

MISSION

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

Board of Trustees Regular Meeting

Tuesday, November 21, 2017 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of October 17 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of October 2017 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:30]
 1. 2018 Preliminary Budget Update
 - a. Cost of Living Adjustment (COLA) for 2018: Approval Recommendation.
 - b. Adopting a 2018 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 17-05): Approval Recommendation.
 - c. Authorizing 2017 Property Tax Levy Increase for Collection in 2018 (Resolution No. 17-06): Approval Recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2018 (Resolution No. 17-07): Approval Recommendation.
 - e. Board Direction to Staff
 - D. New Business [4:30-4:40]
 1. The BookEnd Update/Report
 2. Personnel Policy: Approval Recommendation.
 - E. Overview CEP Service Priority, Education and Enrichment [4:40-4:50]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR SEPTEMBER**
 - A. Trustees [4:55-5:00]
 - B. Executive Director [5:00-5:05]
 - Administrative
 - Community Activities
 - C. Public Services [5:05-5:10]
 - D. Communication [5:10-5:15]
 - E. Fiscal [5:15-5:20]
 - F. Spotlight – Fairfield Library [5:20-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 17, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., on Tuesday, October 17, 2017.

Present: John Craig - Chair
Mark Johnson - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Pat Davis, Library Supervisor; Stacey Goddard, Library Services Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Stacy Loberg, Public Services Associate; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Gina Rice, Customer Experience Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

Guests: City of Spokane Valley City Manager Mark Calhoun, City Attorney Cary Driskell, Mayor Rod Higgins, Deputy Mayor Arne Woodard, and Spokane Valley Residents Larry Deemer; Sherri Robinson; Diana Wilhite.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m. and welcomed everyone in attendance.

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

Approval of Regular Meeting Minutes, Sept. 19, 2017 (Item III.A.) Mr. Craig called for corrections to the September 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, Sept. 2017 (Item III.B.) Mr. Johnson moved and Mr. Teterud seconded approval of the September 2017 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	52795-52934 and W00484-W00491	\$571,382.17	\$571,382.17
	09082017PR and 09252017PR	\$381,054.39	\$381,054.39
		Total	\$952,436.56

**Approval of
Payment Vouchers,
Sept. 2017
(Item III.B.)**

Mr. Roewe pointed out the payment to LinkedIn Corporation for \$18,400, and clarified Lynda.com, a suite of digital learning courses made available to library members, is a subsidiary of LinkedIn Corp. There were no questions. The motion was unanimously approved.

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

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Mr. Roewe provided a brief update on the city of Spokane Valley, as related to the Interlocal Agreement Amendment. He noted the current agreement for the District property is scheduled to expire at the end of this month. Mr. Roewe said in response to direction from the Board of Trustees, staff attended and conducted polling at the city of Spokane Valley's planning workshop and open house. Public feedback regarding the potential for future new libraries was generally positive. Staff recommended that the amendment be approved by Trustees, as the City has committed to its contribution of 1.3 million dollars toward the project, which would lower the overall project costs. The amendment also allows time to execute a brand-new approach for how libraries could be built in Spokane Valley.

Mr. Craig acknowledged guest Arne Woodard, deputy mayor of city of Spokane Valley, and opened the meeting for public comment on this topic prior to the Board of Trustees' discussion.

Mr. Woodard again stated that the 2015 bond issue gained a majority vote, and came close to the 60 percent supermajority required for passage. He said he believed it would be short-sighted for the Library District to not try again to pass a bond issue to help build new libraries in Spokane Valley, as the current library is more than 60 years old. He noted parking is also an issue, and public transit options are needed. A new Spokane Valley Library and a library at Conklin would facilitate economic growth of the area. He said the City Council is prepared to move ahead.

Guest Rod Higgins, mayor of city of Spokane Valley, said it was by no accident that District staff were located on the second floor of the new City Hall at its open house. City staff wanted open house attendees to be able to envision a new library across Sprague Avenue. Mr. Higgins said the library would make a nice anchor across from City Hall.

Chair Craig read a statement for the record from Trustee Kristin Thompson who was away on business and therefore unable to attend the meeting. Ms. Thompson wrote: "I'm writing to make sure you all know that I vote to approve the Inter-local Agreement with the city of Spokane Valley. I believe now that we have agreement from the majority of the City Council it is worth exploring the options that further time will give us for development of a new valley library." Chair Craig clarified that Ms. Thompson's statement indicated how she would vote, if she were present at the meeting.

Mr. Craig opened the floor for discussion among Trustees.

Unfinished Business
Spokane Valley
Library Update
(Item III.C.1)

Mr. Johnson motioned and Mr. Teterud seconded to approve the amendment to the 2012 Interlocal Agreement between the Library District and city of Spokane Valley. Mr. Teterud reviewed the reasons he made a motion in July to postpone the Board of Trustees' vote, stating that he did not want to proceed with a vote until he had confirmed that Mr. Roewe was supportive of the amendment. Mr. Teterud said the outcome of events since then are the reason he was prepared to vote in favor of the amendment today.

Mr. Craig commented that he has been in favor of the amendment all along and said it was heartening to have strong partners in the city of Spokane Valley.

There was no further discussion.

The motion was unanimously approved.

Guests from city of Spokane Valley excused themselves from the meeting at 4:12 p.m.

New Business
2018 Preliminary
Budget (Items
III.D.1.a-d)

PRELIMINARY BUDGET 2018.

Via PowerPoint, CFO Rick Knorr summarized development of the preliminary budget for 2018. He also distributed a budget handout for reference, which recapped significant budget variances compared to the approved budget for 2017. He noted the preliminary budget for next year was formulated based on 2017 as adopted, as well as the anticipated final budget results for 2017.

Mr. Knorr explained Tax Increment Finance (TIF) areas. The District currently participates in two: Medical Lake and Kaiser (Mead). In a TIF, 75% percent of new tax revenue is diverted to infrastructure improvements. The County created TIFs to spur economic development, and the District agreed to participate. The TIFs encourage commercial economic development that would result in a potential increase in District revenue when completed.

In response to Mr. Craig regarding what state law requires for the District to collect property taxes, Mr. Knorr said requirements begin with the Public Hearing and Comment on Authorized 2018 Property Tax Revenue and Other Revenues, as listed on the meeting agenda. Mr. Roewe said that although sources of District revenues are not complex and are mostly derived from property taxes, the hearing is one of the necessary steps for a public entity to collect revenues.

Mr. Craig called the Public Hearing on Authorized 2018 Property Tax Revenue and Other Revenues to order at 4:17 p.m. and called for public testimony. There was none; the hearing closed at 4:18 p.m.

New Business
2018 Preliminary
Budget (Items
III.D.1.a-d)

Regarding revenues, Mr. Knorr further noted interest has increased to approximately 1%, and by next year is anticipated to increase proportionally to the amount fines are down.

In response to Mr. Teterud's query regarding donations and Friends of the Library, Messrs. Knorr and Roewe clarified about the Friends' fundraising. Also in response to Mr. Teterud, Mr. Roewe explained how District contract cities pay for their library services out of their general funds. Mr. Roewe said the levy rate is applied to a city's total assessed value to determine the library service bill. He pointed out that although the rate has remained stable over recent years, as the economy improves and assessed value increases, the levy rate will likely continue to go down. Mr. Knorr noted the levy rate will dip below .46/\$1,000 next year, a decrease worth about \$1 million in revenue. Upon review of the effect of assessed value on future levy rates for 2018-2020, Mr. Teterud asked how the District would justify a levy lid lift. Mr. Roewe said it would be based primarily on the budget forecast, yet staff would need Board direction before then to communicate the need.

Mr. Knorr explained the revenue decreases associated with library fines and fees. He noted in 2011, the District required that fines be paid prior to library card renewal, yet increases in digital materials has resulted in a slight decline because of timely automatic returns. Mr. Knorr also noted the District stopped reporting outstanding account balances to credit bureaus in 2016, as required by a new federal mandate, which also had a slight impact on revenues.

Regarding assumptions about revenues for 2018, Mr. Knorr said he received an update via email today from the Assessor's Office, which estimated new construction to be closer to \$4 million. He also noted the Implicit Price Deflator (IPD) is over 1%. Therefore, it will not be necessary to submit a resolution declaring substantial need to increase the levy above the IPD for next year.

In response to Mr. Teterud's query about PERS, Mr. Knorr said nearly all staff eligible for retirement benefits are enrolled in PERS 2 or 3. To ensure the PERS programs are fully funded, Mr. Teterud requested a report showing the percentage of funding for the state PERS programs. Mr. Knorr said the state of Washington publishes annual reports, and Mr. Roewe added that Washington State is known as one that is more stable.

For 2018 expenditures, Mr. Knorr noted the -44.4% reduction in the Capital Fund resulted from the completion of the North Spokane remodel. Contingency has also decreased compared to last year's budget by -74%, and Mr. Knorr said he'd like to build the contingency fund back to \$100,000, even though the District hasn't needed to use contingency funds during his tenure. Mr. Knorr said he will have more details about the costs of services next month.

New Business
2018 Preliminary
Budget (Items
III.D.1.a-d)

Salary and benefits are 68% of total expenses. Overall, employee benefits will increase by 8%, and because more staff are enrolled in benefits programs, the increased cost is closer to 10-12%. No increases are anticipated for dental, vision and life insurances.

Mr. Knorr reviewed the history of District cost of living adjustments (COLA), 2007-2017, noting for 2018, based on the August CPI-W rate of 1.93%, he has factored in a COLA increase of 2%, although it has not as yet been formally approved by the Board of Trustees. Mr. Knorr said rounding up to 2% amounts to \$5,000, a fairly negligible amount. Chair Craig asked if there was a reason the District used something different for COLA than the implicit price deflator, which is used to determine the annual levy limit. Mr. Knorr indicated that the state of Washington uses the August CPI-W for determining the minimum wage. Mr. Roewe stated that staff at the page level are paid at the minimum wage, so the District consequently uses the August CPI-W so that wage adjustments for all positions at all levels are based on the same factor. Mr. Knorr stated that he would provide an update on the issue for the November meeting.

Mr. Knorr said all in all, the preliminary budget for 2018 is a fully balanced budget. However, he would like to come back next month with a larger contingency budget.

Mr. Teterud asked about potential timing for a levy lid lift. Mr. Roewe stated that the earliest would be 2019, but staff needed time to look at financial forecasts, revenue and costs, and the District's overall need for one. Mr. Roewe stated that staff are making initial preparations now before bringing a recommendation back to the Board. Mr. Roewe noted that a lot can change economically over a year or two.

Chair Craig requested that the Board receive an update on operations at The Bookend. Mr. Roewe said that staff will provide a report at the November meeting.

There was no further discussion.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Ms. Carlson moved and Mr. Johnson seconded to approve inclusion of organizational membership fees in the 2018 General Operating Fund. Mr. Roewe said the annual budget for memberships in these professional, community and business organizations is approximately \$10,000. He also noted District membership fees for regional chambers of commerce remain consistent from year to year, and are a means for community engagement. Mr. Roewe pointed out upcoming changes are planned for the Early Learning Public Library Partnership (ELPLP), which will change to Public Libraries of Washington (PLoW), yet this should not affect the District's overall membership costs. In response to Mr. Teterud's query regarding library staff's involvement at area chambers, Mr. Roewe said these memberships

New Business
2018 Preliminary
Budget (Items
III.D.1.a-d)

provide staff the opportunity to share how library resources can support business interests. Mr. Teterud suggested that the District consider involvement in the Greater Spokane Valley Rotary, recently formed when Spokane Valley East Rotary and Spokane Valley Rotary combined.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees agreed by consensus to request staff to factor into the preliminary budget a COLA increase of 2%, or whatever amount can be factored in and still maintain a balanced budget. There was no further discussion.

Mr. Craig called for a recess from 4:55-5:02 p.m. Mr. Johnson excused himself from the meeting at 4:57 p.m. Mr. Craig noted for the record that a quorum was present for the remainder of the meeting.

Overview
Business and Career
Development
(Item III.E.)

OVERVIEW BUSINESS AND CAREER DEVELOPMENT. Library Services Manager Stacey Goddard and Librarian Danielle Milton provided an overview of Business and Career Development (BCD) and its goals. BCD is one of the four service priorities of the Community Engagement Plan. Ms. Goddard introduced the team that supports BCD, which consists of librarians Tami Chapman, Danielle Milton, Sheree West, and herself. Regarding partnerships with area businesses, Ms. Milton reported the library continues to provide classes and information about library resources and services, including Book a Librarian appointments, in support of local organizations. Evening program times were swapped for morning sessions, which were found to be more convenient for business-minded participants. To better connect with area businesses and organizations, Ms. Milton noted the BCD team is involved with local chambers and participate in trade shows and other events hosted by these organizations to further share information about library resources. Ms. Goddard noted the library is pleased to be a Neighborhood Champion again this year. Last year's Small Business Saturday sponsored by American Express has expanded from the pilot program at Cheney to include three additional locations this year at Medical Lake, Airway Heights, and Moran Prairie libraries. In support of job seekers and education, GED and high school completion classes have continued to be offered in Cheney for the second year, and have expanded to Deer Park this year as a second location. English as a Second Language (ESL) courses were also offered for the first time at Deer Park. In response to Mr. Teterud's query, Ms. Goddard said Deer Park was selected as a location for ESL in response to geographic need. Ms. Milton reviewed the School to Life resume and interview class series offered at Mica Peak Alternative High School, and noted the content can be adapted for a variety of audiences. In response to interest and demand, the series will likely be offered again next spring. The BCD team also attends job fairs to staff resource tables and share information about Library District careers.

**Overview
Business and Career
Development
(Item III.E.)**

Ms. Goddard reported the myriad programs offered during Money Smart week in April were offered in support of the BCD goal to provide resources for community members of all ages to achieve financial knowledge and security. The demand was so high for the Homebuyer Education seminars offered by SNAP, additional seminars are now offered twice a month at libraries. Trustees expressed thanks for the informative report. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the next two meetings will be held at Argonne Library. Agenda items for November will include a report on The BookEnd, an update and request for approval recommendations for the 2018 budget, as well as suggested revisions to the Personnel Policy. Mr. Craig also pointed out special events next month will include the Spokane Writes anthology release, two Spokane is Reading events, and the Volunteer Appreciation Dinner. There was no further discussion.

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

Trustees had no reports; however, Mr. Teterud suggested promoting the potential new Spokane Valley Library property with signage and community activities, such as a library-hosted shred day. Mr. Craig said the District could piggyback the city of Spokane Valley events as well, to brand the property accordingly. Mr. Roewe said staff would look into possibilities and report back on opportunities starting in January 2018.

**Executive Director's
Report, Sept. 2017
(Item V.B.)**

The Executive Director's written report for September 2017 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe expressed appreciation to the city of Spokane Valley for hosting the Library District at its Planning Workshop and Open House. He also expressed thanks to Communication & Development Officer Jane Baker, Library Services Manager Stacey Goddard, and Managing Librarian Aileen Luppert for staffing the District information table at the City Hall open house in his stead. Mr. Craig noted he was at the event along with several hundred people, and it appeared to be a well-pleased crowd. There was no further discussion.

**Public Services
Report, Sept. 2017
(Item V.C.)**

Library Services Manager Kristy Bateman provided a written report prior to the meeting for September 2017, with data for customer use measures, programming and library activities. Ms. Bateman had nothing further to add, and there was no further discussion.

**Communication
Report, Sept. 2017
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for September 2017 communication activities. In addition, Ms. Baker announced upcoming events in celebration of the District's 75th Anniversary, and played a promotional video from YouTube.

**Communication
Report, Sept. 2017
(Item V.D.)**

Ms. Baker said development of the video was a team effort, and further noted the contributions of Amber Williams. Trustees responded favorably, and in response to Mr. Teterud's query, Ms. Baker said the video has been posted on Facebook, Twitter, and the SCLD website. There was no further discussion.

**Fiscal Report,
Sept. 2017
(Item V.E.)**

Revenue and Expenditure Statement through September 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 7,227,325
Expenditures	\$ 8,797,208
Ending Fund Balance	\$ 3,005,953
Fund Budget Expended	72.28%

Chief Financial Officer Rick Knorr reported that the SAO audit field work had been completed, and an exit conference is pending. Mr. Knorr reported it was a clean audit overall, though there might be two exit comments, which is the lowest level of concern. He stated he would know more once the exit conference was complete, and would provide a complete update at the November meeting. There was no further discussion.

**Spotlight
Argonne Library
(Item V.F.)**

Library Supervisor Pat Davis provided highlights of Argonne Library over the past year. In consideration of the 75th Anniversary of the Library District, Ms. Davis briefly reviewed the history of Argonne Library, noting the facility opened at its current location in January 1991. Ms. Davis reported on several new adult, youth, and family programs featured over the past year, and noted a new book club was recently organized as well. Students visit from Pasadena Park and Orchard Prairie schools for tours or homework help. Mobius Science programs, LEGO building, Sharpie crafts, and West Valley Family Night at the Library were all popular. Argonne Library offers preschool, toddler, and outreach Storytimes, and for two years has held summer Storytimes at Millwood Park in conjunction with play sand and parachute toys. Community Librarian Melanie Boerner visits the after-school program at Millwood Community Center twice a month to conduct STEM activities for elementary and middle school students. Straw Rockets, Newspaper Engineering and Finch Robots were several of the engaging programs offered this year. Visits to Millwood Kindergarten Center enable staff to connect with 150 students at each of the twice monthly visits. Lifting the Veil on Senior Planning was a highly attended series of informative programs to help demystify financial and retirement planning. In response to demand, the six-session series was offered a second time this fall. Ms. Davis said the Argonne Library is a popular meeting place for a variety of interest groups and businesses. She pointed out Ukestra is a local ukulele group formed by District library staff that has gained appeal in the community. The group performs annually for Street Music in support of 2nd Harvest and has also begun to perform for retirement groups. Along with participation in a number of community events throughout the year,

Spotlight
Argonne Library
(Item V.F.)

staff will participate for the fourth time at the annual Spokesman-Review Christmas Bureau to offer library card sign up and share information about library services with approximately 2,000 people. Other collaborative events include a well-attended gingerbread build via Millwood Masonic Center that followed a community tree-lighting, for which staff will participate again this year. Another annual event is the West Valley Block Party held at the end of each school year. The school district invites the entire community for a spaghetti feed and tour of student projects and community resource tables. Staff participated by hosting a build with the District's Family Construction Zone Blocks, where they were visited by over 200 people who stopped to build and talk about Summer Reading. Ms. Davis also noted in August the Friends of Argonne Library held a book giveaway at Millwood Daze in advance of its September book sale and had its most successful sale ever to follow. Coming up, with advertising made possible by Millwood Community Association and Millwood City Hall, History Enthusiasts will offer two new programs and again display a new historic photo collection. Trustees expressed thanks for the informative report. There was no further discussion.

Public
Comment
(Item VI.)

Spokane Valley resident Sherri Robinson expressed enthusiasm over the Board of Trustees' approval of the Interlocal Agreement Amendment as well as the potential of a new Spokane Valley Library. She suggested more outdoors education-themed programming in the future to help generate additional program attendance, and adding new family events, such as movies shown outdoors and Storytimes held at Balfour Park. She commented that libraries are not only about books anymore, and said times have changed since her great-grandmother loaded up her buckboard with books to start a new library. She said she was glad to represent the public at this meeting. There was no further public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:44 p.m. The next Board Meeting is scheduled for Tuesday, November 21, 2017, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

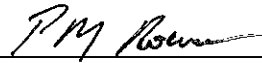
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2017 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$928,116.20 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2017

SIGNED



SIGNED



TITLE: Chief Financial Officer

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
052935	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES \$ 1,860.00
052936	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR 3,177.15
052937	AVISTA UTILITIES	MONTHLY UTILITIES 7,629.94
052938	A+ PRINTING, INC	PRINTING 630.70
052939	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 46.22
052940	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 181.79
052941	CENTURYLINK	ANALOG TELEPHONE LINES 76.11
052942	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 1,204.45
052943	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 575.76
052944	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 1,058.82
052945	CITY OF DEER PARK	WATER & SEWER - DEER PARK 164.37
052946	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML 271.48
052947	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO 372.88
052948	JOHN CRAIG	PARKING REIMBURSEMENT 8.00
052949	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 1,109.55
052950	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE 4,842.00
052951	EARTHWORKS RECYCLING, INC	RECYCLING 58.50
052952	GALE/CENAGE LEARNING	LIBRARY MATERIALS 438.35
052953	EBONY M HOWARD	LOST/PAID REFUND 12.00
052954	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 3,080.18
052955	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 23,859.81
052956	KILGORE ARCHITECTURAL PRODUCTS	REPAIR KALWAL ROOF AT SPOKANE VALLEY 5,214.34
052957	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES 36.00
052958	MIDWEST TAPE	LIBRARY MATERIALS 4,810.44
052959	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 2,099.09
052960	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES 9.77
052961	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE 253.87
052962	NEXUS INLAND NW	INTERPRETER SERVICES 105.49
052963	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 188.41
052964	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 7,490.97
052965	QUALITY MASONRY RESTORATION	MASONRY REPAIR AT ARGONNE LIBRARY 4,107.20
052966	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 258.36
052967	SHOWCASES	OFFICE/LIBRARY SUPPLIES 233.11
052968	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE 7.64
052969	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 1,379.23
052970	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES 84.54
052971	UPS	SHIPPING 20.32
052972	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 151.87
052973	VERIZON WIRELESS	CELL PHONES (6) 318.86
052974	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE 1,126.78
052975	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE 284.17
052976	VOID CHECK	***VOID CHECK*** -
052977	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES 6,904.99
052978	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR 84.98
052979	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE 710.60
052980	CLASSIC VENTURES LTD	LIBRARY MATERIALS 34.37

052981	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	47.99
052982	CENTURYLINK	ANALOG TELEPHONE LINES	79.11
052983	CENTURYLINK	ANALOG TELEPHONE LINES	39.80
052984	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
052985	CENTURYLINK	ANALOG TELEPHONE LINES	79.61
052986	CENTURYLINK	ANALOG TELEPHONE LINES	76.46
052987	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	38.64
052988	ELIZABETH R. DAVIS	LOST/PAID REFUND	24.00
052989	EARTHWORKS RECYCLING, INC	RECYCLING	205.00
052990	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.50
052991	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	120.00
052992	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	882.40
052993	LYNDA N. FOREMAN	LIBRARY PROGRAM	300.00
052994	KALEIGH M. GABLE	LOST/PAID REFUND	14.20
052995	GALE/CENAGE LEARNING	LIBRARY MATERIALS	320.61
052996	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	1,066.40
052997	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,271.95
052998	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	815.86
052999	BRAD KEELER	LIBRARY PROGRAM	500.00
053000	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
053001	KREM.COM	ADVERTISING	424.80
053002	WICK ENTERPRISES, LLC	ADVERTISING	312.37
053003	MIDWEST TAPE	LIBRARY MATERIALS	5,614.16
053004	NEXUS INLAND NW	INTERPRETER SERVICES	219.22
053005	NORTHERN QUEST RESORT & CASINO	ROOM AND CATERING FOR ANNUAL STAFF DAY	5,270.92
053006	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,879.29
053007	LINDA K. PARMAN	LIBRARY PROGRAM	500.00
053008	PATRIOT FIRE PROTECTION	ANNUAL FIRE SPRINKLER SYSTEMS INSPECTIONS	500.48
053009	PHASE 3 DIGITAL AGENCY	ONLINE ADVERTISING, KXLY SITES	900.00
053010	PRESSWORKS	PRINTING	685.44
053011	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,167.14
053012	RECORDED BOOKS, LLC	LIBRARY MATERIALS	445.96
053013	RIVER CITY PAINTING INC.	PAINT GARAGE DOOR/BROOKDALE	324.30
053014	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
053015	COWLES PUBLISHING CO	SUBSCRIPTIONS	218.40
053016	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
053017	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	30.00
053018	UPS	SHIPPING	17.44
053019	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	711.88
053020	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	6,000.09
053021	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	3,435.89
053022	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.28
053023	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	50.00
053024	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
053025	CENTURYLINK	ANALOG TELEPHONE LINES	38.24
053026	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	165.25
053027	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,302.34
053028	FAUCETS 'N STUFF PLUMBING	SPRINKLER BLOW OUT SERVICES	990.08
053029	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	54.00
053030	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,746.34
053031	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,875.66
053032	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,753.38
053033	INTEGRA TELECOM HOLDINGS, INC	NETWORK VULNERABILITY TESTING & INTERNET	12,634.31
053034	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	356.54
053035	MIDWEST TAPE	LIBRARY MATERIALS	4,431.07
053036	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
053037	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,708.08
053038	PACIFIC UNIVERSITY LIBRARY	INTERLIBRARY LOAN SERVICES	90.00
053039	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
053040	RECORDED BOOKS, LLC	LIBRARY MATERIALS	331.45
053041	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
053042	COWLES PUBLISHING CO	SUBSCRIPTIONS	239.20
053043	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	865.31
053044	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	12,223.19

053045	TODD PUBLICATIONS	LIBRARY MATERIALS	105.00
053046	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	23,461.56
053047	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	554.48
053048	ERIN WERT	PRESENTER/ANNUAL STAFF DAY	75.00
053049	ROBERT ADSERO	LOST/PAID REFUND	7.50
053050	AVISTA UTILITIES	MONTHLY UTILITIES	7,581.46
053051	A+ PRINTING, INC	PRINTING	922.62
053052	JOHN BLADEK	LIBRARY PROGRAM	200.00
053053	DARCY BRIXEY	LIBRARY PROGRAM	200.00
053054	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	417.72
053055	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	65.01
053056	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.30
053057	CENTURYLINK	ANALOG TELEPHONE LINES	38.00
053058	CENTURYLINK	ANALOG TELEPHONE LINES	104.37
053059	CENTURYLINK	ANALOG TELEPHONE LINES	39.86
053060	CHRISTINE COHEN	LIBRARY PROGRAM	200.00
053061	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	43.50
053062	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.90
053063	GALE/CENAGE LEARNING	LIBRARY MATERIALS	564.91
053064	KELLY MILNER HALLS	LIBRARY PROGRAM	200.00
053065	RACHEL HASBROUCK	LIBRARY PROGRAM	200.00
053066	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,205.18
053067	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,856.16
053068	MAUREEN MCQUERRY	LIBRARY PROGRAM	200.00
053069	MICRO AGE	IT HARDWARE & SOFTWARE	63.06
053070	MIDWEST TAPE	LIBRARY MATERIALS	4,583.87
053071	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	2,992.79
053072	STEPHEN PITTERS	LIBRARY MATERIALS	52.22
053073	PRESSWORKS	PRINTING	190.40
053074	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	235.20
053075	RECORDED BOOKS, LLC	LIBRARY MATERIALS	394.29
053076	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
053077	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	180.92
053078	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	151.87
053079	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	706.84
053080	WORLD BOOK, INC.	ELECTRONIC LIBRARY SERVICES	10,964.35
053081	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	88.80
W00492	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,382.73
W00493	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,069.88
W00494	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,573.00
W00495	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	78,876.95
W00496	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	16,441.05
W00497	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,288.45
W00498	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,065.94
W00499	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	44,403.25
W00500	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,573.00

Total Non-Payroll General Operating Fund

\$ 573,570.06

PAYROLL VOUCHERS

10102017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 183,792.33
10252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	170,753.81

Total Payroll General Operating Fund

\$ 354,546.14

TOTAL GENERAL OPERATING FUND

\$ 928,116.20

Spokane County Library District
September/October, 2017 Credit Card Activity
Paid in October, 2017
Voucher # 053046

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$9,247.55
Maintenance	718.77
Travel	3,949.54
Acquisitions	4,620.78
Information Technology	4,898.95
Outreach	25.97
General Fund Purchases	<u>\$23,461.56</u>

2018 Preliminary Budget Update

- a. **Annual Cost of Living Adjustment for 2018**
- b. **Adopting a 2018 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 17-05)**
- c. **Authorizing 2017 Property Tax Levy Increase for Collection in 2018 (Resolution No. 17-06)**
- d. **Levying the Regular Property Taxes for SCLD for Collection in 2018 (Resolution No. 17-07)**

Background

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30.

Annual Cost of Living Adjustment

The initial budget presented at the October meeting incorporated a 2.0% assumption for the annual cost of living adjustment. Shortly thereafter, the August CPI-W year-over-year increase was published at 1.93%. The CPI-W is an all U.S. urban wage earners consumer price index, and the August published rate is used by the state of Washington for the annual adjustment to the state minimum wage. The District has also cited this August year-over-year index in its policy as the guide for the annual salary adjustment. Based on direction from the October meeting, the budget presented for adoption includes a 2.0% annual salary adjustment—it is .07% different from the published index and policy does allow for modest leeway in establishing the annual salary adjustment.

Recommended Action: Board motion to approve the following:

- Board motion to authorize the District to use a 2.0% cost of living adjustment per District Personnel Policy 3.13 for the 2018 budget.
- Resolution No. 17-05 - Adopting a 2018 Preliminary Budget and Certifying It to the Board of County Commissioners.
- Resolution No. 17-06 - Authorizing 2017 Property Tax Levy Increase for Collection in 2018.
- Resolution No. 17-07 - Levying the Regular Property Taxes for SCLD for Collection in 2018.

The General Fund Budget, Exhibit A to Resolution No. 17-05, has changed from the initial budget presented in October as follows:

	November Preliminary Budget	October Initial Budget	Variance
REVENUES			
TAX REVENUE, NET OF TIFs	11,576,000	11,526,900	49,100
CONTRACT CITIES	344,800	328,915	15,885
FINES & FEES	209,000	209,000	-
E-RATE REIMBURSEMENTS	167,000	166,000	1,000
INTEREST, GRANTS AND OTHER	134,500	134,500	-
	12,431,300	12,365,315	65,985
EXPENSES			
SALARIES	6,137,000	6,215,000	(78,000)
PAYROLL TAXES & BENEFITS	2,202,950	2,225,000	(22,050)
LIBRARY MATERIALS	1,656,300	1,656,800	(500)
CAPITAL EXPENDITURES	230,000	150,000	80,000
CONTINGENCY	86,000	20,945	65,055
OTHER	2,119,050	2,097,570	21,480
	12,431,300	12,365,315	65,985

Comments on the more significant variances from the initial budget presentation at the October meeting follow.

Tax revenue is projected higher due to the new construction valuation reported by the Assessor's Office. Total new construction to be used in calculation of the 2017 levy (to be collected in 2018) for the District was reported at \$387,325,458, vs. a more conservative initial estimate. The budgeted contract revenue from our contract cities is also higher for the same reason.

Total salaries are lower due to a more accurate forecast of our staff needs based on some recent turnover. Total employee count in the preliminary budget presented is 175, which includes all salaries for The Bookend. Payroll taxes and benefits are proportionally lower in this version, along with a slightly smaller employee medical insurance increase. The actual medical insurance rate for 2018 was published to be 7.6%, which is less than the 10% increase used in October.

Total capital equipment increased to \$230,000. The District has identified some specific upgrade and replacement projects for 2018.

Finally, the operating contingency is now a more comfortable \$86,000.

The Capital Projects Fund Budget is also included as Exhibit B to Resolution No. 17-05. For 2018, we do not forecast any Capital Projects Fund activity with the exception of interest earnings on the fund balance. The fund balance for 2018 will remain at approximately \$1.2 million.

Resolution No. 17-06

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

Resolution No. 17-07

The third and final resolution establishes the actual levy amount to be submitted to Spokane County for collection in 2018. A standard Levy Certification form created by the Department of Revenue listing the same levy amount as in the body of the resolution will accompany the resolution when filed with county legislative authority.

Resolution Nos. 17-05, 17-05, and 17-06 follow.

RESOLUTION NO. 17-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2018 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2018 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a preliminary budget forms the basis for Board action required prior to November 30th pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2018 maintenance and operation of the District, which is reflected in a 2018 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2018 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2018 PRELIMINARY BUDGET

The Board adopts 2018 Preliminary Budgets as follows:

General Operating Fund (001-661):	\$ 12,431,300
Capital Projects Fund (008-661):	\$ -0-

Section 2: CERTIFICATION OF 2018 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2018 Preliminary Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2018 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 21th day of November 2017.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees



**Spokane County Library District
2018 General Operating Fund Budget
Preliminary**

REVENUES

PROPERTY TAXES	\$ 11,675,000
LESS: TAX INCREMENT FINANCING AREAS (TIFs)	(99,000)
CONTRACT CITIES - AIRWAY HEIGHTS	264,000
CONTRACT CITIES - SPOKANE	80,800
FINES & FEES	209,000
E-RATE REIMBURSEMENTS	167,000
INTEREST REVENUES AND OTHER	81,500
TOTAL REVENUES BEFORE GRANTS & DONATIONS	<u>12,378,300</u>

GRANTS & DONATIONS	53,000
TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 12,431,300</u></u>

EXPENSES

SALARIES	6,137,000
FRINGE BENEFITS	2,202,950
SUPPLIES	192,600
SERVICES	1,816,650
LIBRARY MATERIALS	1,451,300
ELECTRONIC LIBRARY MATERIALS	205,000
LIBRARY PROGRAMS	59,300
OPERATIONAL CONTINGENCIES	86,000
TOTAL EXPENSES BEFORE CAPITAL & GRANT SUPPORTED	<u>12,150,800</u>

CAPITAL EXPENDITURES	230,000
GRANT SUPPORTED PROGRAM EXPENSES	50,500
TRANSFERS OUT	-
TOTAL EXPENSES & TRANSFERS OUT	<u><u>\$ 12,431,300</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

Estimated Beginning Fund Balance: January 1, 2018	\$ 4,882,000
Net Excess of Revenues over Expenses	-
Estimated Ending Fund Balance: December 31, 2018	<u><u>\$ 4,882,000</u></u>

EXHIBIT B	
Spokane County Library District	
2018 Capital Projects Fund Budget	
Preliminary	
REVENUES	
Interest Earnings	\$ 14,000
TOTAL REVENUES	\$ 14,000
EXPENSES	
Capital Projects for 2018 (none)	-
TOTAL EXPENSES	\$ -
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 14,000
Estimated Beginning Fund Balance: January 1, 2018	\$ 1,190,000
Net Excess of Revenues over (under) Expenses	14,000
Estimated Ending Fund Balance: December 31, 2018	\$ 1,204,000

RESOLUTION NO. 17-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2017 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2018 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$11,329,608; and

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 17, 2017, to consider the District’s current expense budget for the 2018 fiscal year, pursuant to RCW 84.55.120; and

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

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2017 levy to be collected in 2018 in the amount of \$117,400, which is a percentage increase of 1.036% from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, and any annexations that have occurred.

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 21th day of November 2017.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

RESOLUTION NO. 17-07

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 2018 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2018 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

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

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

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2018 maintenance and operation of the District, which is reflected in the 2018 Preliminary General Operating Fund budget adopted by Resolution No17-05;

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 17, 2017, to consider the District’s current expense budget for the 2018 fiscal year, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR
THE 2018 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2017 property tax levy for collection in 2018 in the amount of \$11,675,000.

Section 2: CERTIFICATION OF 2018 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2017 property tax levy for collection in 2018.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 21th day of November 2017.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

The Bookend: Six Month Status Report

Kristy Bateman & Gina Rice

Background

October completed six months of operations at our newest location, The BookEnd. Six months have given us the opportunity to put our new service model to the test and provide staff and library members' time to adjust to a new space and a new way of doing things.

While a vast majority of the original layout and staffing model is unchanged, a few tweaks have been made to the collection and schedules. New Adult books were given more space and moved to a prominent location. Schedules were slightly adjusted to provide consistent coverage during open hours. One position that was vacated has been left unfilled and workload was adjusted with little impact.

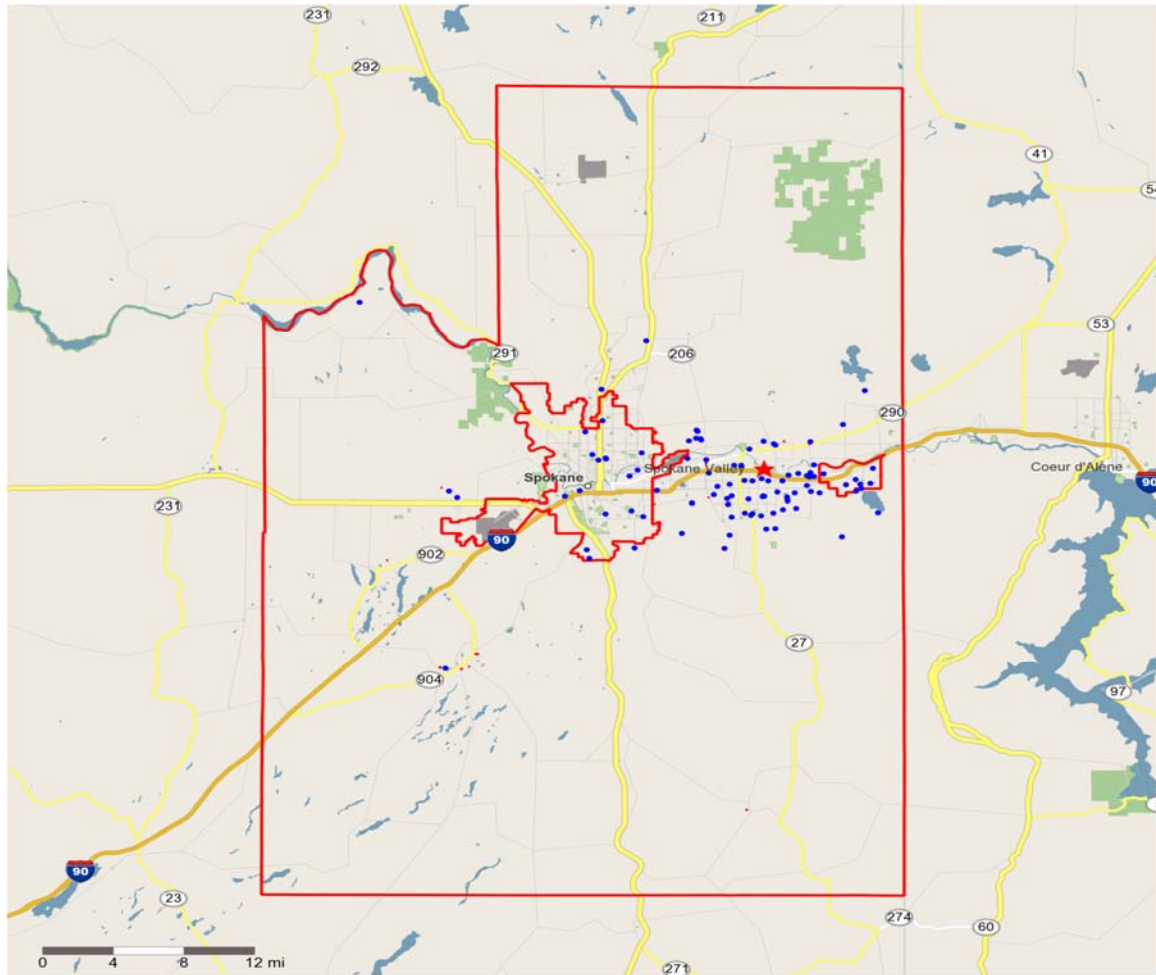
Overall, the public has expressed appreciation of the location and its services. Library Supervisor David Wyatt has shared a few observations from staff. Members have commented that The BookEnd is their favorite library and they love the bookstore feel. Members love the location as they are able to use the services while their children explore the Mall. Mall employees have been using the library before shifts and during breaks. On October 31, the door count was over 700 for the "Mall-o-ween" event and many parents asked about services. David also hosted high school classes from InTec—East Valley School District's project-based learning high school. Teachers and students walked to The BookEnd and 21 students signed up for library cards allowing them to access digital content in the classroom.

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

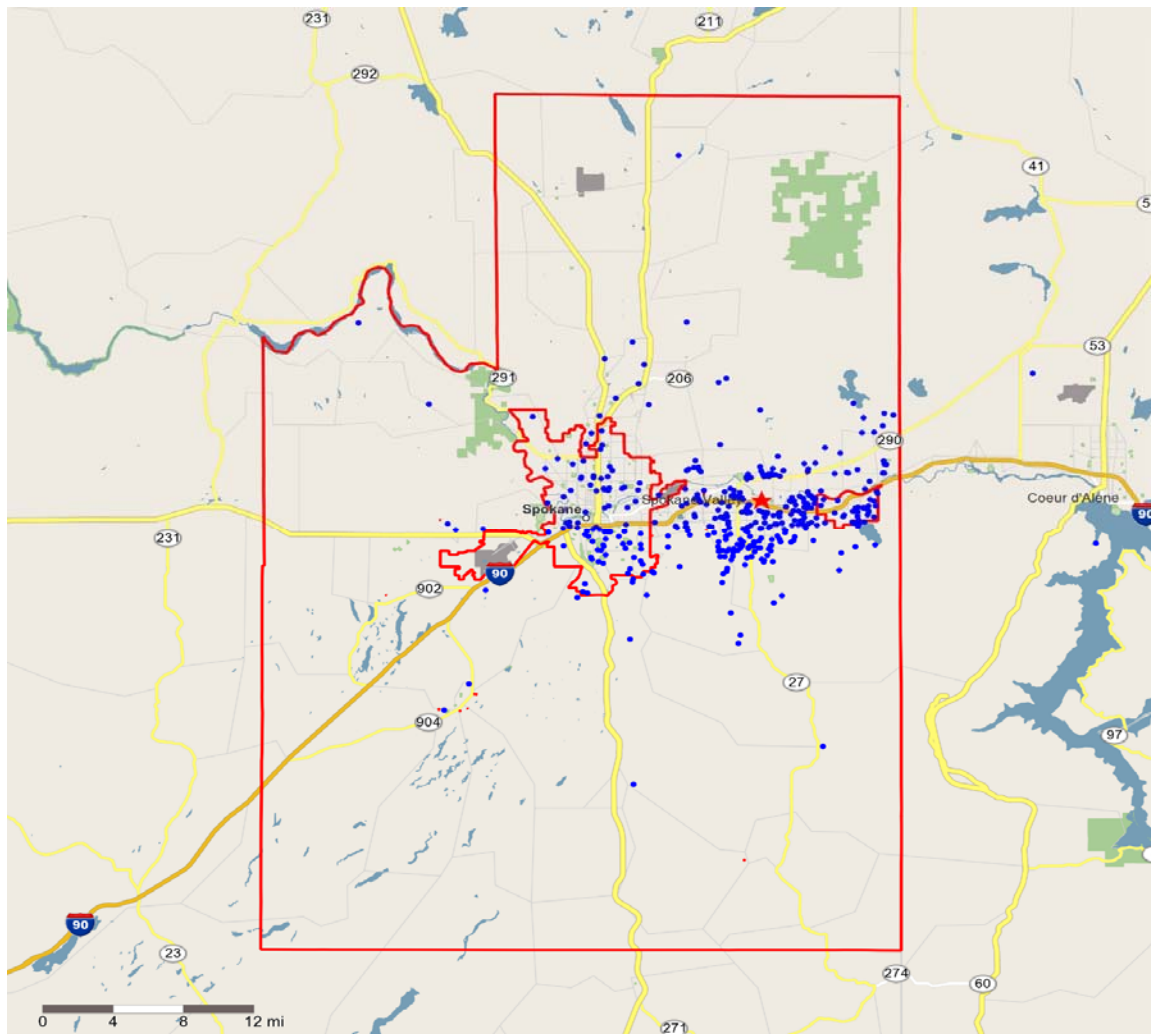
Card Distribution Growth

The maps below chart the growth of new cards during the first six months.

The first map shows cards issued in May 2017 and how they were distributed geographically. There were 106 new cards issued at 98 households. The red star is The BookEnd location and each blue dot represents a household location.



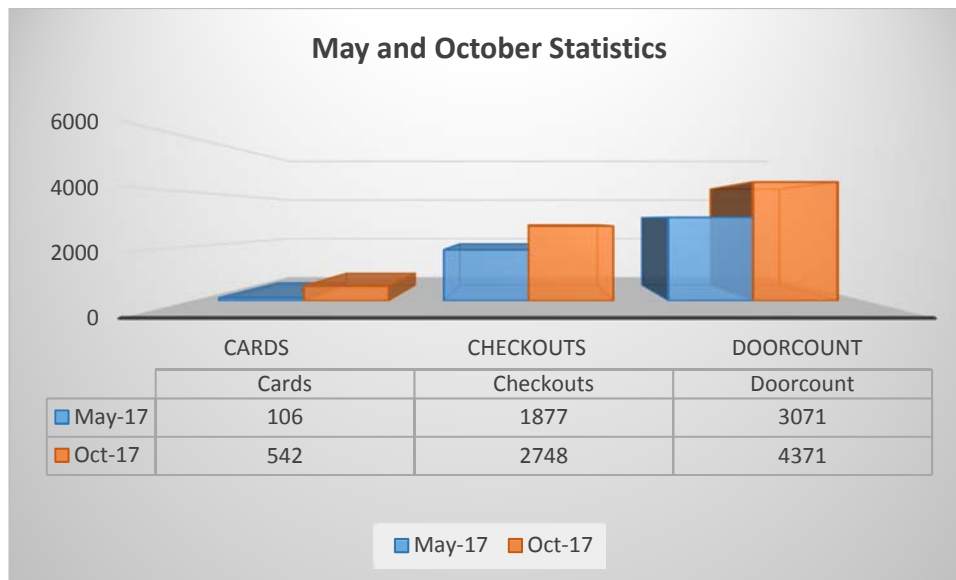
The second map, below, shows cards issued through October 2017; 542 card holders at 455 households, a 411% increase in card holders.



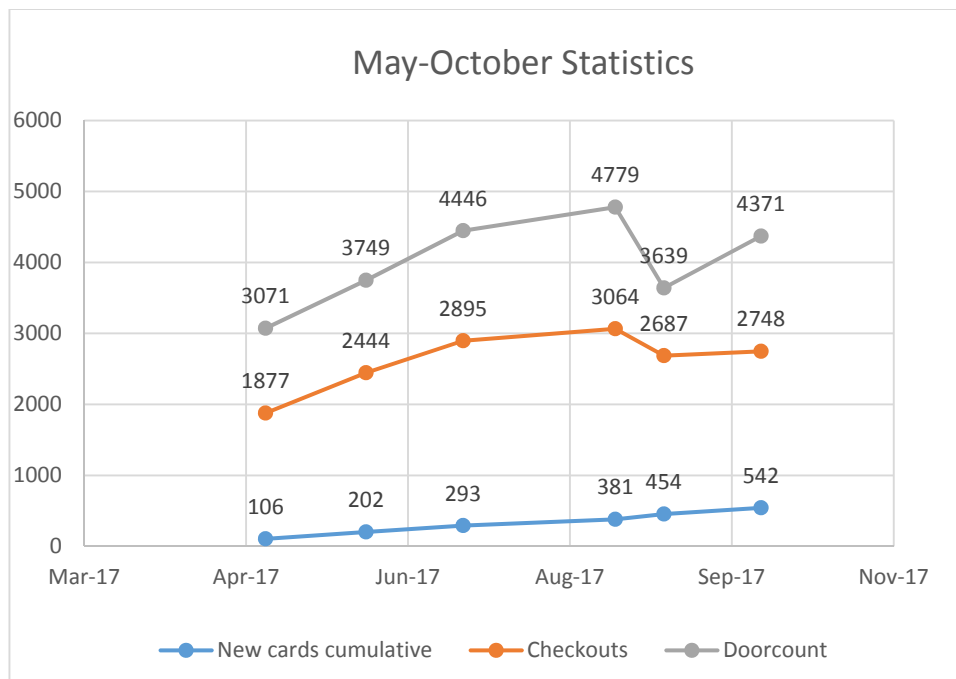
Usage Trends

The following graphs chart the growth of new cards, checkouts, and door count of The BookEnd during the first six months.

The first chart below compares statistics from the first month of operations to the sixth month. It highlights the growing number of members that use The BookEnd resulting in a comparative 46% increase in circulation and 42% in door count.



The chart below displays the growth over the six month period. The checkouts and door count are totals from each month. The new card figure is cumulative and new members are registering in each month. Usage over the six-month period demonstrates overall growth. The dip in September is a trend consistent with the rest of the District as customers shift activity patterns for fall with children returning to school.



PERSONNEL POLICY REVISIONS

BACKGROUND

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

Human Resources Director Toni Costa recommends the following revisions to Personnel Policy be approved:

- Forward to Staff – delete.
- Change all from Chapters to numbered HR Policy.
 - Chapter 2 – Hiring & Employment to HR2 Hiring & Employment.
 - Chapter 3 – Compensation – Wages & Salary to HR3 Compensation-Wages.
- HR2 – All Sections.
- HR3 – All Sections.
- HR5 – All Sections.

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

- Forward to Staff
 - Delete section, language moved to HR2, Section 2.01.
- HR2 Hiring & Employment
 - 2.01-Nature of Employment (new) adds language from the former "Forward to Staff" to the beginning of this policy.
 - 2.02-Delete section. This language is included in the Equal Employment policy.
 - 2.05-Move information on what is included on badge to procedure.
 - 2.06-Clarify what is included in personnel file, remove restriction on location of files, add language on who may access personnel files, change language regarding files of former employees, incorporate former section 2.10 into this section.
 - 2.07-restrict who may provide employment verification checks to Human Resources only.
 - 2.09-Add authorization for extension of Probation period to HR Director and outcome of not completing this period.
 - 2.10-Same as 2.09.
 - 2.18-Delete section.
 - 2.16-Update language to reflect definition of flextime.
 - 2.17-Add section, using language to reflect Alternate Work Schedule.
 - Add language at the end of policy that is consistent with other District policies and to state that changes in law will amend these policies and those laws will prevail over any personnel policy.
- HR3 Compensation-Wages
 - Throughout – update language to reflect terms used in new compensation plan.
 - 3.4-Move language from 3.17 Concurrence of Promotion & Anniversary Dates to this section.

- 3.14-Move language from 3.16 Anniversary Date – Promotion/Demotion/Reclassification to this section.
- 3.19-Delete section, this language is in the Travel Policy.
- 3.20-Remove language restricting when an employee may receive paid time to attend Board of Trustees meetings, to allow staff to attend (upon approval) as part of their monthly training and ongoing development.
- 3.21-Delete section, Business Office policy.
- 3.22-Delete section, language moved to HR5-Leave.
- Add language at the end of policy that is consistent with other District policies and to state that changes in law will amend these policies and those laws will prevail over any personnel policy.
- HR5 Leave
 - Throughout-update/add language to reflect state law regarding Sick leave and use of leave for family members.
 - 5.2-remove duplicate language regarding use of leave during Probation period. (HR2.09)
 - 5.3-add accrual of sick leave to all staff.
 - 5.4-delete section, continues as part of section 5.3 (consistent with format of section 5.2).
 - 5.5-restricts Shared Leave to those who have completed Probation and does not extend leave to temporary employees (less than 3 months).
 - 5.6-Update language from Worker's Compensation to Wage Replacement Benefits for clarity.
 - 5.7-Clarifies eligibility for Administrative leave to all staff.
 - 5.14-Corrects language regarding payment of benefits premiums while on unpaid leave longer than 30 days.
 - 5.16-Add section on Emergency Leave (from HR3.22).
 - Add language at the end of policy that is consistent with other District policies and to state that changes in law will amend these policies and those laws will prevail over any personnel policy.

Please note:**Content underlined = new, clarification or revised.****Strikeout = removed.**

Recommended Action: Board motion to approve revisions to Personnel Policy Forward to Staff, HR2, HR3 and HR5.



Spokane County Library District

~~FORWARD TO STAFF~~

~~NATURE OF EMPLOYMENT~~

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

~~Adopted by the Board of Trustees of the Spokane County Library District at a regular meeting on the 17th day of December, 1981. Revised 01/01/82, 04/21/83, 08/16/84, 06/20/85, 02/20/86, 05/15/86, 06/16/88, 09/19/91, 06/16/94, 09/21/95, 10/19/95, 03/19/96, 06/20/96, 08/15/96, 05/15/97, 07/17/01, 03/15/05, 12/18/07, 10/19/10~~

SPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR2 – Hiring and Employment**APPROVAL DATE: 01/01/1982REVISION DATE: 11/21/2017**Purpose**

To set forth the District's policies for the recruitment and hiring of all employees.

Scope

Applies to all District employees

CHAPTER 2: — HIRING AND EMPLOYMENT

Orig Date: 01/01/82

— Latest Revision: 10/18/16

2.01 Executive Director Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

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

2.02 — Prohibition of Discrimination

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

2.032 Authorization to Work in the United States

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

2.043 Hire Reporting Requirements

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

2.054 Background Check

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

A conditional offer of employment may be made, contingent upon the results of the background inquiry.

A more in depth background review may be conducted for positions having access to confidential or sensitive information, or access to the District's information technology or financial resources.

The District will pay any fees associated with completing a background inquiry.

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

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

2.06 Hiring Procedure

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

2.07 Nature of Employment

~~All employees of the Spokane County Library District are hired for an indefinite period of time. The District may terminate the relationship at any time at its discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to these policies.~~

2.085 Identification Badges

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

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

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

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

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

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

ID badges must be surrendered upon termination of employment.

2.096 Access to Personnel Files

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

Personnel files shall be kept in the District's Human Resources Office. Access to personnel files is restricted to the employee, the employee's supervisor, the ~~Chief Human Resources Officer~~ Director, the Executive Director, or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

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

An employee may request ~~and obtain~~ photocopies of his/her their personnel file contents from the ~~Chief Human Resources Officer~~ Director or designee. Photocopying ~~must~~ will be done by authorized Human Resources staff. ~~If it is not possible to photocopy requested items at the time of the request, they should~~ Photocopy requests will be provided to the employee be available within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

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

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

~~Inactive personnel files are not immediately accessible. With prior notice, a f~~Former employees may examine his/her request a copy of their file in the Human Resources Office during regular office hours with a Human Resources staff member present. Files may be examined only in the Human Resources Office, unless another administrative office's location is authorized, and only in the presence of authorized staff. through the Public Records Request process.

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

~~2.10~~ — Medical Information/Background Investigation

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

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

~~2.1107~~ Employment Verifications/Reference Checks

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

~~Reference inquiries will be managed as indicated below.~~

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

~~Reference Checks and Verification of Employment. The Chief Human Resources Officer or designee~~ The District will respond to requests to verify dates of employment, job title and duties, and salary only.

If other information is requested, the requesting agency will be ~~advised~~ required to submit a ~~written request, which must include a signed authorization from the employee to release the requested information. Reference information provided shall be limited to factual, documented information.~~

A log of reference checks and employment verification inquiries will be retained in the personnel file of the ~~individual employee or former employee~~ and will include:

~~Employee name.~~

~~Date of request.~~

~~Name of person, organization, and telephone number requesting information.~~

~~Verification of s~~ Signed employee authorization and/or reference instruction forms for release of additional information and a summary of the information released.

~~Summary of information provided if more than date of employment, position held, last salary.~~

~~Initials of individual providing the information.~~

~~2.1208~~ Government and Other Official Inquiries and Public Records Act Requests.

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

2.4309 Probation Period

The Probation period is the six (6) month evaluation period following initial hiring by the District ~~and is the final step of the hiring process.~~ Under special circumstances, the Probation period may be extended for up to six (6) additional months upon approval by the Chief Human Resources Officer. If a new employee does not successfully complete the Probation period, they will be separated from service with District.

A new employee may not use accrued vacation leave until successful completion of the Probation period. ~~In addition, during the Probation period, a new employee may not take a leave of absence except as approved by the employee's manager or Executive Director, or in the case of the Executive Director, by the Board of Trustees.~~ If a leave of absence Leave without Pay (LWOP) is approved taken during this initial employment period, the Probation period shall be extended by the length of the ~~leave of absence~~ LWOP.

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

2.4410 Trial Service Period

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived, at the recommendation of the ~~Chief Human Resources Officer~~ Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service period, they may be returned to their former position, if available, or be separated from service with District.

~~A current employee serving a Trial Service Period is eligible to use accrued vacation leave and/or request a leave of absence.~~

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

2.4511 Acting Appointment

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

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

An employee temporarily assigned to a position with a higher classification, or different job title, in an acting appointment shall continue to have regular performance reviews at 2 and 6 months meetings with their supervisor.

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

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

2.4612 Temporary Employment

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

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

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

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

~~A temporary employee hired for 3-6 months in a 20-40 hour per week position may:~~

~~Accrue and use sick leave.~~

~~Be eligible for holiday leave.~~

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

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

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

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

2.1713 Transfers

An regular employee may request a transfer to an available vacant position in with the same classification and salary grade band as that currently held; i.e., a lateral transfer.

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

2.18 Promotions

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

A current employee receiving a promotion shall serve a trial period as provided in section 2.14 of this Manual.

2.1914 Demotions

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

A change in duties requiring a downward reclassification.

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

Voluntary Demotion - An employee may request to be assigned to a position at a lower salary band. An employee who voluntarily demotes will retain regular employment status will not be required to serve a Trial Service Period.

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee ~~se~~ who is involuntarily demoted retains shall retain regular employment status and is will not be required to serve a Trial Service Period.

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

2.2015 Employment of Immediate Family Members

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

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

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

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

When one party would be responsible for auditing the work of the other; or

When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

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

2.2416 Flextime

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

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

Workweek. The established workweek for the District begins at 12:00 am on Sunday and ends at 11:59pm on the following Saturday. Employees are responsible for working their assigned hours each week, unless on approved leave. Hourly nonexempt employees are not authorized to work more than forty hours in any week unless they are approved for overtime.

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

Approval. Employees must obtain prior approval from a supervisor before working a flexible work schedule. ~~Flextime is extended as a privilege, the continuation of which depends on employee's meeting all performance expectations while on the new schedule. The manager/supervisor must approve flexible schedules, including any schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library.~~ Flextime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not performing adequately meeting expectations or the employee's flextime ~~does not suit~~ no longer meets the needs of the position, the department, or the library.

An employee request to work a flexible schedule may be denied at the sole discretion of the District. Flexible schedule requests will not be denied without explanation of the reason.

Failure to meet expectations while working a flextime schedule once it is approved may result in either assignment to the department/library's normal working hours or disciplinary action up to and including dismissal.

2.17 Alternate Work Schedules

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

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

Workweek. The established workweek for the District begins at 12:00 am on Sunday and ends at 11:59pm on the following Saturday. Employees are responsible for working their approved schedule each week, unless on approved leave.

Eligibility. Alternate schedules are not appropriate or feasible for all positions, libraries, or departments. Eligibility will depend upon an assessment of whether an employee's proposed work schedule would enable the employee to fully meet coverage needs and employee expectations. Employees in the trial period are required to work during the standard hours for the department or library.

Approval. Employees must obtain prior approval from a supervisor before working an alternate work schedule. The manager/supervisor must review any schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library.

Alternate work schedule arrangements may be revoked at any time if an employee's supervisor determines that an employee is not meeting expectations or the schedule no longer meets the needs of the position, the department, or the library.

2.2218 Job Sharing

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

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

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

Approval. ~~Job sharing is extended as a privilege, the continuation of which depends on the employees meeting all job expectations. The manager/supervisor must approve~~ will review schedule changes, the frequency with which employees can change schedules and the coordination of schedules. The job sharing arrangement may be modified or terminated at the discretion of management if, in management's opinion, employees are not ~~performing~~

~~adequately meeting expectations~~ or the arrangement ~~no longer suits~~ ~~does not suit~~ the position, the department, or the library.

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

SPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR3 – Compensation: Wages**APPROVAL DATE: 01/01/1982REVISION DATE: 11/21/2017**Purpose**To set forth the District's policies for the compensation of all employees.**Scope**Applies to all District employees**CHAPTER 3: — C O M P E N S A T I O N: W A G E S A N D S A L A R Y**Orig Date: 01/01/82Latest Revision: 10/18/16**Classification and Salary Plan****3.1 *Classification and Salary Plan***

~~There are two major components of an employee's total compensation, salaries and benefits (see Chapter 4 for benefits information). For salaries and wages, t~~The District maintains an Employee Classification and Salary Plan designed to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District. It is the policy of the District to strive to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

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

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

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.

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

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

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 ~~into the appropriate salary grade~~. Requests for review and reclassification may be initiated by the Employee, Supervisor, or Management.

The Executive Director has final approval authority for reclassification requests.

3.3 Starting Salary

New employees ~~will be~~ are typically hired at ~~STEP A the first step of the appropriate salary grade band~~. However, with prior approval of the Executive Director, a A hiring supervisor/manager may request that a new employee may be hired placed at a higher step within the band above STEP A 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.

3.4 Step Increases

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

3.5 Specialty Pay

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

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

3.6 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 of ~~at least five percent (5%) equivalent to at least one step, or Step F, whichever applies~~, not to exceed the top step of the salary range band.

3.7 Demotions

Voluntary demotion

When an employee voluntarily demotes, the employee's salary will be changed to the step in the lower salary grade band which represents a minimum of a five percent (5%) decrease in salary—a decrease in salary equivalent to at least one step, not to exceed the top step of the salary range band.

Involuntary demotion

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

~~In either case, an employee's salary may not exceed the top step in the new position's assigned salary band.~~

3.8 *Reclassifications*

When a position is reclassified upward, the employee's salary shall be placed at the ~~same~~ step of the corresponding salary ~~grade~~ band which results in a salary increase of at least ~~five percent (5%)~~ one step, not to exceed the top step of the salary range. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the 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. ~~frozen~~ 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 ~~downgraded~~ reclassified position has increased to an amount greater than the employee's existing salary.

~~In either case, an employee's salary may not exceed the top step in the positions' assigned salary band.~~

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

3.9 *Acting Appointment*

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

3.10 *Fair Labor Standards Act (FLSA) Exempt Employees*

An exempt employee who is considered exempt from the provisions of the FLSA is typically paid ~~on a salary basis. The employee regularly~~ 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 ~~except as does not jeopardize the employee's exempt status under federal and state law.~~ Accrued sick or vacation leave may be used for absences of a day

or more. Exempt employees will not have their salaries reduced be required to use leave for less than a full day's absence.

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

3.11 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 ~~Fair Labor Standards Act~~ (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid ~~bi~~ 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.

3.12 Overtime

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

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 hourly rate. ~~Part-time employees will be compensated for time worked over their regularly scheduled hours, up to forty (40) hours per week at straight time.~~
- b. 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. Consequently, an employee could be compensated for more than forty (40) hours per workweek at the regular hourly rate.

3.13 Salary Adjustments

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

The District ~~will~~ may consider the ~~August CPI-W, other a number of relevant~~ economic factors, including the August CPI-W cost of the employee's total compensation package, and the District's financial position when determining an any annual salary cost of living adjustment (COLA) amount. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

3.14 Anniversary Date

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

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

3.15 Anniversary Date - Leave without Pay

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

Leave without pay of one pay period or less – no change to the anniversary date.

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

3.16 Anniversary Date - Promotion/Demotion/Reclassification

~~3.17 Concurrence of Promotion & Anniversary Date~~

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

3.18 Work-Related Travel Time

~~Each employee is expected to travel to and from their regularly assigned worksite for a normal workday and workweek with no payment for travel. Other Other work-related travel outside of an employee's regular commute approved by the manager shall be compensated as follows:~~

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

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

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

~~3.19 Reimbursement for Work-Related Travel~~

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

3.20 Approved Meeting, Conference, Workshop Time

Approved attendance at a ~~required~~ meeting, conference, workshop, etc., is considered an employee's work time 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 for meal times will be compensated.

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

~~For FLSA Exempt employees, approved attendance at meetings, conferences, workshops, etc., inside or outside the District, as well as associated travel, is considered work time.~~

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

~~3.21 Job Related Out-of-Pocket Expenses~~

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

~~3.22 Emergency Closure~~

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

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

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

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

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

SPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR5 – Leave**APPROVAL DATE: 01/01/1982REVISION DATE: 11/21/2017**Purpose**To set forth the District's policies for the accrual and use of leave for all employees.**Scope**Applies to all District employees**CHAPTER 5: LEAVE**Orig Date: 01/01/82Latest Revision: 10/18/16**Eligibility**

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

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

5.1 ~~Holidays~~ Holiday Leave

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

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

When an observed holiday falls on an employee's ~~normal~~ scheduled day off, compensated holiday hours, ~~up to the amount allowed for a designated holiday~~, may be taken by the employee on another day within the pay period in which the holiday falls.

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

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

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

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

Designation of Holidays

Holidays designated by the Board of Trustees are:

NEW YEAR'S DAY	January 1
MARTIN LUTHER KING JR DAY	January - third Monday
PRESIDENTS' DAY	February - third Monday
MEMORIAL DAY	May - last Monday
INDEPENDENCE DAY	July 4
LABOR DAY	September - first Monday
VETERANS DAY	November 11
THANKSGIVING DAY	November - fourth Thursday
DAY AFTER THANKSGIVING	November - Friday after fourth Thursday
CHRISTMAS EVE DAY	December 24
CHRISTMAS DAY	December 25

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE ~~Unpaid Holidays: 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."~~

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 as far in advance as is practicable. The employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations or impose an undue hardship. The unpaid holiday leave shall not be deemed approved unless it has been authorized in writing by the employee's supervisor.

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

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

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

5.2 Vacation Leave

Employees may use accrued vacation leave following the satisfactory completion of the Probation period. 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.

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

Vacation leave may be used to care for a sick minor child with a routine illness, for a spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition or for a sick adult child who is incapable of self-care because of a physical or mental disability.

Eligible employees who are in pay status for fifty percent or more of a payroll period shall be credited with the following vacation leave accruals:

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

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

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

Vacation Leave balances will carry over from one calendar year to year the next, up to a maximum of ~~However, no more than 240 hours of vacation leave may be carried over from one calendar year to the next.~~ 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.

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

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.

When an employee is promoted, demoted, or reclassified, the date used for vacation accrual will remain ~~the employee's hire date as above.~~ If an employee moves to a position with a different accrual rate, the accrual rate will be adjusted appropriately effective as of that date.

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

Allowance

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

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

Vacation Leave Cash Out Final Compensation

1. 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.
2. New employees who separate from employment for any reason before the ~~expiration~~ successful completion of their Probation period will not be compensated for any accrued vacation leave.

5.3 Sick Leave

~~Eligible~~ All employees will accrue sick leave and may maintain up to 960 hours of sick leave.

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

Part-time employees ~~working at least twenty (20) hours per week~~ will have their sick leave prorated based on the actual number of hours in a pay status in the pay period, 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. Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess leave to vacation leave or leave without pay (LWOP).

General Sick Leave Rules

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

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

- Injury, illness, or medical care of the employee.
- To care for a sick minor child with a routine illness, for a spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition or for a sick adult child who is incapable of self-care because of a physical or mental disability.

- ~~Injury, illness, or medical care of the employee's immediate family members. (See Definitions for qualifying family members).~~
- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state-registered domestic partner to attend to their spouse or domestic partner, and/or children, while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.

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

- The employee has missed three or more consecutive work days due to illness or injury.
- ~~The employee has missed three or more work days in a calendar month due to illness or injury.~~
- The employee requests sick leave to care for ~~a~~ an immediate family member as referenced above.
- There is a pattern of sick leave usage in terms of the time and frequency of use.

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

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

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

5.4 Sick Leave Cash Out

When an employee separates from the District, accrued sick leave, up to a maximum of 960 hours, may be cashed out as follows. To be eligible for sick leave cash out, an employee must ~~have a minimum of three (3) years paid Library District employment preceding separation, and~~ meet the following conditions:

- ~~A~~ The minimum sick leave eligible, employment period of at least three (3) years which was continuous and unbroken by resignation, termination or retirement. An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.
- ~~The employee was eligible for leave under this policy during the entire three (3) year period.~~

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

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

5.5 ***Shared Sick Leave***

Shared Leave is available to all District employees who have successfully completed their Probation period. Temporary employees (less than three (3) months) are not eligible for Shared Leave.

~~The District understands that occasionally employees are faced with health issues that may require them to exhaust all available paid leave. In order to relieve some of the burden that an unpaid leave of absence may have, the District has established a shared leave program. An employee who is suffering from a severe, extraordinary or life threatening illness, injury, or condition that results in an extended absence from work, and would cause the employee to take leave without pay, or is not eligible for paid leave, may participate in the shared leave program.~~

Shared leave may also be used to care for a sick minor child, spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition or for a sick adult child who is incapable of self-care because of a physical or mental disability.

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

An employee may ~~request~~ be eligible for Shared Leave under the following conditions:

- The employee is not eligible for ~~time loss compensation wage replacement benefits due to a workplace injury~~ under RCW 51.32. If a time loss claim such benefits are approved at a later time, ~~all~~ any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee or family member (as defined above) is suffering from a severe, extraordinary or life-threatening illness, injury or condition that will cause the employee to take leave without pay (LWOP) for at least one full pay period before being able to return to work.
- The employee must submit a request for Shared Leave to the Human Resources Department accompanied by a medical certification by a health care provider verifying the employee's condition and the expected duration of the condition need for leave. The Executive Director has final approval authority for Shared Leave requests. If the request is approved, Human Resources will notify eligible employees of the request ~~and will make a Shared Leave donation form available.~~
- ~~Leave is transferred on an hour-for-hour basis, regardless of the pay level of the donor or recipient.~~
- ~~Donations of sick leave must be made in one-hour increments. All donated leave must be given voluntarily. An employee donating sick leave pursuant to this policy shall relinquish all rights, interest or benefits derived from such sick leave. No employee shall be coerced, threatened, intimidated or financially induced into donating leave for purposes of this benefit. The donating employee should weigh the potential consequences of their donation against anticipated need.~~
- The names of those who donated sick leave will be kept confidential.
- ~~The donated sick leave will be deducted from each participant's leave balance and will be credited to the requesting employee as shared sick leave.~~
- ~~Any unused donated sick leave will be returned to the donating employees on a prorated basis.~~
- Use of Shared Leave will be limited to a maximum of 12 weeks per calendar year per employee, based on the employee's regularly scheduled hours per week. The maximum

of 12 weeks leave shall include all accrued paid leave taken for the condition (sick, vacation, holiday(s) and donated sick-leave allotments).

- Employees may not donate more than 40 hours of sick leave in any calendar year, and must maintain a balance of at least 60 hours of sick leave following the donation. This These requirements shall be prorated for part-time employees.
- Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient pursuant to WAC 415-108-468.

5.6 Worker's Compensation Wage Replacement Benefits (Time-Loss)

~~Employees are responsible for reporting workplace injuries in accordance with state law.~~

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

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

~~Once If Labor and Industries (L&I) has made a determination that the~~ approves the employee's claim benefit is valid, employees have may choose one of the following options:

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

~~Once the employee exhausts all available paid leaves, then he/she shall be placed on Leave without Pay.~~

5.7 Administrative Leave

Administrative leave is available to all District employees.

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

5.8 Bereavement Leave

Bereavement leave is available to all District employees.

Paid bereavement leave may be taken by employees for the death of an immediate family member. Employees may be allowed up to four consecutive calendar days (regularly scheduled

hours) of bereavement leave per occurrence, subject to the approval of their supervisor. Documentation may be required, at the discretion of the supervisor.

Bereavement Leave may be:

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

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

5.9 Court-Related Leave

Eligible employees absent from duty when called upon to serve as a juror or as a witness for the District in their official capacity in any federal, state, or local court of law shall not suffer a loss of pay.

Court-related Leave is 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 work day.

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

Employees ~~must~~ 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 jury duty~~ 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.

5.10 Military Leave

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

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

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

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

5.11 Washington State Family Military Leave

The District will comply with Washington's Family Military Leave (RCW 49.77). Employees who work twenty (20) or more hours per week are eligible for WFML.

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

Employees may ~~substitute use~~ accrued vacation leave for this type of absence, as applicable ~~unpaid leave if available.~~

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

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

5.12 Leave for Victims of Domestic Violence

The District will comply with the Washington State Domestic Violence Leave law (RCW 49.76). Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable leave from work to take care of legal or law enforcement needs, seek treatment for physical and/or mental health treatment injuries, obtain services from a shelter or social services program, obtain mental health counseling, participate in safety planning, relocate, or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim seek treatment or obtain help and services. ~~Employees may take reasonable leave from work, or work on a reduced schedule for specific activities related to themselves or a family member being a victim of domestic violence, sexual assault or stalking. The employee may choose to use paid or unpaid leave in order to:~~

~~Seek legal or law enforcement assistance or remedies to ensure health and safety of the employee or the employee's family members.~~

~~Seek treatment by a health care provider for physical or mental injuries, or to attend to health care treatment for a victim who is a member of the employee's family.~~

~~Obtain, or assist a family member in obtaining, services from social services programs.~~

~~Obtain, or assist a family member in obtaining, mental health counseling.~~

~~Take actions to increase the safety of the employee or the employee's family members, specifically including relocation (temporary or permanent) and participation in safety planning.~~

Employees must should give as much advance notice for the need for leave as if possible.

~~Leave requests must be supported with one or more of the following~~ 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

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 with whom the employee is dating.

5.13 ~~Rest Periods & Meal Breaks~~

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

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

5.14 *Leave without Pay*

The Executive Director may approve up to twelve (12) months of leave without pay (LWOP).

Leave without pay may be considered for unusual circumstances requiring an absence.

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

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

An employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick leave prior to taking LWOP. 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, 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). ~~Eligible employees will be responsible for group health and life insurance premiums, unless otherwise required by state or federal law. Premium payments must be made to the District by the first of the month. Insurance benefits may be terminated if there is failure to pay premiums within thirty (30) days of the due date.~~

At the end of leave without pay, the employee may be allowed to return to either ~~his/her~~ their original position, or ~~the next to an~~ 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 and any applicable state or federal laws.

An employee returning from LWOP may be eligible for a special enrollment period for health benefits, if the leave was for a period of longer than 30 days and group benefits were terminated. The Human Resources Department shall be responsible for notifying employees so affected.

5.15 Federal & State Family and Medical Leave Acts (~~Federal and State~~)

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

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

~~Paid leave time will run concurrently with an employee's FMLA entitlement, before using leave without pay. See Section 5.14, Leave Without Pay.~~

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

For purposes of this policy, the following definitions apply:

- **Child:** Will include a biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing in loco parentis (i.e., in place of a parent), who is under 18, or older than 18 if incapable of self-care because of a mental or physical disability.
- **Parent:** Biological, adoptive, or step-parent, or individual who stood in loco parentis to an employee when the employee was a child.
- ~~• **Serious health condition:** Includes an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider or involves a period of incapacity requiring three (3) or more days' absence from work and necessitates continuing treatment by a health care provider or any period of incapacity due to pregnancy or prenatal care.~~
- ~~• **Rolling 12-month period:** To determine an eligible employee's 12-week FMLA leave entitlement, the District uses a "rolling" 12-month period measured backward from the date leave is to begin. Thereafter, each time an employee takes Family (Medical) Leave Act leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.~~

Registered domestic partner refers to same sex couple, or heterosexual couple with at least one partner aged 62 or older, who are registered with the Washington State Office of the Secretary of State in Olympia.

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

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

~~The FMLA may run concurrently with other state leave statutes such as Worker's Compensation, Pregnancy Disability Leave, FLA, or Family Care Act Leave.~~

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

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

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

Qualifying Exigency Leave.

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

Military Caregiver Leave.

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

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

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

Continuation of Pay and Benefits while on FMLA

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

5.16 — Use of Accrued Leave to Care for Ill Family Member

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

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

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

- ~~• Requiring an overnight stay in a hospital or other medical care facility.~~
- ~~• Resulting in a period of incapacity or treatment or recovery following inpatient care.~~
- ~~• Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities.~~
- ~~• Involving an emergency (i.e., demanding immediate action).~~

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

5.16 Emergency Leave

The Executive Director or their designee has sole authority to determine closures due to emergency circumstances.

If all District buildings are closed, employees will be paid for the hours they were scheduled during the closure, up to a maximum of three days.

If some facilities are closed and others open, staff may be temporarily assigned to another location. If this is not possible, regularly scheduled employees will be paid for the hours they were scheduled during the closure, up to a maximum of three days.

When employees are reassigned, they may either report to the temporary assignment or request approval to use paid leave.

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

POLICY: HR2 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/21/2017

Purpose

To set forth the District's policies for the recruitment and hiring of all employees.

Scope

Applies to all District employees

2.01 Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy. The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

2.02 Authorization to Work in the United States

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

2.03 Hire Reporting Requirements

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

2.04 Background Check

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

A conditional offer of employment may be made, contingent upon the results of the background inquiry.

A more in-depth background review may be conducted for positions having access to confidential or sensitive information, or access to the District's information technology or financial resources.

The District will pay any fees associated with completing a background inquiry.

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

2.05 Identification Badges

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

ID badges must be surrendered upon termination of employment.

2.06 Access to Personnel Files

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

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director, the Executive Director, or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

With prior notice, an employee may examine their file during regular office hours with a Human Resources staff member present.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

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

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

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

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

2.07 Employment Verifications/Reference Checks

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

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

- The District will respond to requests to verify dates of employment, job title and duties, and salary only.
- If other information is requested, the requesting agency will be required to submit a signed authorization from the employee to release the requested information.

- A log of reference checks and employment verification inquiries will be retained in the personnel file of the employee and will include:
 - Date of request.
 - Name of person, organization, and telephone number requesting information.
 - Signed employee authorization for release of additional information and a summary of the information released.
 - Initials of individual providing the information.

2.08 Government and Other Official Inquiries and Public Records Act Requests.

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or the Executive Director for review and handling.

2.09 Probation Period

The Probation period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the Probation period may be extended for up to six (6) additional months upon approval by the Human Resources Director. If a new employee does not successfully complete the Probation period, they will be separated from service with District.

A new employee may not use vacation leave until successful completion of the Probation period. If Leave without Pay (LWOP) is taken during this initial employment period, the Probation period shall be extended by the length of the LWOP.

Upon successful completion of the Probation period, the employee will move to Regular status.

2.10 Trial Service Period

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived, at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service period, they may be returned to their former position, if available, or be separated from service with District.

Upon successful completion of the Trial Service period, the employee will move to regular status.

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

2.13 Transfers

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

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

2.14 Demotions

Voluntary Demotion - An employee may request to be assigned to a position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and will not be required to serve a Trial Service Period.

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and will not be required to serve a Trial Service Period.

2.15 Employment of Immediate Family Members

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee under the following situations:

- When one party would have authority to supervise, promote, terminate or discipline the other.
- When one party would handle confidential material regarding the other that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other; or
- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.
- For purpose of this policy, immediate family members include: spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, or other members of an employee's immediate household.

2.16 Flextime

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

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

Workweek. The established workweek for the District begins at 12:00 am on Sunday and ends at 11:59pm on the following Saturday. Employees are responsible for working their assigned hours each week, unless on approved leave. Hourly nonexempt employees are not authorized to work more than forty hours in any week unless they are approved for overtime.

Eligibility. Flextime is not appropriate or feasible for all positions. Eligibility for flextime should depend upon an assessment of whether working a flexible schedule would enable the employee to continue to fully meet expectations. Employees in the trial period are required to work during the standard hours for the department or library.

Approval. Employees must obtain prior approval from a supervisor before working a flexible work schedule. Flextime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not meeting expectations or the employee's flextime no longer meets the needs of the position, the department, or the library.

An employee request to work a flexible schedule may be denied at the sole discretion of the District. Flexible schedule requests will not be denied without explanation of the reason.

Failure to meet expectations while working a flextime schedule once it is approved may result in either assignment to the department/library's normal working hours or disciplinary action up to and including dismissal.

2.17 Alternate Work Schedules

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

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

Workweek. The established workweek for the District begins at 12:00 am on Sunday and ends at 11:59pm on the following Saturday. Employees are responsible for working their approved schedule each week, unless on approved leave.

Eligibility. Alternate schedules are not appropriate or feasible for all positions, libraries, or departments. Eligibility will depend upon an assessment of whether an employee's proposed work schedule would enable the employee to fully meet coverage needs and employee expectations. Employees in the trial period are required to work during the standard hours for the department or library.

Approval. Employees must obtain prior approval from a supervisor before working an alternate work schedule. The manager/supervisor must review any schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library.

Alternate work schedule arrangements may be revoked at any time if an employee's supervisor determines that an employee is not meeting expectations or the schedule no longer meets the needs of the position, the department, or the library.

2.18 Job Sharing

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

The manager/supervisor will review the request for job sharing, including each employee's proposed work schedule. Each employee is responsible for working their assigned hours unless on approved leave.

Eligibility. Job sharing is not appropriate or feasible for all positions, libraries, or departments. Employee eligibility for job sharing will depend, in part, upon an assessment of whether the employees' proposed work schedules would enable the employees to fully meet expectations.

Approval. The manager/supervisor will review schedule changes, the frequency with which employees can change schedules and the coordination of schedules. The job sharing arrangement may be modified or terminated at the discretion of management if, in management's opinion, employees are not meeting expectations or the arrangement no longer meets the needs of the position, the department, or the library.

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

OVERVIEW EDUCATION AND ENRICHMENT

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

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER-JANUARY 2018***December 19, 2017: Argonne (4:00 p.m.)***

- Member Privileges and Responsibilities Policy
- 2018 Budget
 1. Adopting a 2018 Final Budget (Resolution No. 17-0_): Approval Recommendation.
- 2017 Work Plan—Year in Review
- 2018 Work Plan
- 2018 Meeting Schedule/Locations/Overviews and Policies Review: Approval Recommendation.
- 2018 Board of Trustees' Officers Election: Approval Recommendation.
- Holiday Gathering
- Overview Early Learning

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Dec. 5, for inclusion in the preliminary agenda to be sent Dec. 6. Meeting packets will be mailed Dec. 13.

January 16, 2018: Moran Prairie - Tentative (4:00 p.m.)

- Public Records Policy
- Volunteer Program Policy
- Overview – Public Employees Retirement System (PERS)

SPECIAL MEETINGS/ACTIVITIES2018**TBD**

WLA Library Legislative Day, Olympia, WA

Apr 28

Friends Helping Friends Annual Meeting, 9-Noon, location TBD

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2017

Business Office, Finance and Facilities – Rick Knorr

Annual Audit

The State Auditor's Office (SAO) conducted an exit conference on Thursday, Nov. 2, the last step in its 2015 and 2016 annual audit, and then followed with the formal posting of audit reports on the SAO website Nov. 9. The District received "clean" opinions on both its accountability (or compliance) audit and financial audit. To quote the exit document: "This is the 10th consecutive audit the District has received unmodified opinions on our financial statements and 7th consecutive accountability audit with no reportable issues."

The SAO did provide three exit recommendations (exit recommendations are the lowest level of comments issued), which are explained and were responded to as follows:

1. The District has in practice used the 20-day open period immediately after year-end to record late arriving expenses in the final financial statement. This is a feature that only applies to cash-basis entities. During the audit, further analysis of our specific relationship with Spokane County (as Treasurer) determined that we were not eligible to use the open period because the county itself does not use it. The SAO recommendation was to discontinue the practice going forward. Beginning in 2018, the District will no longer use an additional open period at year-end.
2. The District should deposit cash receipts within 24 hours or approve a policy for less frequent deposits. The District currently requires weekly deposits for most libraries, and monthly for its three libraries with the least amount of cash collections. The District's current finance policy does not include a deposit frequency statement; instead the District has the equivalent comment in the cash-handling procedure. We plan to elevate the applicable requirements from procedure to policy at the next scheduled Financial Management policy review and update.
3. The District should approve a policy for food and light refreshments for District meetings or events. Again, the District has limited mention of this in procedure and no mention in policy. We intend to add such a clause to the Financial Management policy at the next scheduled review.

2018 Budget

Please see the separate background information regarding the 2018 budget resolutions and related documents that will be presented at the meeting.

Capital Projects Fund

We have received the closing documents from the general contractor for the North Spokane remodel project and hope to issue a final retainage payment by month's end.

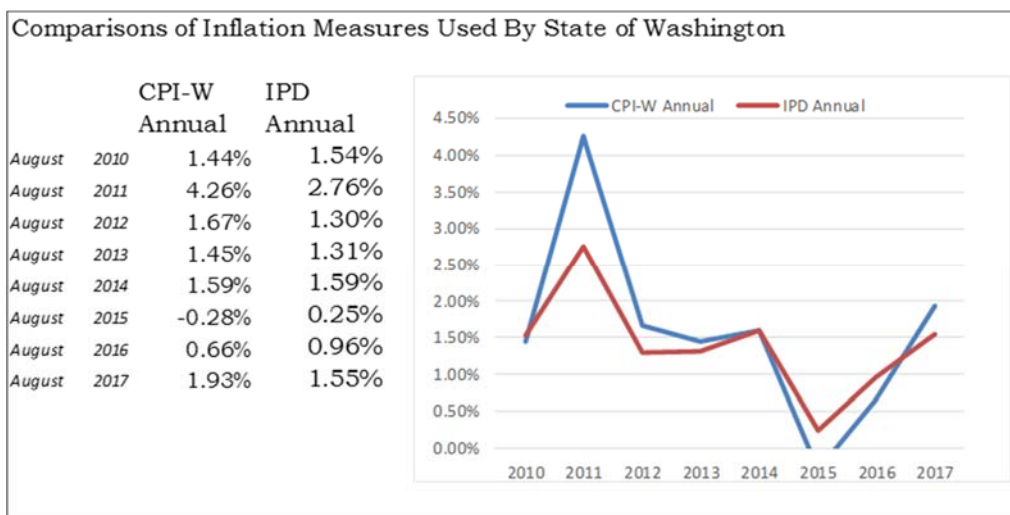
General Fund

Total expenses through 10 months of the year are \$9,702,932, which is 79.7% of budget, or approximately 3.3% less than the target of 83.3%. Among other things, this allows us to report we have been able to successfully absorb the partial year of The BookEnd operations as planned.

We received the bulk of the second-half property tax collections at the end of October. The District now reports 6.1 months of cash on hand at end of October.

Inflation Index Comparisons

As follow up to a question from the Trustees at their October meeting, the state of Washington cites two different measures of inflation in the laws and regulations that apply to the District during its budget formulation exercise. RCW 49.46.020 requires that the minimum wage shall be adjusted for inflation by the August CPI-W (Consumer Price Index for urban wage earners and clerical workers). RCW 84.55.005 mandates that for taxing districts over 10,000 in population, property tax levies are limited to the lesser of 1% increase or inflation as measured by the IPD (Implicit Price Deflator for personal consumption expenditures for the U.S.). The following chart compares the two measures over recent history.



The District cites the August CPI-W in policy as the index to use for the annual Cost of Living (COLA) adjustment, and has done so for quite a number of years. At a broader level, once the four annual increases in minimum wage mandated by the passage of Initiative 1433 in 2016 are complete, the state of Washington re-affirmed its preference in inflation index and will continue use the August CPI-W for annual inflation increases to the minimum wages. Based upon District past practices and the State's reaffirmation, the best course of action is for the District to continue to use the August CPI-W as the preferred inflation index for the District's annual salary adjustment.

Human Resources – Toni Costa

Department Activities

- Presented at Spokane YWCA with Stacey Goddard about employment at the District
- Developed a draft training calendar for 2018
- Developing Supervisor Academy (to start January 2018)
- Reviewed evaluations from Staff Training Day
 - Breakout sessions were well received, scoring an average of 4.75 out of 5 in all areas. The exception to this was the Financial Planning session. Feedback was provided to ComPsych regarding the presenter and they have offered a no-cost session from their

training catalog due to the poor quality of the session provided to us. I will review the catalog and determine if and when we might take advantage of this.

- The ratings for the overall day were high, with 36 out of 39 responses rating the day as Good or Excellent.

Some comments from the evaluations:

- Great job organizing and putting this together!!
- I thought Staff Day this year was a great success. I thought the location was easy to access both in terms of parking and finding the rooms we needed to get to for our sessions, which was really helpful. I thought all the sessions offered were relevant and interesting as well although it made it difficult to choose one initially! All in all, it went very smoothly and was enjoyable.
- Would totally dig having this kind of engaging structure next year.
- I also really appreciated Patrick's frank talk on the state of the District. Discussion of the library bond and new Spokane Valley libraries will be helpful to me - I got a lot of questions about the new Valley library when the BookEnd first opened, and I still get the occasional question on the matter.
- I left Staff Day feeling happy and grateful to be employed here. Thank you for creating a nice, interesting, and celebratory day...
- I loved the breakout sessions! Good topics and really broke up the day so it sped by!

Recruitment and Selection:

- a. New Hires
 - a. n/a
- b. Terminations
 - a. Library Page - NS
- c. Promotions/Demotions
 - a. n/a
- d. Reclassifications
 - a. n/a
- e. Transfers
 - a. Public Services Associate BE to ML
 - b. Page DP to CS

Information Technology – Doug Stumbough

- Research and tested network and phone system equipment
- Researched, purchased and configured mobile hotspot for staff use at remote locations, beginning with Christmas Bureau
- Provided training for Visio Asset Maps and Reporting to Business Office staff
- Provided BlueCloud Analytics Training session for Public Services staff
- Rolled out new single sick line with email alerts to designated staff
- Attended introduction to Command line essentials for API training
- Attended NW Regional COSUGI meeting in Ft Vancouver, WA
- Responded to USAC inquiry regarding the overfunding of committed reimbursement funds due to a mistake on its end
- We were also notified by Universal Service Administrative Company (USAC) that we were randomly selected for a Payment Quality Assessment audit to determine if payments made from the Schools and Libraries Program were accurate, properly documented and in compliance with FCC rules.

- Purchased and inventoried additional equipment for the Lab and the Studio: MacBook Pro, FinalCut Pro, DeepFreeze for Mac, Cameras, and Adobe CC device subscription
- Additional purchases included: Notebook Hard Drives(6), Maintenance Kit for SV Dell Printer, Laptop replacement for NS Staff, Visio licenses(4)
- Updated several online forms including Book-a-Librarian, Programming stats, Employment application and Incident report

Collection Services – Andrea Sharps

- We ordered 1,077 titles and 3,013 copies in October. The number of titles ordered is down from last month as is the number of copies ordered.
- With 83.33% of the year done, total library materials expended stands at 87.71%.
- We processed, added to the system, and sent out to the libraries 6,159 items in October. This is up from last month.
- Downloadable lending through OverDrive was up in October from September. A total of 37,516 items circulated in October including audiobooks (15,794) and eBooks (21,722). Members placed a total of 12,128 holds, and there were 5,456 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw an increase in circulation in October over September. A total of 2,803 titles including audiobooks (1,315), comics/graphic novels (132), eBooks (481), movies (384), full-length albums (351) and television shows (140) circulated in October for a combined cost of \$5,964.22 and an average cost per circulation of \$2.13. A total of 147 new users registered in the month, and there were 904 active users and 6,039 total users recorded.
- We loaned 388 items to other libraries and borrowed 658 items from other libraries for 1,046 total Interlibrary Loan transactions processed in October.
- Youth Collection Development Librarian Sheri Boggs attended the Washington State Book Awards ceremony at Seattle Public Library's Central Library on October 14. The 2017 Book Awards honor work published in 2016 by Washington authors in eight categories. Sheri served on the jury for the youth awards, one of three statewide librarians selected for this honor. The youth awards jury reviewed and selected finalists in four categories: picture book, early reader (ages 6-8), middle reader (ages 9-12), and young adult (ages 13-18).

Executive Director Report & Community Activities – Patrick RoeweDistrict Activities**Board of Trustee Updates**

We were notified by the Spokane County Board of Commissioners that Kristin Thompson was reappointed to a second term as a Spokane County Library District Trustee via a resolution approved on October 31, 2017. Kristin's second term runs through December 2022. Congratulations, Kristin!

Spokane Valley Libraries Project Update

Following unanimous Board of Trustees' approval of the amendment to the interlocal agreement at the October 17 meeting, we initiated the process of getting all required signatures to finalize the document. That was completed, with an effective date of October 25, 2017.

With that completed, Spokane Valley Libraries Project Update will rotate off the monthly Board agenda as a standalone item until there are more substantive things to report. In the meantime, staff are continuing to work on long-range plans for the potential libraries.

Leadership Team Updates

The following were actions taken by the Leadership Team in October that weren't otherwise covered in other items in the agenda.

Starting in 2018, all District facilities will be closed Easter Sunday(s) due to proven low usage. We reviewed door count on those days over the last five years and found that door count varied between 28% and 41% of average Sunday attendance, which is low enough to warrant closure. We also codified that federal holidays falling on Sundays will result in closure of both the actual Sunday holiday and the Monday observance—this has been our practice over the last couple of years, but is now formally adopted.

The District will again be participating in the Christmas Bureau—the annual holiday assistance program coordinated by Catholic Charities Spokane, Volunteers of America, and The Spokesman-Review. For this year, we will be waiving fees for customer accounts owing \$50 or less per card. This change not only keeps with the spirit and intent of the event, but eliminates a barrier and encourages people to continue to use the library and its resources, which is our ultimate goal.

We have decided to no longer purchase content in the Playaway Digital Audio format as of January 1, 2018. This decision is based on a variety of factors, including low percentage of total check-outs, out-moded technology, availability of content in other formats, and time and labor for staff. The current Playaway collection will be maintained for the foreseeable future, and the funds for Playaway going forward will be directed to Overdrive where the demand is far higher and the usage far more impactful.

Leadership Team Retreat

I led the second leadership team retreat. We focused on activities related to the 2018 Work Plan, as well as some broader discussions about organizational structures and priorities. I'll be sharing more information on those topics as plans are finalized in the coming months.

Overview Topics

The Leadership Team is currently drafting a list of overview topics for the Board of Trustees' meetings in 2018. Overviews provide an opportunity for Trustees to learn information pertinent to how the District functions. If Trustees have topics they would like to potentially learn more about, they are encouraged to let staff know by the end of November.

Community Engagement

I took a tour of the Liberty Lake Municipal Library and met with Director Pamela Mogen. We discussed our current reciprocal borrowing agreement and other opportunities to partner down the road. It was good to connect with our professional colleagues elsewhere in the county.

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee meeting, where we discussed the 2018 Legislative Agenda and preparing for the upcoming candidate forums in Liberty Lake and Spokane Valley. I also attended the Partners Advancing Character Education (PACE) board meeting, which promotes the importance of good character through partnerships with schools, businesses, public agencies, and community groups.

I met with Washington State Librarian Cindy Aden. I provided a brief tour of North Spokane so that she could see how we are serving people differently through both new programs and refreshed spaces. We also discussed future partnership opportunities between the District and the State Library.

ITEM AND TITLE MONTHLY REPORT
October 2017

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	166122	153124	319246		85704	50129	135833
Nonprint	66652	24324	90976		26719	7505	34296
Subtotal	232774	177448	410222		112495	57634	170129
Periodicals	5998	930	6928		287	31	318
Total	238772	178378	417150		112782	57665	170447

<u>ITEMS</u>				<u>TITLES</u>			
OverDrive: Audiobooks			25269				21073
eBOOKS			36864				31792
Licensed eBOOKS			10912				6883
OverDrive: Total			73045				59748
GRAND TOTAL			490195				230195

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	25564	18676	44240
Nonprint	10850	3140	13990
TOTAL	36414	21816	58230
DELETIONS			
Print	25791	16110	41901
Nonprint	9115	2688	11803
TOTAL	34906	18798	53704

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-227	2566	2339
Nonprint	1735	452	2187
Periodicals	-216	-91	-307

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

EXCLUSIONS: Total Materials do not include: Discards, ILL, location on-order or in process

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

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

Public Services Report October 2017

Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month, the monthly SCORE workshop and a digital marketing workshop. Combined attendance for the two programs was 23.
- GED classes continued at Cheney and Deer Park, as well as ESL classes at Deer Park.
- We presented 18 programs in support of financial literacy education in October, including offerings from STCU, SNAP, SHIBA, and the Spokane Elder Resource Team.
- We did 80 Book-a-Librarian sessions this month throughout the District, up from September's 59 appointments.
 - In one session, Ree worked with a woman who wanted to learn how to conduct in-depth market research so she could expand her day care business.
 - Danielle helped a couple with market research for their business. By the end of the appointment, Danielle had secured a workshop presenter for us next spring! The couple will be doing workshops on using Facebook for business.
 - Tami worked with a woman who wanted to start a camo clothing company. Besides doing preliminary market research, Tami also talked with the member about Lynda.com and our Studio space. The member was excited to learn of these options for developing her business's web presence.
- I presented an overview of business resources to a Dreambuilder class at the SNAP Business Center.
- Danielle attended the Widows Might appreciation luncheon, and presented a library overview.
- Danielle and I represented the District at the Access Spokane Job Fair. We talked with 125 attendees about employment opportunities at SCLD and about our wide variety of job-seeker resources.
- Danielle attended the Greater Spokane Valley Chamber of Commerce monthly membership meeting.
- Tami and I represented SCLD at the West Plains Chamber of Commerce Biz to Biz Expo.
- I had the opportunity to co-present a session for the non-profit focused Conference for the Greater Good. Spokane Public Library's Mark Pond, Dana Dalrymple, and I spoke to a group of 45 attendees about the free business/non-profit support resources available through the library.

Early Learning (Mary Ellen Braks)

- We provided 140 Storytimes to 3,680 children, parents, and caregivers. Average attendance per Storytime was 26.
- We provided 53 Storytimes to 1024 children at 29 child care centers.
- We had one STARS training *Social Emotional Skills and Early Literacy* and had 40 people attend.
- As part of the Thrive Washington STEM grant, I delivered five trainings to staff on how children learn math and incorporating math activities into Storytime.
- I attended the Early Learning Advisory Council meeting this month in Seattle.
- I attended the All Aboard for Kindergarten meeting in Tacoma.
- Librarian Tammy Henry and I attended the first Early Learning Math Fellows meeting of the year.

Education and Enrichment (Gwendolyn Haley)

1539 community members participated in library programs.

Elementary (K-5) programs:

- 837 elementary school students participated in library programs this month.
- 20 families from Trent Elementary registered for our current *Primetime Family Reading* session (sponsored by Humanities Washington) at Spokane Valley. Prof. Jeff Dodd from Gonzaga University is serving as our scholar, leading weekly book discussions with children and their families.

Tween/Teen Programs:

- 224 Tweens and Teens participated in library programs this month including Mica Peak HS great

Stories Club, and Science, Technology, Engineering, and Math (STEM) programs like *SNAP circuits* and *Newspaper Engineering*, as well as presentations about library resources.

Adult Programs:

478 members attended adult programs this month. Highlights include:

- 254 people participated in our 3rd *Annual Writing Conference*. This year, we held it at North Spokane, and made use of both The Lab and meeting room.
- The remaining programs included the final performances of *Vietnam Era Folk Music* with Brad Keeler and Linda Parman, workshops on *Mushroom Foraging*, *Jewelry Making*, and Painting duffel bags.
- Staff continue to work with local schools to connect students with resources and extended learning opportunities. This month they worked with students from Deer Park, Medical Lake, Cheney, Central Valley, Spokane Public, Great Northern and East Valley school districts.

Digital Interaction and Sharing (Carlie Hoffman)

- The web team continued their work of going through the library's website pages for functionality desired in the new design.
- Final functionality requirements were incorporated into the Book a Librarian database.
- I worked with IT to add a new category to the Security Incident Report submission form. This will allow us to easily see if a member has an exclusion and the date the exclusion ends.
- Kristy and I will begin sharing reports with librarians using Analytics on Demand and Power BI. Librarians will be trained next month on using these reports to learn more about their communities.
- I created a custom curation for Biblioboard that highlights Inland Northwest authors in Indie Washington.
- I met with INCOL Continuing Education committee members to discuss the fall workshop in October and the upcoming workshop in spring.

Volunteer Program (Jamie Van Wormer)

The month's focus was to coordinate and start the Reading Buddy programs, with 180 students participating. I spent time training and recruiting volunteers for all twelve sites, including new locations at McDonald, Seth Woodard, Pasadena Park, Betz and Sunset Elementary schools. I recruited volunteers from local high schools, colleges, retired teachers and people in the community. I created a new curriculum for the Reading Buddy program and delivered books to all program sites. I met with principals to plan a tracking system where we can use the school's data to monitor the student's progress. I spent time gathering donations from local businesses for the Volunteer Appreciation Banquet. I recruited and met with new volunteers to schedule them for upcoming programs. The Friends of the Spokane County Library District secured a grant from Larry H Miller for \$5,000 towards the Reading Buddy program. The volunteer program has 276 active volunteers.

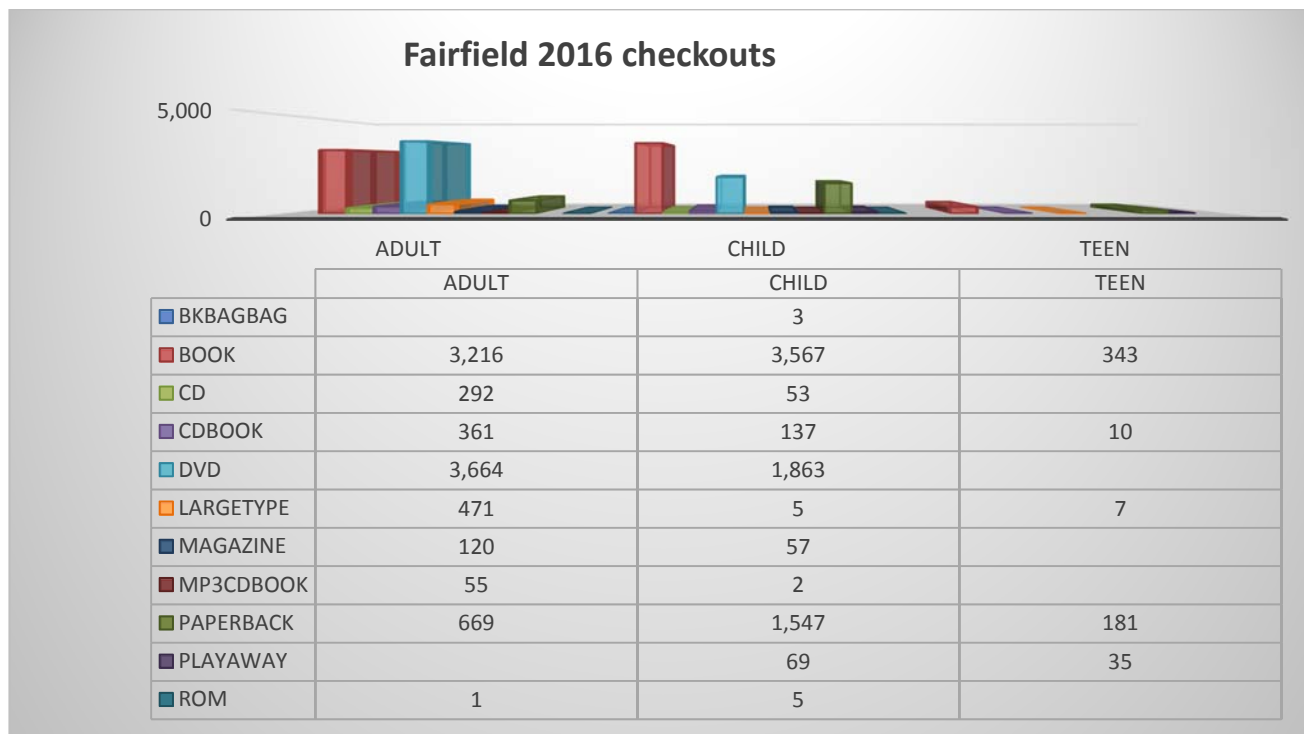
Library Operations Spotlight: (Georgina Rice)

This month's featured statistic spotlights the Fairfield Library. The statistics below represent physical items checked out at Fairfield in 2016. There are 645 customers as of October 31, 2017, that identify Fairfield as their home library. 98% of Fairfield cardholders live inside the District service area. Cardholders include 74% adult, 18% teen and 8% children.

Analytics on Demand (AOD) gathered the following information about Fairfield. Fairfield's predominant race/ethnicity in this study area is White, with over 97% of the population speaking only English at home. The top three segments for Fairfield are Rural Escape, Homemade Happiness, and Red, White and Bluegrass.

- 18% of the households are identified as *Rural Escape* defined as older middle-class couples and singles living comfortable lives in rural towns, enjoying simple pleasures with home activities and hobbies such as cooking, woodworking, and gardening.
- 15% of the households are identified as the *Homemade Happiness* segment defined as Lower middle-class baby boomer households living in remote town and country homes, enjoying quiet lifestyles including reading, watching TV, gardening and doing crafts. They like their media in traditional formats.
- 15% of the households are identified as *Red, White and Bluegrass* defined as lower middle-income rural families with diverse adult and children household dynamics. These kid-filled households enjoy active, working-class lifestyles with preferred activities such as basketball, football, swimming, fishing, hunting, and canoeing, with a preference toward country music for entertainment.

The chart below is a graphical representation of items checked out from Fairfield Library in 2016. It is segmented by format and our Adult, Children's and Teen collections.



Library Operations Snapshot: The following table provides a snapshot of library materials checked out for the current month compared to the same month last year.

	Staff assisted checkouts and renewals Oct 2017	Self-service checkout and renewals Oct 2017	In-library checkout total Oct 2017	Percent of checkout at the self-service Oct 2017	Online renewals Oct 2017	Total Circulation per Library Oct 2017	Total Circulation per Library Oct 2016	Total circulation Oct 2017 compared to Oct 2016
Airway Heights	791	4398	5189	84.76%	985	6174	6265	-1.45%
Argonne	1515	8574	10089	84.98%	2541	12630	13353	-5.41%
Cheney	2689	8058	10747	74.98%	2547	13294	14414	-7.77%
Deer Park	3101	9095	12196	74.57%	2427	14623	12630	15.78%
Fairfield	421	670	1091	61.41%	155	1246	1444	-13.71%
Medical Lake	642	3515	4157	84.56%	718	4875	4577	6.51%
Moran Prairie	1621	12341	13962	88.39%	3960	17922	17511	2.35%
North Spokane	9350	29196	38546	75.74%	10862	49408	48782	1.28%
Otis Orchards	704	4189	4893	85.61%	1377	6270	5720	9.62%
Spokane Valley	13566	28624	42190	67.85%	8809	50999	49927	2.15%
The BookEnd	777	1971	2748	N/A	136	2884	N/A	N/A
Totals	35177	110631	145808	75.87%	34517	180325	174623	3.27%

Support /ILL	461		461			461	459	0.44%
Grand Totals	35638	110631	146269		34517	180786	175082	3.26%

Library Reports

Airway Heights: Stacy Kvamme

- More than 40 people participated in this year's *Slightly Spooky Storytime*, which included pumpkin painting and cupcake decorating.
- As part of quarterly STEM outreach visits, Corinne connected with 39 students at Sunset Elementary's afterschool *Trailblazers* program.
- Corinne attended West Plains ECEAP parent/teacher conference to share information about library resources parents can utilize to help support their child's learning and development.

Argonne: Pat Davis

- Our *Slightly Spooky Celebration* attracted 28 children and adults. We had stories, a bean bag toss and a scavenger hunt in the library. The kids had a great time painting pumpkins.
- At our Financial Literacy series *Senior Planning*, members had the opportunity to learn how to make a sustainable senior plan for asset preservation, and to navigate the complex insurance issues.
- Argonne Friends of the Library sponsored a music program featuring a violinist and cellist *Unstrung*. Our Friends provided fresh baked cookies and coffee for the program.

BookEnd: David Wyatt

- Our October artist on display was Katrina Brennan.
- Following a school visit by librarian Tammy Henry and David, high school classes from InTec walked to the BookEnd for a tour and 20 new library cards were created.
- At least 540 Trick-or-Treaters visited in less than an hour for Mall-oween with an estimate of 700 visitors for the night.

Cheney: Catherine Nero Lowry

- The *Duffels for Darlings* program, sponsored by the Cheney Friends, had 11 in attendance.
- On our art wall was displayed the art of three local artists who held a living art event in the library. They showed participants how to do stipple art and throw clay.
- At the Biz to Biz Expo we interacted with 34 individuals.
- We took outreach services to EWU's Children's Center providing Storytime for 39 children.

Deer Park: Kris Barnes

- For the first time since we began the after school snack program, we served snacks to over 50 children in a day twice this month. We served *After School Snacks* to 632 children.
- Our *Slightly Spooky Celebration* attracted 36 costumed children and parents who decorated Halloween bags, enjoyed several Halloween crafts, and listened to stories.
- I presented a genre overview and did two biography presentations for fifth grade classes from Deer Park Arcadia Elementary.

Fairfield: Kristy Bateman

- Continuing to show an interest in food preservation, nine members enjoyed learning about *Jerky Making Basics*.
- *Thursday Night Thing* returned with 12 kids ranging from kindergarten to high school attending.
- Our *Slightly Spooky Celebration* featured pumpkin painting, mummy decorating, stories, a scavenger hunt, cupcake treats and 15 eager participants.

Medical Lake: Cecelia McMullen

- *Touch a Fire-Truck* Storytime attracted 54 eager participants and five volunteer firefighters who interacted with families.

- The Medical Lake City Council viewed our annual presentation and expressed appreciation for our services and the contribution we make to community life.
- Databases available through our website were introduced to 119 students at Medical Lake Middle school by Librarian Christy Onzay.

Moran Prairie: Danielle Marcy

- Librarian Ree West visited the Mullan Road Elementary and the Moran Prairie Elementary Express programs and presented a program to the 2nd and 3rd graders.
- Librarian Ree West signed up small businesses in the area to participate in the Small Business Saturday program.
- The Arc of Spokane contacted the library to request an opportunity for a client to participate as a volunteer intern throughout the month of October. After completing the term, the volunteer has expressed interest to continue as a regular volunteer.

North Spokane: Brian Vander Veen

- Our door counter logged nearly 30,000 visits to North Spokane Library this month, making this our busiest October on record by total number of visits.
- We concluded our final week of the KERNEL program at the Fairwood Farmers Market this month. Over the course of the summer, we averaged 88 children visiting our booth each Tuesday afternoon to participate in an educational activity, and thanks to the partnership with Fairwood and Catholic Charities, we were able to put more than \$3,500 worth of fresh local produce into the hands of families.
- Our artist in residence for October was Karen Mobley, adjunct instructor at Whitworth University and former Arts Director for the City of Spokane. Karen led well-attended workshops this month on mixed media drawing and printmaking with nontraditional techniques. A number of her charcoal drawings were also on display in our gallery space.
- We had over 20 members turnout for *Take it Apart*, where children and their families had the opportunity to disassemble electronics, small appliances, and other devices and explore how they work.

Otis Orchards: David Wyatt

- Our newly expanded Storytime offerings are averaging over 40 children a week. So far it is spreading out attendance between two timeslots instead of one, making the individual Storytimes more manageable for families and staff.

Spokane Valley: Aileen Luppert

- This month's *Digital Marketing with Dr. Tim Olsen* from Gonzaga drew in 13 enthusiastic attendees. The program was held at 8:00 in the morning—a new time for programming, yet has proven to be successful for those geared toward small business.
- Librarians Danielle Milton, Diane Brown and I attended the Spokane Valley Chamber breakfast featuring Spokesman-Review Editor, Rob Curley.
- This month I attended a retreat for Washington Library Association's incoming and outgoing leadership. I am happy to hand over the duties of the Chair of the Public Libraries Division to our own Amber Williams.
- Having taken to heart the suggestion from Staff Day to raise happiness levels, staff organized "Library Skate Night." About 15 of us brought friends and family to Pattison's on a Saturday night and skated. We had a ton of fun and plan to find our way to the new rink in the Valley sometime soon.

District-wide Information

October Security Incident Report

For October, there were 23 Security Incident reports filed, four less than last month (27) and six more than October 2016 (17). Spokane Valley had the most incidents reported with 12. The most frequently reported incidents, with five each, related to Code of Conduct Violations and Disruptive Behavior. To further put all of these numbers in perspective, the total door count District-wide in the month of October was 119,863.

The Fairfield Security Incidents are highlighted this month and demonstrates the wide variety in the Security Incident reports, as the library reported zero incidents for October. The total door count for Fairfield in the month of October was 1,597.

ILA Conference Report

Three District staff members had the opportunity to attend the 2017 Idaho Library Association Conference, October 4-6, in Boise, ID. A summary of highlights and select key takeaways for each attendee are below.

Sheree West

Being at the Idaho Library Association conference to present and attend sessions was a wonderful opportunity for which I was grateful. Tami, Danielle and I received enthusiastic feedback for our presentation, "Toolkits and Partnerships: Building Library Support for Jobseekers." Sessions of particular interest to me were "Teen Engineering and Science Cafes," and "The Human Library." The Teen Cafes are aimed at students who don't normally choose an after school science activity, to allow them to meet and interact with experts in the fields of science, math and engineering. Caldwell Public Library has monthly Teen Science Café events, food is provided, there's an icebreaker, and then the scientist gives a short talk, about "something really cool that keeps them up at night." I think that it would be really interesting to offer these at the alternative high schools in our service area. Students at alternative high schools are teens who rarely have opportunities like this.

Tami Chapman

Presenting at the ILA conference provided me the opportunity to grow professionally. The two sessions I took the most away from were Bricks, Clicks, and Connects and the Human Library. Bricks, Clicks, and Connects was co-presented by the Idaho Commission for Libraries, the Idaho Department of Labor, and the Small Business Development Center. They had come together to issue a call to action for libraries to reach out and partner with the ID Department of Labor and SBDC to the goals of Work Force Opportunity Act and supporting small businesses in Idaho. The Human Library session focused on the opportunity to create positive dialog by bringing people together to share an experience/story and conversation with an individual or small group. Amy Campbell noted they partner with their local university on human library, which has motivated me to continue to pursue opportunities to partner with EWU in Cheney.

Danielle Milton

I appreciate the opportunity to present our library's tools and ideas for supporting job seekers with other library professionals. Tami, Ree and I encouraged attendees to know what they have available in print, subscription based and freely available online. We brought our job seeker toolkit which includes a full document of resources that we (SCLD) have available, along with resume, cover letter and interview help. We talked about the different classes that we have conducted and our partnerships with organizations. We encouraged attendees to get out of the library – that's how we've developed some of our partnerships. The most valuable session that I attended was about makerspaces. My largest takeaway is that I think our 3D printer needs to have a dedicated home that allows for some hands-on use and The Lab at North Spokane is a perfect fit. I thought about how we could turn from just printing items for members and have them learn to use the device. This would be done with staff's supervision in case things go wrong.

Public Use Measures

October 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	122,455	117,325		4%
Door count	119,863	106,863	1,113,296	1%
Items Borrowed	221,113	215,638	2,203,087	1%
• Digital	40,319	37,438	411,374	11%
Programs				
• Number	328	355	2,962	-4%
• Attendance	6,980	6,592	73,970	-2%
Internet Station Use (%)	52.3%	51.0%	52.8%	

Meeting room bookings	543	369	3,888	24%
Holds placed				
• By customers	29,977	27,330	298,184	1%
• By staff	7,080	6,852	71,599	-1%
• Digital	12,120	9,982	123,286	22%
Digital Resource Use	86,486	82,512	876,705	-3%
Interlibrary loans				
• Loaned	388	385	3,534	-4%
• Borrowed	658	616	5,515	3%

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.*

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

By customers: Placed online by customer.

By staff: Placed for customers.

Digital: Placed in OverDrive.

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

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

Communication Report October 2017

Marketing Activities

- Add links to card applications to website
 - Wrote and edited blurbs, worked with IT to add PDFs to website
- Deer Park Anniversary sign request
 - Wrote copy, designed, printed, laminated
- Fall quilt sign
 - Edited copy, designed, printed, laminated
- November Kids News
 - Wrote and designed advertorial promoting late Nov/Dec Celebrations & Crafts
- Sign for unattended items
 - Edited, designed, printed, and laminated signs
- Staff Picks
 - Edited and designed print-on-demand template
- November Current
 - Wrote article promoting Spokane Is Reading, edited article promoting Medicare Open Enrollment Assistance, designed ad promoting the District's 75th Anniversary and Hot Club of Spokane
- Inlander Ads
 - Wrote and designed ads promoting 75th Anniversary Anthology Party
- Reading Buddy Sponsorship Proposal
 - Assisted in writing and editing the sponsorship proposal
- Family Health Database and US News stream
 - Edited descriptions
- Engage (Sep-Dec issue)
 - Digital displays, news items, calendar listings, and social media for upcoming events/programs
- Engage (Jan-May 2018 issue)
 - Writing and editing copy, starting on design (most designing will be completed during November)
- *Spokane Writes* Anthology
 - Editing and designing of the Anthology, facilitating printing, setting up sales on the Friends website, news item, digital displays, carousel on scld.org

News coverage

- Oct 2 – Spokesman-Review – Talking about change with aging parents
- Oct 2 – Inlander – LEARNING FOR LIFE: The Spokane County Library District celebrates 75 years this fall
- Oct 2 – Inlander – TURNING PAGES TOGETHER: Solo reading just can't compare to the pleasures of sharing a great book
- Oct 4 – Deer Park Tribune – SCLD libraries plan various financial assistance seminars
- Oct 5 – Spokesman-Review – North Spokane Library benefit used book sale will be Friday and Saturday
- Oct 7 – Cheney Free Press – Monthly Cheney book club meeting Oct. 24 at 6:30pm
- Oct 8 – Cheney Free Press – Library district offers Small Business Saturday events
- Oct 10 – Spokesman-Review: Around the Corner – Library branches to host small business-support events

Press Releases

- Oct 3 – Small business can join Neighborhood Champion for holiday shopping boost
- Oct 17 – Anthology release party celebrates Spokane County writers
- Oct 19 – Bestselling Author Wiley Cash shares haunting thriller with audiences

E-Marketing (Website, Social Media, Email)

- Facebook: # of fans: 3,527
- Twitter: # of followers: 2,328
- Pinterest: # of followers: 1,682
- Instagram: # of followers: 1,197

October Digital Ads

Overall a total of 192,849 impressions were delivered and 922 clicks on ads

KXLY.com – 28,577 impressions

In-browser display – 61,072 impressions

In app display – 29,630 impressions

Targeted Facebook ads – 73,570 impressions

Library District News

- Oct 3 – Slightly Spooky Celebrations at the library
- Oct 16 – 75th Anniversary & Anthology Release Party
- Oct 17 – MiLinda Smith: November artist in residence at The Lab at North Spokane Library
- Oct 19 – Bestselling Author Wiley Cash shares haunting thriller with audiences
- Oct 26 – Watch, discuss: Documentary explores the history of race and the US criminal justice system

Blog Posts

- Oct 5 – 1942: A 75-year retrospective on books
- Oct 24 – Ever louder bumps in the night: Scares for all ages
- Oct 31 – Reading with children: Identity, voices, and shared memories

eNewsletter Email

- 91,274 sent on October 17, 2017
- Open rate: 12.5% (11,400)
- Clicked: 1,131 (1.2% click rate)
- Unsubscribed: 91

Podcast

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

Library Out Loud: Small Business Saturday

Library Out Loud: Dr. Seuss controversy and youth literature

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

SPOKANE COUNTY LIBRARY DISTRICT

Winter celebrations and activities for kids, one and all!

FOR ALL AGES

BEAUTY AND THE BEAST
Make a paper rose! Enjoy our snacks, or bring your own. We're watching and interacting with the animated movie Beauty and the Beast.

COOKIE DECORATING
Show off your decorating skills! We provide the cookies, frosting, sprinkles, and other yummy toppings.

HOUR OF CODE
Celebrate Computer Science Education Week! Drop in to explore fantastic, one-hour coding courses from Code Studio such as animated programs using simple web coding techniques.

FOR TWEENS & TEENS

UGLY HOLIDAY SWEATER DECORATING
The sillier the sweater, the bigger the laughs! You bring an undecorated sweater or shirt. We provide the decorating supplies, snacks, and hot cocoa. **Grades 4+**

FOR TEENS

VIDEO MAKING: 2-DAY WORKSHOP
Explore and use professional video equipment and learn the video-editing software available on the computers in The Studio. **Registration required. Grades 9–12**

Find locations, days, and times in our programs and events guide, *Engage*, online at www.sclld.org/engage.

www.sclld.org

Above: The Library District's ad in the Holiday Family Guide

Community Calendars

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

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

- Meet & Peek: An Artist's Open House (Artist in Residence Karen Mobley) (2)
- Explore Electricity with Snap Circuits (1)
- Hand-painted duffels for darlings (1)
- Medical Lake library book sale (2)
- SCLD Streaming Services (1)
- Slightly Spooky Celebration (1)

Reprints of previously created work & order fulfillment

- Welcome brochures for Supply
- Consumer Reports flyers for Public Services
- Book plates (for materials provided by Autism Society of WA-Spokane Chapter) for Collection Services
- Business cards for Public Services
- Read Away Fine flyers for Supply
- Pencils for Spokane Valley
- Science in Context flyers for Public Services

Communication Display Kits provided for community events

- KERNEL Program at the Fairwood Farmers' Market
- Spokane Valley City Hall Open House
- West Plains Chamber Business to Business Expo 2017
- Access Spokane Job Fair

Current & Upcoming Projects & Event Promotion

- November
 - December Current
 - November eNewsletter
 - December Kids Newspaper
 - Engage Jan-May 2018 (editing, writing, and designing)
 - Small Business Saturday Puzzle
 - Numerica Book Cart Sign and Book Label
 - Spokane Is Reading display kit
 - Volunteer Appreciation Banquet display kit
 - North Palouse Chamber of Commerce Business Expo display kit
- December
 - Medical Lake Winter Festival
 - Engage Jan-May 2018 (designing and promoting)
 - Update to Adult Program Evaluation
 - Vinyl Lettering for Admin reception
 - Request Kits checkout/in forms
 - 2018 Holidays and closures
 - Scanned signatures for Patrick Roewe
 - Spokesman-Review Christmas Bureau display kit

- January
 - Spokane Writes ebook and promotion
 - Additions to the Digital Library
 - Friends quarterly newsletter
 - Museum Pass Program
 - Washington State Youth book awards
 - Hours and locations bookmarks update
 - Engage Jan-May 2018 (promoting – news items, press releases, digital displays, etc)
 - Bookplates for Friends of the Otis Orchards Library
 - Spokane Valley Friends Book Sale - January 2018
 - Deer Park Friends Winterfest Book Sale

Meetings Attended

- Oct 4 – Web Team
- Oct 6 – Spokane Mar-Com
- Oct 12 – MAC, museum pass program
- Oct 14 – Spokane Valley City Hall Open House
- Oct 17 – Mobius – pass program
- Oct 19 – Friends of Spokane County Library District

Communication Support for the Friends of the Spokane County Library District

- Friends Quarterly Newsletter sent
 - Wrote, designed, and sent the Friends quarterly eNewsletter
- North Spokane Friends of the Library Book Sale
 - Digital display, calendar, website listing, eblast
- Spokane Valley Friends of the Library Book Sale
 - Digital display, calendar, website listing, eblast
- Friends of the Medical Lake Library Book Sale
 - Digital display, calendar, website listing, eblast
- Friends of the Otis Orchards Library Book Sale
 - Digital display, calendar, website listing, eblast
- Cheney Friends of the Library Fall Book Sale
 - Digital display, calendar, website listing, eblast
- Moran Prairie Friends Book Sale
 - Digital display, calendar, website listing, eblast
- Moran Prairie Friends meeting October 18, 2017
 - Digital display, calendar, website listing
- Deer Park Friends of the Library meeting
 - Digital display, calendar, website listing

Friends' Quarterly eNewsletter

- 585 sent on October 12, 2017
- Open rate: 34.6%
- Clicks: 1.2%

Friends of the Library Book Sales eBlast notices

- Spokane Valley – Oct 3 – sent to 21,513
- North Spokane – Oct 3 – sent to 10,318
- Medical Lake – Oct 8 – sent to 2,129
- Otis Orchards – Oct 9 – sent to 5,435
- Cheney – Oct 29 – sent to 8,118
- Moran Prairie – Oct 29 – sent to 6,444

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Ten Months Ended October 31, 2017**

			Target 83.3%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,659,789	\$ 11,308,000	94.27%	\$ 648,211
CONTRACT CITIES - AIRWAY HEIGHTS	183,439	247,143	74.22%	63,704
CONTRACT CITIES - SPOKANE	38,661	72,996	52.96%	34,335
FINES & FEES	181,716	240,500	75.56%	58,784
GRANTS & DONATIONS	76,446	68,000	112.42%	(8,446)
E-RATE REIMBURSEMENTS	154,473	169,000	91.40%	14,527
OTHER	28,002	31,000	90.33%	2,998
INTEREST REVENUES	27,479	34,000	80.82%	6,521
TOTAL REVENUES	\$ 11,350,006	\$ 12,170,639	93.26%	\$ 820,633
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 11,350,006	\$ 12,170,639	93.26%	\$ 820,633
EXPENSES				
SALARIES	\$ 5,027,155	\$ 6,082,000	82.66%	\$ 1,054,845
FRINGE BENEFITS	1,654,733	2,061,300	80.28%	406,567
SUPPLIES	139,226	189,459	73.49%	50,233
UTILITIES	364,987	429,700	84.94%	64,713
SERVICES	869,801	1,233,780	70.50%	363,979
INSURANCE	67,315	69,000	97.56%	1,685
EQUIPMENT & SOFTWARE	96,462	270,000	35.73%	173,538
LIBRARY MATERIALS	1,223,673	1,433,500	85.36%	209,827
ELECTRONIC LIBRARY MATERIALS	180,429	200,000	90.21%	19,571
LIBRARY PROGRAMS	79,151	121,200	65.31%	42,050
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
TOTAL EXPENSES	\$ 9,702,932	\$ 12,170,639	79.72%	\$ 2,467,707
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,702,932	\$ 12,170,639	79.72%	\$ 2,467,707
Net Excess of Revenues Over/(Under) Expenses	\$ 1,647,074	\$ -		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	1,647,074			
ENDING CASH	\$ 6,222,910			

Number of months cash on hand 6.1

Capital Project Fund Balance	1,201,845
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Spotlight Fairfield Library

Librarian Cindy Ulrey will share highlights of Fairfield Library and the community it serves.

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