time for nursing mothers.

This is a new policy that codifies District practice presently existing in practice. Recommended language was reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

Following is a copy of the proposed new policy.

Recommended Board action: Board motion to approve revisions to policy HR14 Rest Periods, Meal Periods, & Break Time for Nursing Mothers

POLICY: HR14 – Rest Periods, Meal Periods, & Break Time for Nursing Mothers

APPROVAL DATE: 12/19/2023

REVISION DATE:

Purpose

To set forth the District’s policy regarding employee meals, rest periods, and break time for nursing mothers.

Reference

Washington Administrative Code at Title 296, Chapter 126, Sections 296-126-001, 296-126-002, 296-126-090 and 296-126-092.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

14.01 Rest Periods

Employees are to take a paid rest period of 15 minutes for each 4 hours of work. Rest periods must be scheduled mid-shift, if possible. Employees are not to be required to work more than 3 hours without a rest period.

Rest periods may not be waived or combined. Rest periods may not be taken at the end of the shift in order to shorten a shift.

14.02 Meal Periods

Employees are to take a meal period of at least 30 minutes, beginning after the 2nd but before the 5th hour of the shift. Employees are not to work more than 5 consecutive hours without a meal period.

Meal periods may not be waived. Meal periods may not be taken at the end of the shift in order to shorten a shift.

14.03 Break time for nursing mothers

Employees may use reasonable break time to express breast milk for their nursing child. For one year after the child’s birth, employees may take reasonable break time “each time such employee has need to express the milk.” The District may not deny a covered employee a needed break to express breast milk.

The frequency and duration of breaks needed to express breast milk will likely vary depending on factors related to the nursing employee and the child.

Factors such as the location of the space and the steps reasonably necessary to express breast milk, such as pump setup, can also affect the duration of time an employee will need to express milk.

Employees who telework are eligible to take pump breaks on the same basis as other employees.

Employees will be provided with “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee’s use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient provided that the space is shielded from view and free from any intrusion from co-workers and the public.

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.

HR15 REMOTE WORK

Background

This policy sets forth District policies for remote work.

This is a new policy that was moved from policy HR06 Employee Conduct, per counsel recommendation. Recommended language was reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

Following is a copy of the proposed new policy.

Recommended Board action: Board motion to approve revisions to policy HR15 Remote Work

POLICY: HR15 – Remote Work

APPROVAL DATE: 12/19/2023

REVISION DATE:

Purpose

To set forth the District's policies for remote work.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Remote Work

Remote work arrangements may be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to or guaranteed the opportunity to work remotely.

Eligible positions will be determined by the Executive Director and be based on functional role and District needs.

The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.

Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee's supervisor before the arrangement may be renewed. Any changes to the arrangement will be noted on the remote work request form.

The employee's supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:

- Meeting all deadlines and work expectations.
- Accessible during work hours.
- Maintaining effective communication and workflow.
- Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
 - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.

Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.

An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.

The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. This includes, but is not limited to, following all District policies and procedures.

Only District work is to be performed during remote work hours.

A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.

Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.

Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.

Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.

The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.

In-person meetings with staff or internal/external clients shall not be held at the remote work site.

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.

HR16 DISTRICT PROVIDED EQUIPMENT

Background

This policy sets forth District policies for employee use of District provided equipment.

This is a new policy that was moved from policy HR06 Employee Conduct, per counsel recommendation. Policy language was reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

Following is a copy of the proposed new policy.

Recommended Board action: Board motion to approve revisions to policy HR16 District Provided

POLICY: HR16 – District Provided Equipment

APPROVAL DATE: 12/19/2023

REVISION DATE:

Purpose

To set forth the District’s policies for employee use of District provided equipment.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

District-Provided Equipment

District-owned communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District-owned communication equipment and computer systems is prohibited and may lead to disciplinary action up to and including termination.

Equipment, furniture, fixtures, vehicles, and computers owned by the District are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are District property. Staff should have no expectation of privacy in connection with the use of these items. The District reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mailboxes, and other storage facilities and to monitor employee use of such equipment.

Employees may make limited personal use of District-provided devices. As a publicly-funded organization, the District expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal, and fiscally responsible stewardship of public resources.

Employees are prohibited from:

- Engaging in any purposeful actions harmful to computer equipment, the network or information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
 - Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate an individual; accessing or attempting to access another individual’s email, voicemail, or social media account without proper authorization.
 - Using the District’s computer or communication equipment, systems, or networks for personal, financial, or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.
-

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.

HR17 EMPLOYEE CREATION & RETENTION OF PUBLIC RECORDS**Background**

This policy sets forth District policies for employee creation and retention of public records.

This is a new policy that was moved from policy HR06 Employee Conduct, per counsel recommendation. Policy language was reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

Following is a copy of the proposed new policy.

Recommended Board action: Board motion to approve revisions to policy HR17 Employee Creation and Retention of Public Records

POLICY: HR17 Employee Creation & Retention of Public Records

APPROVAL DATE: 12/19/2023

REVISION DATE:

Purpose

To set forth the District's policies for employee creation & retention of public records.

Scope

Applies to all District employees

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are potential public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules. Therefore, when conducting District business, employees are expected to use District provided equipment and accounts.

Work-related use of personal social media accounts create public records.

In Washington, "public records" include work-related posts, comments, communications, and other records regardless of whether created or stored on personal equipment or on a personal social media account. In Washington, an agency-related Facebook post by a public employee or official on their personal Facebook account can be a public record if the post was made within the employee's or official's scope of agency employment. Since an agency acts exclusively through its employees or officials, the location of a record (whether on a personal account or public account) does not matter. Records are "public" even if they reside on private accounts or devices. The critical question is whether an agency-related post on a personal Facebook account was made in the employee's official public capacity or scope of employment. Addressing work-related matters on personal equipment and/or a personal social media account may likely result in creating a public record. Accordingly, employees should use caution when discussing or addressing work-related matters on personal equipment or personal social media accounts.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District.

When directed, employees authorized by the Executive Director or designee may research, retrieve, read, or copy messages and/or data stored on any of the District-owned communication equipment and computer systems by another user.

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.

HR05 LEAVE

Background

This policy sets forth District policies for the accrual and use of District leave and the application of state and federal laws.

This recommended policy underwent significant revisions, foremost amongst them replacing separate vacation and sick leave accruals with a singular Paid Time Off (PTO) leave. Though a noteworthy departure from current practice, this change would encourage employee retention through an expansion of benefits to all employees and the removal of leave accrual limits. The revisions would also facilitate operational efficiency by simplifying tracking, recording, and administering leave-related matters. In addition to those above, these revisions would provide other organizational and employee-level enhancements as well.

These enhancements would be provided with 1.) no additional expenditure in the annual salary budget and 2.) greater stabilization of the annual salary budget itself via the elimination of the Vacation Leave Cash Out currently provided under section 5.03. Considering that Vacation Leave Cash Outs are essentially compensation in addition to the regularly budgeted annual salary, they can have an impact on the salary budget bottom line depending on how many employees take advantage of the offering at year end. By removing the cash out and its unpredictable impact, the annual salary budget will not experience unforeseen fluctuations.

Additional information regarding the rationale for this recommended policy change will be provided in detail at the meeting.

Specific section revisions of note are as follows:

- Introductory statement (revised)
 - Language added per counsel, to clarify that this policy may be changed at the Board's discretion and outside of policy review.
 - Language regarding proration of benefits added for clarity.
- 5.01 Holiday Leave (revised)
 - Language revised for clarity and updated to reflect PTO.
- 5.03 Paid Time Off (PTO) (new)
 - Section replaces 5.03 Vacation Leave and 5.04 Sick Leave
- 5.05 Shared Leave (removed)
 - Shared Leave removed with introduction of PTO.
 - WA Paid Family & Medical Leave provides similar benefit, thus supplanting the need for Shared Leave
- 5.08 Bereavement Leave (revised)
 - Benefit increased from 32 hours per incident to 40.
- 5.09 Leave without Pay (revised)
 - Language revised for clarity and updated to reflect PTO.

- 5.11 Military Leave (revised)
 - Link to notice requirement added.
- 5.13 Federal Family and Medical Leave Act (FMLA) (revised)
 - Language revised for clarity.
- 5.14 Washington Family Care Act (revised)
 - Language revised for clarity and updated to reflect PTO.

Additional edits were made for clarity and general updates. Recommended revisions were reviewed by the District's 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 HR05 Leave.

POLICY: HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/16/2023~~ 12/19/2023

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
-

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

Unless otherwise noted, leave in this policy is prorated for part-time staff calculated by the number of hours regularly scheduled per week divided by 40.

- Example: 30 hours per week divided by 40 = 75% of full-time rate

5.01 Holiday Leave

Holiday leave will be paid as shown below, based on regularly scheduled hours per week.

| | |
|--------------|----------|
| <u>36+</u> | <u>8</u> |
| <u>31-35</u> | <u>7</u> |
| <u>26-30</u> | <u>6</u> |
| <u>21-25</u> | <u>5</u> |
| <u>15-20</u> | <u>4</u> |

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
- JuneteenthJune 19
- Independence Day.....July 4
- Labor DaySeptember - first Monday
- Veteran’s DayNovember 11

Thanksgiving DayNovember - fourth Thursday
Native American Heritage DayNovember - Friday after fourth Thursday
Christmas Eve DayDecember 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~~ PTO leave balance after January 1 of the following year.

A holiday occurring during an employee's ~~vacation, sick leave, or other paid~~ PTO 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 PAID TIME OFF (PTO)

All employees begin accruing PTO leave upon hire. This time is accrued each pay period into the employees' PTO Account each pay period. PTO leave may be used after completion of the first payroll period, when the first accrued leave has been posted to the employee's account.

Full-time employees shall begin accruing PTO at the rate of 240 hours per year prorated over all payroll periods and rounded up to the nearest quarter hour. An additional 4 hours of PTO leave per year shall be accrued for each full year of employment up to a maximum rate of 320 hours per year.

This time will be prorated for part-time employees as stated above.

PTO will be posted to an employee's account at the end of each payroll period in which the hours are earned. Actual start date, end date and/or Leave without Pay may impact accruals for that pay period. There is no annual cap for PTO balances.

PTO may be taken for any reason such as, but not limited to:

- Vacation

- Personal time
- 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 (3) or more work shifts due to illness or injury.
- The employee requests PTO leave to care for a family or household member.
- There appears to be a pattern of PTO leave or LWOP usage.

Employee Separation

Upon employee separation, the first 480 PTO hours will be paid at a rate of one (1) hour for every one (1) hour of available PTO.

For PTO balances between 481 and 1,200:

- Three (3) through twenty (20) years of continuous service – one (1) hour will be paid for every three (3) hours of available PTO.
- Twenty-one (21) and more years of continuous service– one (1) hour will be paid for every two (2) hours of available PTO.

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

Hours beyond 1,200 will not be cashed out upon separation but will be retained per RCW as shown below.

Per RCW 49.12.265, any PTO 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 PTO 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 PTO leave that has been reinstated.

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 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 hour will be paid for every two (2) hours of available leave.~~
- ~~● Twenty five years or great 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.~~

5.04 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 to 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~~ PTO 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.

5.05 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.)

5.06 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~~ 40 hours of bereavement leave per instance, prorated for part-time employees as stated above.

Documentation may be required.

5.07 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~~ 4,160 hours during the employee's time with the District, prorated for part time employees.

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-PTO~~ 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~~ at least a full calendar month, 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.

5.08 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.

5.09 Military Leave

[RCW 49.77.010 Military Family Leave](#)

[RCW 49.77.030: Entitlement to leave—Employment protection—Notice requirement—Administration. \(wa.gov\)](#)

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.

5.10 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.

5.11 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 with the District, and a minimum of 1,250 work hours for the District. Use of PTO 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.

5.12 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~~ PTO 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.

5.13 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.

5.14 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.

5.15 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.

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.

~~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: 12/19/2023

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

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

Unless otherwise noted, leave in this policy is prorated for part-time staff calculated by the number of hours regularly scheduled per week divided by 40.

- Example: 30 hours per week divided by 40 = 75% of full-time rate

5.01 Holiday Leave

Holiday leave will be paid as shown below, based on regularly scheduled hours per week.

| | |
|-------|---|
| 36+ | 8 |
| 31-35 | 7 |
| 26-30 | 6 |
| 21-25 | 5 |
| 15-20 | 4 |

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

- 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
- JuneteenthJune 19
- Independence Day.....July 4
- Labor DaySeptember - first Monday
- Veteran’s DayNovember 11
- Thanksgiving Day.....November - fourth Thursday

Native American Heritage DayNovember - Friday after fourth Thursday
Christmas Eve DayDecember 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, those holiday hours will be added to the employee’s PTO leave balance after January 1 of the following year.

A holiday occurring during an employee’s PTO 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 Paid Time Off (PTO)

All employees begin accruing PTO leave upon hire. This time is accrued each pay period into the employees’ PTO Account each pay period. PTO leave may be used after completion of the first payroll period, when the first accrued leave has been posted to the employee’s account.

Full-time employees shall begin accruing PTO at the rate of 240 hours per year prorated over all payroll periods and rounded up to the nearest quarter hour. An additional 4 hours of PTO leave per year shall be accrued for each full year of employment up to a maximum rate of 320 hours per year.

This time will be prorated for part-time employees as stated above.

PTO will be posted to an employee’s account at the end of each payroll period in which the hours are earned. Actual start date, end date and/or Leave without Pay may impact accruals for that pay period. There is no annual cap for PTO balances.

PTO may be taken for any reason such as, but not limited to:

- Vacation
- Personal time
- 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 (3) or more work shifts due to illness or injury.
- The employee requests PTO leave to care for a family or household member.
- There appears to be a pattern of PTO leave or LWOP usage.

Employee Separation

Upon employee separation, the first **480** PTO hours will be paid at a rate of one (1) hour for every one (1) hour of available PTO.

For PTO balances between **481** and **1,200**:

- Three (3) through twenty (20) years of continuous service – one (1) hour will be paid for every three (3) hours of available PTO.
- Twenty-one (21) and more years of continuous service– one (1) hour will be paid for every two (2) hours of available PTO.

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

Hours beyond 1,200 not cashed out upon separation will be retained per RCW as shown below.

Per RCW 49.12.265, any PTO 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 PTO 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 PTO leave that has been reinstated.

5.04 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 to 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 PTO 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.

5.05 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.)

5.06 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 40 hours of bereavement leave per instance, prorated for part-time employees as stated above.

Documentation may be required.

5.07 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 4,160 hours during the employee's time with the District, prorated for part time employees.

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 PTO 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 at least a full calendar month, 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.

5.08 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.

5.09 Military Leave

RCW 49.77.010 Military Family Leave

RCW 49.77.030: Entitlement to leave—Employment protection—Notice requirement—Administration. (wa.gov)

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.

5.10 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.

5.11 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 with the District, and a minimum of 1,250 work hours for the District. Use of PTO 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 stepparent, 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.

5.12 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 PTO 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 members are 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.

5.13 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.

5.14 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.

5.15 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.

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.

TRUSTEE ETHICS, CONDUCT, AND RESPONSIBILITY POLICY

Background

As public servants entrusted with public funds, the Spokane County Library District (District) Board of Trustees seeks to establish a Trustee Ethics, Conduct, and Responsibility Policy that guides the Trustees in the execution of their official duties in order to ensure that Trustees individually and collectively act in the best interest of the District's mission and the communities served therein.

In accordance with the District's Board of Trustees bylaws, the Board formed a special committee to draft that statement at their October 17, 2023 regular meeting.

The objective, duration, and membership of the committee are as follows:

- **Objective:** Draft a Trustee Ethics, Conduct, and Responsibility Policy (formerly referred to as a "Board of Trustees Code of Conduct") and bring their recommendation to the full Board for discussion and potential action.
- **Duration:** The committee will exist as long as necessary to meet its objective. As stipulated, the committee will dissolve automatically following the regular Board of Trustees meeting at which final action on the committee's recommendations occurs.
- **Membership:** Trustee Ellen Clark, Trustee Jon Klapp, Human Resources Director Toni Carnell, and Executive Director Patrick Roewe.

Process overview:

- The committee reviewed similar statements from library systems in Washington State and beyond and then met to discuss and determine what key elements to include in the District's policy.
- Based upon that discussion, staff drafted a first version and circulated it for committee review and feedback.
- Based upon that feedback, revisions were made, and a second version was forward to the District's legal counsel, Brian Werst of Witherspoon Brajcich McPhee, PLLC, for legal review.
- Counsel made additional revisions that were reviewed and accepted by the committee, resulting in the final draft included herein for Board discussion and potential action.

The committee members will be available to facilitate Board discussion and answer any questions.

Recommended Action: Board motion to approve Trustee Ethics, Conduct, and Responsibility Policy.

POLICY: TRUSTEE ETHICS, CONDUCT, AND RESPONSIBILITY

Approval Date: December 19, 2023

Related Policies

Access to Library Services

Code of Conduct

Intellectual Freedom

HR1 – Inclusion Statement

HR6 – Employee Conduct

HR10 – Harassment & Bullying

Spokane County Library District Board of Trustee Bylaws

Purpose:

The purpose of this policy is to set forth the ethics, conduct, and responsibilities expected of Trustees during their term(s) of service on the Spokane County Library District Board of Trustees (Board).

Policy:

It is the policy of the Spokane County Library District that Trustees shall:

Comply with all federal, state, and local laws, rules and regulations regarding public libraries, and District policies.

Follow only legal, professional, and Board or District-established procedures in the execution of their official duties.

Pursue and support the District's mission and vision, making decisions in the best interest of the organization and the diverse communities we serve.

Champion free and open access to legally protected information without interference, surveillance, or scrutiny, as outlined in the District's Intellectual Freedom and Access to Library Policies and enshrined as a fundamental freedom in the First Amendment to the United States Constitution.

Recognize the diverse perspectives, worldviews, and lived experiences of the customers that the District serves and support the provision of library collections, resources, and services that are representative of our customers and responsive to their information needs and interests.

Commit to equity, diversity, and inclusion through the adoption of District policies and practices that provide opportunities for every person in our community and organization to thrive.

Attend Board meetings regularly, prepare to participate constructively, and engage in the Board's decision-making process.

Express their unique viewpoint and draw from their personal expertise when deliberating business before the Board.

Respect the opinions of their fellow trustees, District employees, and customers, and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.

Distinguish clearly between their personal philosophies, opinions, and positions and those of the District. Acknowledge and support the formal position of the Board, which may include disagreement and the casting of dissenting votes.

Give fair hearing to comments and concerns expressed by members of the public and allow District staff ample opportunity to address such comments and concerns before acting on them at a meeting of the Board.

Recognize the authority delegated to the Executive Director and not interfere in the management and day-to-day operations of the District.

Exercise their financial responsibilities in a manner that balances good stewardship of public resources with being responsive to the mission of the District and the communities served therein.

Avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others. Trustees shall immediately recuse themselves whenever a conflict of interest or the appearance thereof exists.

Not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value for performing their official duties. However, gifts of nominal value or gifts of food for a group at special occasions are allowed as long as they do not constitute a conflict of interest.

Support and uphold the District's Harassment & Bullying Policy regarding personal conduct and interactions with fellow Trustees, customers, and employees of the District.

Pursue opportunities to improve their knowledge and understanding of the District, public libraries in general, and changing conditions which may impact the way the District provides services to its customers.

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

2023 WORK PLAN REVIEW

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary foci of the 2023 work plan were the new Spokane Valley Library and related efforts, along with some other significant organizational and capital projects.

The work plan for 2023 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2023:

Strategic Initiatives:

- **New Spokane Valley Project:** The construction and commissioning phases were completed in late spring 2023. Prior to opening to the public, the preparation phase involved significant time and effort from staff to transition collections, furniture, fixtures and equipment, and the staff themselves to the new location. The new library opened to the public as scheduled on June 17, 2023.
- **Capital Campaign:** The Development Department continued to work with the Library Foundation of Spokane County in the public phase of the Spokane Valley Library Capital Campaign. Efforts in solicitations for naming rights sponsors along with the community-oriented campaign for engraved pavers in the plaza resulted in donations of \$460,000 towards the new library.
- **Strategic Plan:** The development of the plan and the supporting community engagement was completed. The plan was brought forward to the Board for discussion and approval in June 2023. Leadership continued to solicit input on the plan from staff throughout the remainder of the year, with the implementation phase to follow in 2024.

Operational Safety and Continuity:

- **Security Camera Installation:** Staff solicited and reviewed bids, which ultimately resulted in the Board awarding the contract at the January 2023 meeting. Staff coordinated installation with the contractor for both the existing buildings and the new Spokane Valley Library. As part of the levy funding priorities, these security cameras were installed to cover building

exteriors, parking lots, and entrances. Work was completed and the camera system is operational.

Updates and Upgrades:

- **Website and Catalog refresh:** Staff assessed customer needs and usage trends of the current website and used that information to develop a plan to pursue a refresh of the website in 2023. The new catalog discovery layer, Aspen, was installed and made available to the public in May 2023. Staff solicited and reviewed bids for the website refresh, which ultimately resulted in the Board awarding the contract at the January 2023 meeting. Initial work on the website portion of the project was completed. Staff continue to coordinate and collaborate with the contractor on next phases. Staff anticipate that the refreshed site will be completed and launched to the public in 2024.
- **HVAC:** As part of the 2019 levy funding priorities, HVAC (heating, ventilation, and air conditioning) systems was slated to receive several improvements:
 - **HVAC Controls, Phase 2:** Control systems were upgraded at Airway Heights, Cheney, and Otis Orchards, allowing for remote management of the systems by the facilities team.
 - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need. Due to staffing transitions, work did not commence for either system in 2023. This project will be rolled over to 2024.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2024 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The foci for 2024 will be on significant organizational and/or capital projects.

The work plan for 2024 is divided into four key areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Support and Continuity:** Internal-focused initiatives that undergird District operations by streamlining processes, upgrading hardware and software, encouraging staff engagement and retention, and ensuring that contracted services are efficient, cost-effective, and meet District needs.
- **Facility Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.
- **Customer Experience:** Projects that focus on improving the ways in which customers interact and utilize District services and resources.

With these priorities in mind, the Leadership Team will focus resources on the following efforts in 2024:

Strategic Initiatives:

- **Community Engagement Plan:** The development of the plan and the supporting community engagement work culminated in the plan approved by the Board in June of 2023. The Implementation phase was subsequently initiated with a focus on staff engagement around the new priorities and how it would impact community engagement work. The implementation of the plan will be completed in Q1 2024, with an emphasis on how resources will be realigned and redeployed to more effectively pursue the plan's goals.
- **Facilities Master Plan:** In order to better prepare for long term facilities needs and potential future capital expenditures in support of District maintenance and operations, staff will pursue a facilities master plan so that we may better prioritize goals, maintain assets, schedule work, and monitor progress. A well-executed plan should lead to fewer emergencies, less disruption, more straightforward repairs, and a consistent budgeting process. The first step in preparing a facilities master plan is taking an inventory of each building's assets. This will include walking through each building and taking an inventory of everything you see and don't see: electrical systems, HVAC systems, air conditioning, ventilation, drainage systems, roofing, siding, concrete, asphalt, carpeting, windows, etc. We will attempt to do this with our staff. However, some of this may need to be contracted out. Everything will be identified as to an approximate age, serviceability, anticipated future cost and replacement year.

Operational Support and Continuity:

- **Service Contracts:** Staff will initiate a Request for Proposal (RFP) process RFPs for several important contracted-provided services in 2024. This process will involve issuing the RFPs, evaluating proposals received, and recommending that a contract be awarded by the Board of Trustees. Each of these contracts are typically five years in length: awarded initially on an annual basis with the opportunity for four annual extensions:
 - Grounds Maintenance
 - Heating, Ventilation, & Air Conditioning (HVAC) Maintenance
 - Courier Services (transportation of library materials and other items between District locations)
 - Internet and WAN (Wide Area Network) Services

- **Technology Replacement:** Several current staff and public use computers have exceeded their initial planned life cycle through regular maintenance, updates, and a shift in use patterns. That said, technology has continued to progress, requiring a refresh in both hardware and software. This year will include an assessment of needs followed by the replacement of staff and public computers based on priority, budget, and impact. It is expected that replacement of all identified stations will take place over the course of two to three years.

- **Benefits review: Medical/Vision/Dental insurance options and providers** Employee benefit plans offered by the District were last reviewed approximately 7 years ago. Staff will complete a market survey of available plan offerings available to the District. Regular review of employee benefit plans ensures the District remains competitive from a recruitment perspective, while also examining regulatory compliance, operational efficiency and cost control.

- **Compensation Review:** In 2024, the District will engage in a comprehensive compensation review aimed at ensuring fair and competitive salaries for all positions. We will reach out to other, similarly situated library districts in the state to gather comparable data, as well as an analysis of benchmarks, industry trends, and internal equity considerations. This initiative is driven by a commitment to attracting, retaining, and motivating top talent. The goal is to ensure that our compensation aligns with industry standards and supports our retention and recruitment efforts.

- **Investigation of options for Enterprise Resource Planning (ERP) software:** ERP software manages business functions such as human resources, accounts receivable, accounts payable, payroll, timekeeping, and other related purposes. The current configuration of software is comprised of disparate systems from various vendors that do not communicate to each other in an efficient manner. In addition, at least one of these systems is no longer supported by the vendor. Staff will take a comprehensive look at current systems and identify where improvements can be made. This assessment will help inform the current state of operations and where inefficiencies could be addressed in a new ERP system. Staff

will then define the scope and goals of an ERP implementation project. This will involve determining the specific tasks and processes the ERP system will be responsible for, what data needs to be integrated and what specific business objectives the system needs to support.

- **Service Center Transition:** The transition of the Service Center from vacant building to active support location will take place in 2024. Collaborative workspace, operations center, training, and storage facilities will be established in the former Spokane Valley building following the completion of small-scale updates to the alarm and entry systems. Additional use options will also be examined, and long-term plans created, informed in part by the parallel Facilities Master Plan and Strategic Plan Implementation initiatives.

Customer Experience

- **Patron Point:** Staff will oversee the implementation of Patron Point, a marketing platform specifically designed for libraries to enhance digital marketing to attract, onboard, inform, engage, and retain customers through targeted engagement. Patron Point allows the District to bring multiple communication elements into one platform to better coordinate messaging. The platform connects to the ILS and other third-party services to allow for personalized and improved library experiences to drive engagement and usage. Segmentation of the eNewsletter and the addition of text notices are two of the features planned for implementation in 2024.
- **Website refresh:** Following the Board awarded contract in 2023, initial work on the website portion of the project was completed. Staff will continue to coordinate and collaborate with the contractor and expect the refreshed site will be completed and launched to the public in 2024.

Facility Updates and Upgrades:

- **HVAC:** As part of the levy funding priorities, the next phase of HVAC-related improvements include several location-based projects:
 - **HVAC Controls:** Upgrade control systems at District locations to allow for remote management of the systems by the Facilities team. Based on timing and cost, upgraded control systems can be added at the following locations: Moran Prairie, North Spokane, Medical Lake and Fairfield.
 - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need, and work will commence in replacing both in 2024.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2024 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 23-07)**Background**

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via resolution. Based upon prior Board direction, the schedule includes meetings at all libraries. This rotating schedule provides local communities a more convenient opportunity to attend Board meetings in-person.

The District will continue to provide the public with the ability to attend meetings remotely via Zoom online meeting platform, in alignment with RCW 42.30.030.

Proposed 2024 Regular Meeting Schedule

The proposed 2024 schedule follows, with regular meetings scheduled in a similar manner to prior years. The Board may alter the proposed meeting locations if it so chooses.

| DATE | LOCATION |
|--------------------|---|
| January 16, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |
| February 20, 2024 | North Spokane Library, 44 E. Hawthorne Rd., Spokane |
| March 19, 2024 | Medical Lake Library, 321 E Herb St., Medical Lake |
| April 16, 2024 | Cheney Library, 610 1 st St., Cheney |
| May 21, 2024 | Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards |
| June 18, 2024 | Spokane Valley Library, 22 N. Herald Rd., Spokane Valley |
| July 16, 2024 | Airway Heights Library, 1213 S Lundstrom St, Airway Heights |
| August 20, 2024 | Fairfield Library, 305 E. Main St., Fairfield |
| September 17, 2024 | Moran Prairie Library, 6004 S Regal St., Spokane |
| October 15, 2024 | Deer Park, 208 S. Forest Ave., Deer Park |
| November 19, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |
| December 17, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |

Attached is Resolution 23-07, which sets forth the schedule and meeting locations for 2024.

Recommended Action:

- Board motion to approve Resolution No. 23-07, which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2024.

RESOLUTION NO. 23-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2024 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR 2024.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the calendar year of 2024 follows.

| DATE | LOCATION |
|--------------------|---|
| January 16, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |
| February 20, 2024 | North Spokane Library, 44 E. Hawthorne Rd., Spokane |
| March 19, 2024 | Medical Lake Library, 321 E Herb St., Medical Lake |
| April 16, 2024 | Cheney Library, 610 1 st St., Cheney |
| May 21, 2024 | Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards |
| June 18, 2024 | Spokane Valley Library, 22 N. Herald Rd., Spokane Valley |
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| October 15, 2024 | Deer Park, 208 S. Forest Ave., Deer Park |
| November 19, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |
| December 17, 2024 | Argonne Library, 4322 N. Argonne Rd., Spokane |

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of December 2023.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

2024 BOARD MEETING CONTENT SCHEDULE

Background

The following schedule provides the policy review and overview/spotlight schedule for regular meetings in 2024.

The overviews focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history and include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees.

As per District practice, policy reviews typically occur on a biennial schedule.

Similar to 2023, meeting agendas in the last quarter of the year (October-December) include limited policy reviews and overviews in order to better focus on budget discussions and other essential business matters.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome.

2024 Board of Trustees' Meeting Schedule

(includes Location, Policy Review, and Overview for each meeting)

| Month | Location - Library | Policy Review | Overview |
|-------------|--------------------|--|---------------------------------------|
| January 16 | Argonne | Procurement; Library Meeting Room Use | Argonne |
| February 20 | North Spokane | Facility Use for Political Purposes; Public Records | North Spokane |
| March 19 | Medical Lake | None | Impact of Overdue Fine Elimination |
| April 16 | Cheney | Access to Library Services; Collection Development; Intellectual Freedom | Cheney |
| May 21 | Otis Orchards | Partnership & Sponsorship; Social Media | Facility Operational Costs |

| | | | |
|--------------|----------------|---|---------------------------|
| June 11 | Spokane Valley | Annexation of Cities & Towns to the Library District; Volunteer Program | Spokane Valley |
| July 16 | Airway Heights | Fixed Assets; Friends of the Library | Open |
| August 13 | Fairfield | None | Open |
| September 17 | Moran Prairie | Gifts; Naming & Recognition; Public Art in District Facilities | Moran Prairie & Fairfield |
| October 15 | Deer Park | None | Deer Park |
| November 19 | Argonne | None | Open |
| December 17 | Argonne | Customer Privileges & Responsibilities | Open |

Important Dates for 2024:

May 17 All Staff Day

Recommended Action:

- This item is for your information and discussion, with no formal action required at this time

2024 BOARD OF TRUSTEES OFFICER ELECTION

Background

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Newly elected officers assume their duties January 1 of the following year and serve through December 31.

The officer election process requires the following steps: The Board Chair will call for nominations at the meeting. A motion, second, and vote to approve the motion is required for election. It is recommended that these steps be done separately for each officer position.

Required Action:

- A nomination, motion, second, and vote for Chair to serve January 1 through December 31, 2024
- A nomination, motion, second, and vote for Vice Chair to serve January 1 through December 31, 2023.

RECOGNITION OF RETIRING TRUSTEE JOHN CRAIG (RESOLUTION No. 23-08)**Background**

John Craig has served two terms of community volunteer service as Spokane County Library District Trustee. He was appointed February 14, 2014, with his second five-year term ending December 31, 2023. Trustees will recognize his contributions to the Board and Library District at the meeting.

Recommended Action:

- Board motion to approve Resolution No. 23-08, Recognizing Retiring Trustee John Craig's Service to Spokane County Library District and its Residents.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY 2024 – FEBRUARY 2024

January 16, 2024: Argonne Library (tentative) – 4:00pm

- Hastings Property: Water Utility Easement with Spokane County Water District No. 3: Approval Recommendation
- Future Conklin Road Library: Follow-up Discussion (tentative)
- Contract Award: Internet and WAN (Wide Area Network) Services: Approval Recommendation
- Procurement Policy: Approval Recommendation
- Library Meeting Room Use Policy: Approval Recommendation

February 20, 2024: North Spokane (tentative) – 4:00pm

- Facility Use for Political Purposes: Approval Recommendation
- Public Records: Approval Recommendation

Special Meetings/Activities

2023

December 20th Trustee Candidate Interviews

2024

May 17th Staff Day

NOVEMBER 2023 EXECUTIVE DIRECTOR'S REPORT

Finance – Jason Link

General Fund

As reported last month, total general fund operating expenses before (88.83%) or after (85.08%) transfers remain well aligned with the total budget projected expenditure of 91.7%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures. It is anticipated that most of these lines will trend toward target by year's end.

Capital Project & Debt Service Funds

Total expenses are within budget. The transfer from the General Fund to the Capital Project Fund was made in December. The debt service payment was made on 12/01/2023.

Facilities Report

In addition to the regular maintenance functions for the District, one project of note occurred in November 2023:

- A project to install power assistance openers on the restroom doors in order to provide better ADA-related accessibility has started at the North Spokane library. Completion is anticipated in January 2024. This project is being completed with the assistance of funding from the North Spokane Friends of the Library.

Human Resources – Toni Carnell

Training

- Staff Day planning began in earnest in November, with a focus on Diversity, Equity, Inclusion and Belonging (DEIB) discussions.
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Public Services Associate
- Public Services Technician

Promotions:

- N/A

Transfers:

- Public Services Associate

Voluntary Demotions:

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

As our programs and events slow down at the end of the year, so does our media coverage. Early November did include an article in the *Spokesman-Review* about our workshop offering parenting tips for raising children of color, and the Deer Park Gazette covered the Excel Adult High School program. Late November saw TV coverage of the holiday ornaments and DIY gifts events on *KHQ* and *Fox 28* channels.

The top clicked link from the eNewsletter was early in the month with 1,730 clicks on *A Season of Gratitude* booklist for adults. This booklist coordinated with the *Gratitude Graffiti* activity in libraries, where staff and customers could share things with which they were grateful.

Development

Development finalized donation totals for 2023 and prepared the Library Foundation's contribution amounts for Library Giving Day, the Writers Conference, and the Spokane Valley Library Capital Campaign. These donations will be made to the District in December:

\$4,502 – Library Giving Day for the Library of Things

\$620 – Writers Conference

\$201,078.40 – Capital Campaign

Operations - Doug Stumbough

For the month of November, a total of 58,365 customers visited our libraries in person, down from 62,229 (-6%) in October. The total number of 87,333 physical items borrowed by customers in the libraries was slightly down from the 88,413 physical items borrowed in October (-1%).

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:

A pregnant storytime mom asked North Spokane Librarian Rachel to help her prepare for a gender reveal party by reviewing an email and options selected for use at the party. The mother had been very thankful for storytime as she hadn't made many friends in Spokane yet and was starting to meet other moms but wanted someone she trusted to not mess up and accidentally give it away.

A customer of the Argonne Library came in to close her account because she was moving and said that out of all the places she has lived, the Argonne Library is “the best one and always get her the books she wants”.

Moran Prairie received this nice feedback from a customer: "To whom it may concern: Re: (Public Services Associate) Janelle - This individual was so helpful, helping me prepare for a future class I will be teaching. Once again, thank you, you have a gem." On her first week at Moran, too!

On a recent visit to Riverview Assisted Living, their occupational therapist Sam made a comment to Customer Service Manager Kris Barnes when she shared the fact that she was an SCLD employee. Sam commented, "My entire family loves the Argonne library. The staff there are incredibly kind and responsive. My mom takes my daughter to storytime and my daughter LOVES storytime." Sam also shared that her daughter is a bit of a "handful" and grandma appreciates the break in routine and the social time that storytime offers them.

While gazing out the window at the line of vehicles waiting to put their ballots in the ballot drop box on election day, a Spokane Valley customer shared with Librarian Danielle Marcy: "it warms my heart to see people participate [by voting]."

A North Spokane user contacted the Call Center to let us know an overdue item had been returned. She said she never has overdue material, but life has happened lately. She wanted to stay in good standing with us because she considered the library up there with her cat and God for keeping her sane.

After using the computers and printing off several things at the North Spokane Library, a customer came to the service desk looking for a few titles. Public Services Associate Chrissie helped him find them and checkout on the self-checkout, and then back at the computer helped him email a document. As he was leaving, he complimented the District on the wonderful buildings, extensive services, and excellent customer service he said he always receives, no matter which branch he visits. Said "trust me, I've been to a LOT of libraries in my time, and yours is the best by far!" He finished by thanking the library staff and wishing all a happy upcoming holiday.

The Call Center got a call from a user renewing some items and she discussed how helpful the Spokane Valley staff are every time she comes into the library to make copies. She wanted to let them know how awesome they are.

A customer who recognized Public Services Specialist Melissa from the old Spokane Valley building came up to her and asked, "Don't you love this new building?" He enthusiastically proceeded to say how "awesome" the new space is and that he "loves it!" Earlier the same day, a separate customer commented that he really likes the light fixtures in the new space, and Melissa shared that every single day she hears customers say how much they like the new building. "I don't know

if that positive message is being heard by supervisors and administrators, so I wanted to pass it along. :)”

A customer called to renew her card and let the Call Center know that she loves the Moran Prairie Library, the services, materials the District offers, and loves the staff.

The Cheney Library added a new interactive kitchen set to their children’s area this month. On its first day in use, one regular user of the children’s area, Ameline, came to the front desk and let staff know she had organized all the food and utensils and wanted to share these photos of her excellent sorting work.



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 November:
 - **Audiobook checkouts:**
 - *Iron Flame* by Rebecca Yarros (613)
 - *Fourth Wing* by Rebecca Yarros (257)
 - *A Court of Thorns and Roses* by Sarah J. Maas (141)
 - **Ebook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (88)
 - *Iron Flame* by Rebecca Yarros (82)
 - *Happy Place* by Emily Henry (75)
 - **Audiobook holds** as of December 1:
 - *The Woman in Me* by Britney Spears (171)
 - *Friends, Lovers, and the Big Terrible Thing: A Memoir* by Matthew Perry (119)
 - *Lessons in Chemistry* by Bonnie Garmus (117)
 - **Ebook holds** as of December 1:
 - *The Exchange: After The Firm* by John Grisham (176)
 - *Iron Flame* by Rebecca Yarros (141)
 - *Fourth Wing* by Rebecca Yarros (138)

- Popular **Adult Physical Book** titles November:
 - Checkouts:
 - *The Secret* by Lee Child (44)
 - *Sold on a Monday: A Novel* by Kristina McMorris (39)
 - *The House Across the Lake: A Novel* by Riley Sager (33)
 - Holds:
 - *The Secret* by Lee Child (62)
 - *Fourth Wing* by Rebecca Yarros (43)
 - *The Heaven & Earth Grocery Store* by James McBride (39)

OverDrive’s Big Library Read

The title selected for OverDrive’s Big Library Read program was *Artie and the Wolf Moon* by Olivia Stephens. This title, a teen graphic novel, was available for unlimited simultaneous use in the ebook and audiobook formats between November 2 – 16 in Libby and on the District’s OverDrive website at no cost to the District. Now in its tenth year, OverDrive’s Big Library Read is a two-week

**COLLECTION MONTHLY REPORT
NOVEMBER 2023**

| Select Transaction Count | | | |
|----------------------------------|-----------------|-----------------|---------------|
| Physical Collection | YTD 2023 | YTD 2022 | CHANGE |
| Items Processed | 48,619 | 52,175 | -7% |
| Interlibrary Loan Total | 5,684 | 5,608 | 1% |
| Overdrive | | | |
| Total Checkouts | 876,936 | 765,071 | 15% |
| Total Holds | 283,754 | 235,381 | 21% |
| hoopla | | | |
| Total Checkouts | 39,504 | 32,795 | 20% |
| Total Items in Collection | | | |
| Material Type | YTD 2023 | YTD 2022 | CHANGE |
| Print | 305,634 | 311,605 | -2% |
| Nonprint | 74,179 | 76,396 | -3% |
| Overdrive | 160,293 | 142,626 | 12% |
| Grand Total | 540,106 | 530,627 | 2% |

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

digital reading program that connects readers and listeners around the world with the same title at the same time without any waitlists or holds.

Executive Director – Patrick Roewe

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

Overall, the project continues to progress through the close-out phase, and the building is operating as expected.

Final invoices

Staff anticipate final invoices from Hammond Facilities Consulting and Integrus Architecture for their assistance in closing out the remaining project elements. We received the anticipated invoice for external and internal signage in early December.

Final close-out

In late September, one of the last steps to officially close-out the project, the “Notice of Completion of Public Works Contract” was submitted to three state agencies for review: Department of Revenue, Department of Labor & Industries, and Employment Security Department.

Due to a clerical error, the District had to resubmit the notice in early November. This review process will likely take several months to complete.

City of Airway Heights: Childcare Center Proposal Update

No new information on this topic.

City of Airway Heights: Potential Interlocal Agreement Amendment Update

The City of Airway Heights and the District have agreed to split the cost of an appraisal of the two parcels on which the Airway Heights Library is located. The appraisal should commence in December.

Spokane Valley Library Sponsored Paver Overview

The engraved pavers located in the plaza at the Spokane Valley Library are offered as a donation opportunity in support of the Spokane Valley Library Capital Campaign. The pavers provide a way to honor a loved one, express civic pride, and make a lasting gift while supporting the new library. District staff coordinate with the Library Foundation of Spokane County (Foundation) in this effort.

In terms of process, a paver donation form is submitted in which the donor stipulates what text they would like engraved on the paver. Neither the District nor the Foundation make suggestions, recommendations, or otherwise direct a donor in what would be engraved on the paver. For the most part, the donor is entrusted to convey whatever message they choose. District staff review the text for general propriety and grammar, but that is the extent of staff or Foundation

involvement. Upon the engraver's recommendation, the engraved pavers are dispersed amongst the plain pavers in a way complementary to the plaza's overall visual field.

Regarding the paver donations submitted by the former Friends of the Spokane Valley Library group that disbanded in February 2022, District staff are not aware of any items of concern regarding the process. In terms of the submitted text, staff have reviewed the paver donation forms, and the pavers as engraved match the forms as submitted by the Friends leadership in April 2023. District staff cannot speak to whether there was any deliberation amongst the former Friends group at large regarding what text was to be engraved on the pavers that the group donated. The Friends donation equaled seven pavers. One member is named again on another paver because that person donated separately along with another individual who is not affiliated with the Friends.

As both staff and the Foundation articulated at the point of receipt, we remain grateful for the engraved paver donations that were given by the Friends and all the other donors in support of the Spokane Valley Library Capital Campaign.

Electric Vehicle Charging Station Update

As reported last month, Otis Orchards is the last District location awaiting installation as part of the current grant. Avista submitted site proposals for installation of ACL2 chargers, but work is yet to commence. They hope to complete it before the end of the year.

On a related note, the District has signed a letter of support for Avista's application to a new round of E/V charger grants from the Washington State Department of Commerce. If Avista is awarded the grant, E/V chargers could be installed at the remaining library locations not considered in this current grant: Medical Lake and Deer Park.

Upcoming Trustee Vacancy

The conclusion of Chair John Craig's second term will be December 31, 2023. As trustees are limited to two consecutive terms, the process for soliciting a replacement has been initiated with the Board of County Commissioners (BoCC). The BoCC posted the opening in early November with a December 1, 2023 close date.

2024 Budget Update

Certified copies of the three 2024 budget resolutions (23-04, 23-05, 23-06) were transmitted to and confirmed received by the Board of County Commissioners Office and the Spokane County Auditor's Office on Monday, 11/27/2023, ahead of the November 30th statutory deadline.

OPERATIONS REPORT DECEMBER 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams**Business and Career Development (Stacey Goddard)**

November was a busy month for Medicare with six different Statewide Health Insurance Benefits Advisors (SHIBA) offerings at various locations throughout the month, including:

- Two workshops, *Medicare Open Enrollment: What you Need to Know* and *Medicare: Getting Started*, had a combined attendance of nine.
- Four Medicare Open Enrollment One-on-One Sessions, where individuals could schedule a counseling appointment with a SHIBA volunteer to evaluate which plans would work best for them. 31 people took advantage of this opportunity, with 20 of those appointments scheduled at the Spokane Valley event.
- This month's SCORE workshop, Google Suite for Small Business, had 27 people log into the Zoom session. The program went 15 minutes over time because attendees had so many questions for the presenter.
- This was a quieter month for Excel Adult High School, in part because Excel migrated to a new platform over the Thanksgiving weekend and the system was unavailable for three days. Much of my time the last week of the month was spent helping students navigate the new login process while learning it myself.
 - Of the six enrolled students I mentioned last month, four have completed and passed their first high school course.
 - The two remaining students are on track to complete their first course in early December.
 - I interviewed two more applicants and will be assigning them scholarships after the first of the year.
- I presented an overview of SCLD's online business resources to 11 members of the Small Business Administration's T.H.R.I.V.E. Emerging Leaders cohort. T.H.R.I.V.E stands for Train, Hope, Rise, Innovate, Venture, Elevate, and is a training series offered by the SBA each year "designed to accelerate the growth of high-potential small businesses across the US". Attendees were impressed with our wide range of resources.

Early Learning (Mary Ellen Braks)

- This month we had a total of 74 storytimes with a total attendance of 1,536. Our storytimes ranged in size from 0-58 attendees.
- For childcare visits we provided 54 storytimes to 724 children at 17 centers.
- We held a STARS workshop for child care providers called Just the Facts; Nonfiction Books for Preschoolers. We had 19 attend the program.

-
- We did a storytime at The Little Garden Café and had 60 attend. We were trying to reach more families in the North Spokane area to let them know about our Play and Learn storytimes.

Education and Enrichment (Gwendolyn Haley)

- 584 people participated in programs this month, ranging from gardening, to coding, to gingerbread house building, and more.
- The STCU Studio has been busy, with five public bookings and 66 people attending one of 7 different programs offered.
- The Lab's Glowforge printer has been very busy with customers learning to use the Glowforge to create unique ornaments and with programs.
- 21 tweens learned to code a video game using Bloxels.
- 3D Printing at Spokane Valley shifted to offering one focused class a month on how to use the 3D printer, rather than the weekly drop-in program.
- 377 watched presentations from authors Joy Harjo, Tiffany Aliche, and John Stamos in November. To date, these archived talks have gained 20,565 views since the series launched in July 2022.
- 32 items from the Library of Things checked out in November—Cameras, projectors and scanners among the most popular.

Digital Projects and Resources (Carlie Hoffman)

- We are continuing to work on the website redesign wireframes.
- The customer room reservation software set up was completed. A staff training was implemented. The new LibCal software for reservations was launched. Both reservation systems will run until the end of the year.

Information Technology (Patrick Hakes)

- The final Spokane Valley Library parking lot camera was installed, connected, and verified to be working. The camera project is now officially completed.
- Several projects involving automated workflows and reporting-out on SharePoint for staff access were completed, including Symphony (Integrated Library System) Reports.

Mobile Services (Brianna Rukes)

- LINC attended the chili cookoff at GreenBluff Grange #300, sparking conversations about the possibility of establishing it as a regular community stop.

Library Reports**Airway Heights: Lesa Arrison**

-
- Airway Heights hosted a display from Slightly West of Spokane Studio Tour this month, spotlighting local artists. The media varied from handmade cards to pocketknives. We had several people express their enjoyment and interest in the art exhibit.
 - Westwood Middle School put up their first art display for the year. Several families have already stopped in to see their students work and check out the library.

Argonne: Stacy Loberg

- The *Gratitude Graffiti* activity is brightening up the windows of the lobby being used by both staff and customers sharing what they are grateful for.

Cheney: Jonathan Melcher

- Crystal helped a staff member from the City of Cheney on a question he had about grant research for the City.
- Crystal and I gave the *Homeworks* group a library tour.
- The Friends gave us a generous donation for a play kitchen in the children's area, it has arrived and is already being well-used.

Deer Park: Jacob O'Doherty

- The *Gratitude Graffiti* activity has grown to cover nearly all twelve windows in the Deer Park lobby, with positive and humorous messages of guests and staff.

Medical Lake: Cecelia McMullen

- A family was ecstatic to discover that they could use the meeting room for their daughter's birthday party. The tween then incorporated *Wonder Wednesday* into her celebration by inviting all her friends to join her the week before the party. Librarian Christie guided 26 art enthusiasts in a STEAM project, a record number for this increasingly popular weekly program.

Moran Prairie and Fairfield: Caitlin Wheeler

- Moran Prairie customers have embraced this year's *Gratitude Graffiti* activity, in which they can share things they are grateful for by using washable pens on our lobby window. Entries include multiple citations of pets, family, and friends, but also "local parks", "my Taekwondo teacher", "the library!!", and "LeBron James". The activity will continue through the end of the year.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted three displays of local art: paintings by Donna J. Austin, resin art by Nahini Gupta, and a selection of ceramics from Trackside Studio Ceramic Art Gallery.
- Nearly 70 customers turned out for our *Jigsaw Puzzle & Board Game Swap* this month, bringing in gently used puzzles and boardgames to swap with other community members.

Otis Orchards: Maggie Montreuil

- A local organization, Four Roots Farms, distributed 192 no-barrier food boxes in the 2 hours they were at Otis for the month of November. Almost twice as many as October.
- *Gratitude Graffiti* at Otis has been very popular, with customers of all ages contributing on our large west-facing windows. The youngest contributors are not yet able to write and drew some pictures of what they were grateful for instead.

Spokane Valley: Danielle Milton

- The *Create a Fairy Tale Gingerbread House* program was quite successful with an attendance of 34 people.
- For the *Gratitude Graffiti* activity, we utilized the large bulletin board wall, and it has become full of colorful post-it notes containing things our community is grateful for including the library, family, friends, books, pets, nature, and more.

District-wide InformationSecurity Incident Reports

For November 2023, there were 26 Security Incident Reports filed. Four less than last month, November 2023 (30) and five more than last year, November 2022 (21). Spokane Valley had the most incidents reported (12). The most frequently reported incidents related to General Code of Conduct Violations (5) and Potential Problems (6)

Public Use Measures

See next page.

December 2023

| Measure | This year | Last year | YTD | Last YTD |
|--------------------------|------------|------------|-----------|------------|
| | This Month | This Month | This year | Comparison |
| Cardholders | 132,440 | 119,591 | | 11% |
| Door count | 58,365 | 58,339 | 713,559 | 0% |
| Items Borrowed | 20,1159 | 190,604 | 2,257,898 | 5% |
| • Airway Heights | 2,386 | 2,316 | 26,378 | 8% |
| • Argonne | 6,601 | 7,047 | 80,408 | -2% |
| • Cheney | 6,416 | 6,427 | 72,781 | -8% |
| • Deer Park | 6,248 | 6,507 | 74,602 | 6% |
| • Fairfield | 502 | 438 | 5,895 | 9% |
| • Medical Lake | 2,079 | 2,248 | 24,828 | 0% |
| • Mobile Services | 2,104 | 1,460 | 20,408 | 44% |
| • Moran Prairie | 11,745 | 13,365 | 137,534 | -10% |
| • North Spokane | 21,323 | 20,687 | 254,929 | -1% |
| • Otis Orchards | 2,833 | 2,605 | 32,031 | 10% |
| • Spokane Valley | 25,906 | 19,830 | 265,932 | 7% |
| • Digital | 86093 | 73011 | 921003 | 15 |
| • Totals | 173,685 | 157,133 | 1,923,039 | 7% |
| Programs | | | | |
| • Number | 208 | 164 | 2,152 | 100% |
| • Attendance | 3,128 | 2,257 | 53,150 | 78% |
| Internet Station Use (%) | 28.9% | 18.2% | 25.8% | |
| Meeting room bookings | 727 | 366 | 5,644 | 85% |

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.*

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.*



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

| | Y-T-D Actual | Annual Budget | Target 91.7% Percent Used | Balance Remaining |
|---|----------------------|----------------------|------------------------------------|----------------------|
| REVENUES | | | | |
| PROPERTY TAXES | \$ 16,026,920 | \$ 17,050,000 | 94.00% | \$ 1,023,080 |
| CONTRACT CITIES - AIRWAY HEIGHTS | 274,159 | 366,000 | 74.91% | 91,841 |
| CONTRACT CITIES - SPOKANE | 50,273 | 86,000 | 58.46% | 35,727 |
| FINES & FEES | 56,731 | 20,000 | 283.65% | (36,731) |
| GRANTS & DONATIONS | 57,077 | 26,000 | 219.53% | (31,077) |
| E-RATE REIMBURSEMENTS | 229,560 | 231,000 | 99.38% | 1,440 |
| LEASEHOLD & TIMBER TAX, REBATES, OTH | 47,085 | 31,500 | 149.48% | (15,585) |
| INTEREST REVENUES | 161,664 | 240,000 | 67.36% | 78,336 |
| TOTAL REVENUES | \$ 16,903,468 | \$ 18,050,500 | 93.65% | \$ 1,147,032 |
| TRANSFERS IN | - | - | 0.00% | - |
| TOTAL REVENUES & TRANSFERS IN | \$ 16,903,468 | \$ 18,050,500 | 93.65% | \$ 1,147,032 |
| EXPENSES | | | | |
| SALARIES | \$ 7,029,208 | \$ 8,001,900 | 87.84% | \$ 972,692 |
| FRINGE BENEFITS | 2,416,200 | 2,781,000 | 86.88% | 364,800 |
| SUPPLIES | 150,886 | 164,500 | 91.72% | 13,614 |
| UTILITIES | 514,729 | 534,600 | 96.28% | 19,871 |
| SERVICES | 1,329,882 | 1,483,200 | 89.66% | 153,318 |
| INSURANCE | 83,669 | 97,000 | 86.26% | 13,331 |
| CAPITAL EQUIPMENT | 353,572 | 420,000 | 84.18% | 66,428 |
| LIBRARY MATERIALS | 2,003,013 | 2,200,300 | 91.03% | 197,287 |
| ELECTRONIC LIBRARY MATERIALS | 192,975 | 250,000 | 77.19% | 57,025 |
| LIBRARY PROGRAMS | 176,513 | 111,000 | 159.02% | (65,513) |
| TOTAL EXPENSES | \$ 14,250,648 | \$ 16,043,500 | 88.83% | \$ 1,792,852 |
| TRANSFERS OUT | 1,107,000 | 2,007,000 | 55.16% | 900,000 |
| TOTAL EXPENSES & TRANSFERS OUT | \$ 15,357,648 | \$ 18,050,500 | 85.08% | \$ 2,692,852 |
| Net Excess of Revenues Over/(Under) Expenses | \$ 1,545,820 | \$ - | | |
| BEGINNING CASH | 8,134,444 | | | |
| NET FROM ABOVE | 1,545,820 | | | |
| ENDING CASH | \$ 9,680,265 | | | |

Number of months cash on hand 7.2