

**MISSION**

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

**Board of Trustees Regular Meeting**

May 15, 2018 4:00 p.m. Fairfield Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of April 17, 2018, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of April 2018 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    - None.
  - D. New Business [4:05-4:25]
    - 1. Personnel Policy: Approval recommendation.
  - E. Overview – Pop-Up Libraries [4:25-4:45]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:50-4:55]
  - B. Executive Director [4:55-5:00]
    - Administrative
    - Community Activities
  - C. Operations [5:00-5:05]
  - D. Communication [5:05-5:10]
  - E. Fiscal [5:10-5:15]
  - F. Spotlight – Homebound and Outreach Services [5:15-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**
  - [Estimated meeting length: One hour and 25 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.***

05/15/18

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: APRIL 17, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA, at 4:00 p.m., Tuesday, April 17, 2018.

**Present:** John Craig           - Chair  
          Sonja Carlson       - Trustee  
          Wes Teterud       - Trustee  
          Kristin Thompson - Trustee  
          Patrick Roewe     - Executive Director and Secretary

**Excused:** Mark Johnson     - Vice Chair

**Also Present:** Jane Baker, Communication & Development Director; Diane Brown, Librarian; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Cecelia McMullen, Library Supervisor; Sarah Rooney, Public Services Specialist-Lab Tech; Andrea Sharps, Collection Services Director; and Patty Franz, Executive Assistant.

**Guests:** Medical Lake Mayor Shirley Maike; and Spokane Resident

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

**Agenda**                         Mr. Teterud moved and Ms. Carlson seconded approval of the agenda. The  
**(Item II.)**                       motion was approved.

**Approval of Mar. 20, 2018, Regular and Special Meeting Minutes**   Mr. Craig called for corrections to the March 20, 2018, regular and special  
**(Item III.A.)**                   meeting minutes. There were no corrections; the minutes stand approved as written.

Regarding the March regular meeting minutes, Mr. Teterud asked for more information about the District serving as the fiscal agent for INCOL. He expressed concern if the tax status of INCOL could be jeopardized by the group not serving as its own fiscal agent, or if the District could be liable should revenue for the group not be self-sustaining. Mr. Roewe said INCOL is member managed and driven, and the fiscal risk would be low. Mr. Knorr said activity of the group is minimal, holding two annual conferences.

**Approval of Payment Vouchers, March 2018**       Ms. Thompson moved and Ms. Carlson seconded approval of the  
**(Item III.B.)**                   March 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Mar-L01	53631-53857 and W00538-W00544	\$683,796.31	\$683,796.31
	03092018PR and 03232018PR	\$344,577.19	\$344,577.19

**Approval of  
Payment Vouchers,  
March 2018  
(Item III.B.)**

L01		Total	\$1,028,373.50
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Fund	Capital Projects Fund	Subtotal	Total
Mar-L08	9591 – M. E. Uphus Construction -- Final payment for NS remodel retainage	\$14,063.27	\$14,063.27
L08		Total	\$14,063.27

There were no questions. The motion was approved.

**Unfinished Business  
None  
(Item III.C.1.)**

NONE.

**New Business  
Financial  
Management Policy  
(Item III.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Financial Management policy as revised. As previously reported, the SAO Exit Conference comments included specific recommendations regarding the deposit of cash receipts and purchases of food and refreshments. Mr. Knorr pointed out handling of the latter was incorporated into the suggested policy revisions, and attorney Cindy McMullen, legal counsel for the District, also reviewed the suggested changes. Also, for informational purposes, Mr. Knorr distributed copies of a Table of Constraints on the Spokane County Investment Policy portfolio from November 2017, of which the District is part of its pool (SCIP). Mr. Knorr noted the funds are invested for a longer duration than a money market account and thus increases yield. Mr. Craig asked if the District was obliged to invest in this fund. Mr. Knorr had not inquired if participation was obligatory, yet said he was pleased overall with performance of the fund. He noted a portfolio adviser provides quarterly updates as well.

There was no further discussion.

The motion was approved.

**New Business  
Memberships in  
Organizations Policy  
(Item III.D.2.)**

MEMBERSHIPS IN ORGANIZATIONS POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of the Memberships in Organizations policy as revised. Mr. Roewe said the suggested revisions were straight forward, with the list of organizational memberships provided for Board approval every year in October to coincide with budget development for the following year.

There was no further discussion.

The motion was approved.

**2018 Friends of the  
Library Recognition-  
Resolution 18-01  
(Item III.D.3.)**

2018 FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 18-01).  
Mr. Teterud moved and Ms. Carlson seconded approval of Resolution  
No. 18-01, Recognizing District Friends of the Library Support.

**RESOLUTION No. 18-01**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE  
COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON,  
RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

Mr. Roewe commented it has become tradition over the last several years to recognize the Friends of the Library groups with the first resolution of the year. He further said library Friends are a force multiplier, as many special events would not occur without their support. Friends of the Library are wonderful assets; they extend reach and provide community support. Mr. Craig read the resolution in recognition of all the Friends of the Library for all who were present to hear.

There was no further discussion.

The motion was approved.

**Overview – Friends  
of the SCLD  
(Item III.E.)**

FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT. Communication & Development Director Jane Baker provided an overview of the Friends of the Spokane County Library District (Friends of the SCLD). Ms. Baker reviewed history and development of the group that became a non-profit in 2014. The purpose of the group was to act as a foundation to support initiatives and District projects, and raise funds to complement the community library Friends groups. Ms. Baker reported the Friends of the SCLD has contributed over \$40,000 in eighteen months. Highlights include free family passes for the MAC and Mobius museums made available for check out at the libraries, and BookPage, a popular book review publication, also provided to customers free of charge each month at Moran Prairie, North Spokane, and Spokane Valley libraries. Via PowerPoint, Ms. Baker reviewed a wide-ranging list of programs funded by the Friends, which included author visits, family concerts, SCORE business workshops, the annual NaNoWriMo writing conference, Summer Reading promotion, 75<sup>th</sup> Anniversary celebration of the Library District and publication of Spokane Writes. Individual chapters' support included the Artist-in-Residence series at North Spokane, Teen Interns program at Spokane Valley, National Night Out at Moran Prairie, and the Waterfront Park concert at Medical Lake and more. The majority of Friends' revenue is from in-library book sales, with additional revenue generated from Thriftbooks, AmazonSmile, Fred Meyer Community Rewards, Friends membership dues, individual donations, and sales of the Spokane Writes anthology books. In addition, Ms. Baker reported plans for the future include hiring a new development manager for the District. She also encouraged Trustees to become a member of the Friends of the SCLD, and announced the annual Friends Helping Friends event will be held this year at North Spokane Library on Saturday, April 28. Ms. Carlson said she will attend to represent the Board of Trustees. There was no further discussion.

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### **Discussion Items, Possible Action Summer 2018 Meeting Schedule (Item IV.A.)**

2018 MEETING SCHEDULE. Following consideration of upcoming travel schedules and to ensure a quorum will be present at all summer meetings, Trustees agreed by consensus to cancel the June meeting. Therefore, the July meeting will be held at Deer Park Library. Mr. Roewe pointed out the Fixed Assets policy, previously up for review in June, will move to the July agenda. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the May meeting will be held at Fairfield Library. Among other items, the agenda will include a review of several personnel policies. Ms. Thompson provided advance notice of her absence at the May meeting. There was no further discussion.

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

Mr. Craig reported that he and more than 80 others attended the Broken Whistle concert at North Spokane Library on March 15. There were no further reports.

### **Executive Director's Report, Mar. 2018 (Item V.B.)**

The Executive Director's written report for March 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Additionally, HR Director Toni Costa provided an update on the executive director review process. Using SurveyMonkey, she will send a survey to the Board in July for its review of Mr. Roewe. She noted the survey will address the same performance areas as previously discussed and agreed to by Trustees. Ms. Costa will send out the compiled survey results in August, along with a summary report from the District Leadership Team. Trustees will conduct a review of Mr. Roewe during an executive session as part of the September meeting. Ms. Costa said she will also establish a performance review procedure with intent to bring ease to the process in the future.

Mr. Roewe pointed out that Mr. Stumbough did extensive reporting on Fairfield Library as part of March report, and additionally summarized the outcome of recent bond elections based on a suggestion regarding a potential future library at Conklin. In his stead, Mr. Roewe showed a visual summary of the mapped geographic data prepared by Mr. Stumbough, which via data for voter support and number of library cardholders demonstrated the Conklin property as an ideal location for a future library. Mr. Roewe stated that the boundaries for any future library capital facility area in Spokane Valley would likely be the city limits. Mr. Craig said that city representatives on the library ad hoc committee were supportive of that approach.

In response to Ms. Thompson's query about the status of the Shrine Circus, Mr. Roewe said the District recently received an updated certificate that served the necessary criteria for insurance coverage.

Mr. Craig asked when the Board can expect the 2017 revenue surplus to move to the Capital Fund. Mr. Roewe said with the June meeting now canceled, a resolution would likely be added to the agenda for July or

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### **Executive Director's Report, Mar. 2018 (Item V.B.)**

August. In response to Mr. Craig, Mr. Knorr said he was not concerned about cash flow, yet having budget figures for six months provides a clearer picture for estimating expenditures through the remainder of the year. There was no further discussion.

### **Operations Report, Mar. 2018 (Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2018, with data for customer use measures, programming and library activities. Mr. Roewe said he would answer questions on behalf of Mr. Stumbough and Ms. Bateman, as neither were available to attend the meeting. Mr. Roewe expressed kudos to IT Manager Patrick Hakes and the IT Department for effectively handling two recent system failures, as well as fine tuning a plan to mitigate future events. In response to Mr. Craig's request, Mr. Hakes explained the series of events and how they were resolved by IT, and noted the District generator fortunately ran perfectly and did not lose power during these events. Mr. Roewe said library staff worked well to assuage the disappointment of customers who were unable to use online services during the outages.

Mr. Craig also inquired about the recent one-year exclusion of a customer at Moran Prairie Library. Mr. Roewe provided details about the security incident and noted staff reacted appropriately to involve law enforcement. There was no further discussion.

### **Communication Report, Mar. 2018 (Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for March 2018 communication activities. Ms. Baker further reported the June through August edition of Engage magazine was submitted for printing and is anticipated to be in libraries by May 1. Ms. Baker also announced the District and Communication Team recently won two Spark awards, and said she would have more information to share after attending the awards presentation along with her team this evening. There was no further discussion.

### **Fiscal Report, Mar. 2018 (Item V.E.)**

Revenue and Expenditure Statement through March 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 12,170,675
Expenditures	\$ 11,566,888
Ending Fund Balance	\$ 5,179,623
Fund Budget Expended	95.04%

Mr. Knorr provided further details about the potential installation of an electric vehicle charge station at a District library. Avista would provide the charge station, pay half the installation cost up to \$4,000, and maintain the unit. Mr. Knorr noted the District is yet to receive an official quote and the project is not confirmed. In response to queries from Trustees, Mr. Knorr said there are approximately 500 electric vehicles in the Avista service area. One adapter fits all vehicles and charging takes 2.5 hours. Mr. Roewe said the monthly cost of this service would be minimal and there

**Fiscal Report,  
Mar. 2018  
(Item V.E.)**

could be secondary benefits. Mr. Craig said he would prefer that donated funds from a third party cover the costs of this project. In addition, Mr. Knorr reported the lease for The BookEnd expires at the end of April. Spokane Valley Mall management has proposed a new lease that includes a one-time increase of four percent for three years, and gave permission for the library to close at 8 instead of 9 p.m. Although the lease has not been signed, Mr. Roewe said now is an appropriate time, with customer use of The BookEnd increasing. In response to Mr. Teterud's query about procurement of different signage, Ms. Baker said new signage is in progress. There was no further discussion.

Chair Craig called for a five-minute recess at 5:03 p.m.

**Spotlight  
Book a Librarian  
(Item V.F.)**

Librarian Diane Brown and Public Services Specialist-Lab Tech Sarah Rooney presented information about District Book a Librarian (BaL) appointment services. Ms. Brown provided background for the first computer classes held at the library that transitioned into the current one-on-one appointments established to meet the varied training needs of individuals. Some popular topics included downloading eBooks, business planning and market research, how to set up email accounts and use of smartphones. A library card is not required to schedule an appointment. Ms. Brown also discussed her work with the senior community to teach use of FaceTime and other social media. Ms. Rooney reported on Book a Librarian appointments on the Fly and in The Studio and commented about how students thrive when working with software. Regarding job seekers and small business support, Ms. Rooney said building relationships is part of the process, which in turn brings others to the library for services. She also commented how learning happens for both the customer and staff. Mr. Craig praised the service and commented how it takes reference librarian to the next level. Mr. Teterud expressed gratitude for the BAL assistance he recently received, and said he considered the resource invaluable. Ms. Brown reported that staff has completed 575 appointments in just over 11 months. Following a round of applause, Trustees expressed appreciation for the informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

Mayor Shirley Maike welcomed and expressed thanks to the Trustees and staff for holding the monthly board meeting at Medical Lake. The mayor also commented about the city's collaboration with Medical Lake Library staff to address senior citizen community needs. There was no further public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 5:29 p.m. The next Board Meeting is scheduled for Tuesday, May 15, 2018, at 4:00 p.m., in the public meeting room at Fairfield Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees



# PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$955,805.37 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE:

May 1, 2018

SIGNED

TITLE:

*Donelle K. W.*  
FINANCE & ACCOUNTING Manager  
for Finance Director

SIGNED

TITLE:

*PM R. W.*

Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
053858	ABM INDUSTRIES, INC. MONTHLY CUSTODIAL SERVICES	\$ 15,547.92
053859	ALLIED SAFE & VAULT CO, INC. MONTHLY ALARM MONITORING & REPAIR	1,451.70
053860	MARGARITA ALVARADO LOST/PAID BOOK REFUND	2.60
053861	CONTRACT DESIGN ASSOCIATES OFFICE FURNITURE	328.67
053862	CONSOLIDATED ELECTRICAL DIST. BUILDING REPAIR & MAINTENANCE	124.56
053863	CENTER POINT LARGE PRINT LIBRARY MATERIALS	30.10
053864	CENTURYLINK ANALOG TELEPHONE LINES	39.50
053865	CENTURYLINK ANALOG TELEPHONE LINES	39.75
053866	CENTURYLINK ANALOG TELEPHONE LINES	59.91
053867	CENTURYLINK ANALOG TELEPHONE LINES	79.53
053868	CENTURYLINK ANALOG TELEPHONE LINES	76.38
053869	CHEVRON U.S.A. INC. VEHICLE FUEL	458.34
053870	CITY OF MEDICAL LAKE WATER, SEWER, REFUSE - ML	160.68
053871	CITY OF SPOKANE VALLEY LIBRARY PROGRAMS	423.50
053872	CULLIGAN SPOKANE WA BOTTLED WATER SERVICE - CHENEY	38.64
053873	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	753.96
053874	DEPARTMENT OF LABOR & IND. BUILDING REPAIR & MAINTENANCE	210.70
053875	EARTHWORKS RECYCLING, INC. RECYCLING	205.00
053876	EMPIRE DISPOSAL INC. SOLID WASTE - FAIRFIELD	37.41
053877	EXECUTIVE WOMEN INTERNAT'L QUARTERLY MEETINGS	120.00
053878	GALE/CENAGE LEARNING LIBRARY MATERIALS	529.42
053879	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	716.46
053880	VANTAGEPOINT TRNSFR %M&T BANK-302112 ICMA EMPLOYEE 457 CONTRIBUTIONS	3,603.26
053881	INGRAM DISTRIBUTION GROUP, INC. LIBRARY MATERIALS	9,814.37
053882	INLAND POWER AND LIGHT ELECTRIC UTILITIES - AH, DP	601.87
053883	INTEGRA TELECOM HOLDINGS, INC. BROADBAND AND INTERNET	2,313.33
053884	KANTOLA PRODUCTIONS, LP VIDEO TRAINING LIBRARY FOR STAFF TRAINING	145.00
053885	WICK ENTERPRISES, LLC ADVERTISING	312.37
053886	MIDWEST TAPE LIBRARY MATERIALS	4,289.73
053887	STEPHANIE REGALADE-HERTEL LIBRARY MATERIALS	38.95
053888	OCLC, INC. SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	692.35
053889	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	136.78
053890	OTIS HARDWARE MAINTENANCE SUPPLIES	22.48
053891	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	7,674.60
053892	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	819.01
053893	RECORDED BOOKS, LLC LIBRARY MATERIALS	585.68
053894	SPOKANE COUNTY ENVIRONMENTAL SERVICES MONTHLY SEWER - AR, NS, SV	462.36
053895	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	340.32
053896	DEER PARK TRIBUNE LIBRARY MATERIALS	70.00
053897	UNIQUE MANAGEMENT SERVICES COLLECTION AGENCY & NOTICE FEES	1,360.75
053898	UPS SHIPPING	20.99
053899	SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS	124.50
053900	VERIZON WIRELESS CELL PHONES (20)	341.56
053901	WHITWORTH WATER DISTRICT #2 WATER - NORTH SPOKANE	28.57
053902	ABM INDUSTRIES, INC. MONTHLY CUSTODIAL SERVICES	2,556.00

053903	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENTS	6.40
053904	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENTS	725.61
053905	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENTS	4.00
053906	AUNTIES, INC.	LIBRARY MATERIALS	49.23
053907	BRODART CO.	OFFICE/LIBRARY SUPPLIES	206.20
053908	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
053909	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
053910	CENTURYLINK	ANALOG TELEPHONE LINES	38.19
053911	COMMUNITY COLLEGES OF SPOKANE	JOB FAIR REGISTRATION FOR PRESENTING	45.00
053912	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	266.66
053913	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	342.23
053914	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	15,390.81
053915	EAST.WASH.FINANCE OFFICERS	MEETING REGISTRATION - KRUM	80.00
053916	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	1,256.64
053917	FILM IDEAS, INC.	LIBRARY MATERIALS	359.61
053918	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.35
053919	GALE/CENAGE LEARNING	LIBRARY MATERIALS	795.58
053920	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	29,325.47
053921	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,045.51
053922	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	364.73
053923	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,436.20
053924	VOID CHECK	***VOID CHECK***	-
053925	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
053926	MIDWEST TAPE	LIBRARY MATERIALS	5,883.50
053927	MORNINGSTAR, INC.-0051	ELECTRONIC LIBRARY SERVICE	3,344.00
053928	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	61.76
053929	NOSTALGIA MAGAZINE	LIBRARY MATERIALS	38.95
053930	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,717.74
053931	RECORDED BOOKS, LLC	LIBRARY MATERIALS	302.44
053932	RR DONNELLEY	OFFICE/LIBRARY SUPPLIES	555.85
053933	SCC BOOKSTORE	JOB FAIR REGISTRATION FOR PRESENTING	40.00
053934	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	6,581.93
053935	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	354.84
053936	TUYANA DAMBIEVA	LOST/PAID BOOK REFUND	15.80
053937	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,127.07
053938	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	696.07
053939	BROKEN WHISTLE LLC	LIBRARY PROGRAMS	1,200.00
053940	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
053941	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
053942	ACCURATE STRIPING	RESURFACE PARKING LOT/RESTRIPE	242.41
053943	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.78
053944	AVISTA UTILITIES	MONTHLY UTILITIES	9,071.82
053945	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	10.55
053946	CLASSIC VENTURES LTD	LIBRARY MATERIALS	30.06
053947	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	18.35
053948	CENTURYLINK	ANALOG TELEPHONE LINES	37.95
053949	CENTURYLINK	ANALOG TELEPHONE LINES	39.81
053950	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	36,798.00
053951	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT INSURANCE	4,637.85
053952	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,188.19
053953	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	5,496.50
053954	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,403.26
053955	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,174.95
053956	INLAND PUBLICATIONS	LIBRARY PROGRAMS	428.00
053957	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	2,235.00
053958	MIDWEST TAPE	LIBRARY MATERIALS	4,353.58
053959	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGT	750.00
053960	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	201.39
053961	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,797.50
053962	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	915.53
053963	SPO. NEIGHBORHOOD ACTION PLAN	LIBRARY PROGRAMS	450.00
053964	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
053965	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	1,451.15

053966	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	124.50
W00545	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	366.42
W00546	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,190.63
W00547	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,473.79
W00548	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,864.25
W00549	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,382.24
W00550	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION, LIFE, EAP, LTD INS.	84,944.15
W00551	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,129.25
W00552	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,666.57
W00553	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,895.50
W00555	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	<u>15,298.80</u>

<b>Total Non-Payroll General Operating Fund</b>	<b>\$ 580,772.52</b>
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**PAYROLL VOUCHERS**

04102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 195,877.40
04252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>179,155.45</u>

<b>Total Payroll General Operating Fund</b>	<b>\$ 375,032.85</b>
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<b>TOTAL GENERAL OPERATING FUND</b>	<b>\$ 955,805.37</b>
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March/April 2018 Credit Card Activity  
Paid in April 2018  
Voucher # 053794

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,275.69
Maintenance	167.73
Travel	1,998.74
Acquisitions	3,612.01
Information Technology	1,025.47
Outreach	47.43
General Fund Purchases	<u>\$14,127.07</u>

## PERSONNEL POLICY

### 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 District practice to review its 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:

- PP0 – HR Policies Manual Index/Table of Contents
  - Delete
- PP00 – Definitions
  - Delete
- PP01 – Introduction
  - Delete
- HR2 – Hiring and Employment
  - Update Section 2.04
  - Add Sections 2.19
- HR4 – Benefits
  - Update header/title information
  - Update Sections 4.1, 4.5, 4.7, 4.10
  - Delete Sections 4.6, 4.8, 4.9
  - Add statement at end of policy
- HR6 – Employee Conduct
  - Delete Section 6.1, 6.4
  - Update Section 6.2, 6.5
  - Add statement at end of policy
- PP08 – Separation from Service
  - Delete
  - Move section 8.1 to HR2
  - Move section 8.3 to procedure 8.2
- HR11 – Safety & Health
  - Update introductory statement and the following sections:
    - 11.1, 11.3, 11.5, 11.7, 11.8
  - Delete the following sections:
    - 11.2, 11.4, 11.6, 11.9, 11.10, 11.11
  - Add statement at end of policy
- PP12 – Acknowledgement Form for Policy Manual
  - Delete (form moved to HR Forms)
- HR12 – Searches and Inspections
  - New policy

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:

- PP0 – HR Policies Manual Index/Table of Contents
  - Each policy is now standalone, consistent with other District policies. There is no longer a need for a table of contents.
- PP00 – Definitions
  - Updated and moved to procedure
- PP01 – Introduction
  - Each section of PP01 has been moved to either to policy, procedure, job description and/or employment application statement.
- HR2 – Hiring and Employment Section 2.04, 2.19
  - 2.04 - Removing the RCW language clarifies this section. Adding the last sentence to that paragraph gives us the ability to check the National Sex Offender Registry or to use a third-party background check company to provide more in-depth checks should we see the need for that in the future.
  - 2.19 – this sections was moved from the deleted policy PP08 – Separation from Service
- HR4 – Benefits
  - Update header/title information
  - 4.1 Eligibility
    - Remove table, information is included in each section.
    - Remove ACA language, information is included in paragraph below
  - 4.5 Employee Assistance Program
    - Update language
  - 4.6 Health Care Costs
    - Remove – contradicted in 4.1
  - 4.7 Other Benefits
    - Update language for clarity
    - 4.7.8 Remove – stated in Resolution 96.19 (not an HR benefit)
    - 4.7.9 Update language
  - 4.8 HIPAA
    - Remove – will add language to procedure
  - 4.9 Post-Termination
    - Remove – move to procedure
  - 4.10
    - Update and simplify language, move most deleted language to procedure
  - Add statement at end of policy to be consistent with all other HR policies
- HR6 – Employee Conduct
  - Section 6.1 will be updated and moved to procedure
  - District Expectations (now 6.1) – moved language regarding Public Records to a standalone paragraph for clarity.
  - Disciplinary Action – moved introductory language to procedure
  - 6.4 Employee Misconduct – this language was removed as it is repeated language from this and other policies, as well as the District Standards of Conduct.
  - Language added at the end makes this policy consistent with other HR policies.
- PP08 – Separation from Service (see above)
- HR11 – Safety and Health
  - Updates to the Introduction simplifies and clarifies the intent of the policy

- Section 11.2 removed as it is now Washington State Law. HR6 states all employees will follow local, state and federal laws.
- Section 11.4 the Bloodborne Pathogen Exposure Control Plan has been expanded, updated to meet state law and included in the Safety Manual.
- Section 11.6 removed for the same reason as 11.2
- Section 11.8 Employee Wellness was updated to reflect an updated approach to wellness in the workplace.
- Section 11.10 was moved to a standalone policy HR12 – Searches and Inspections.
- Language added at the end makes this policy consistent with other HR policies.
- PP12 – Policy Acknowledgement Form deleted and form moved to HR Forms
- HR12 – Searches and Inspections (new)
  - New policy, language taken from HR11 to create standalone policy

**Please note:**

**Content underlined = new, clarification or revised.**

**Strikeout = removed.**

**Suggested draft policies follow the current policies section.**

**Recommended Action:** Board motion to approve suggested revisions to the Personnel Policy.

**CURRENT POLICIES**SPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR2 – Hiring and Employment**

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/21/2017 05/15/2018**Purpose**

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

**Scope**

Applies to all District employees

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**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 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 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**

The District will comply with 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. by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may use a third-party provider to conduct a more in-depth background check.

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 appointment 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 their 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 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's 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 termination.

### **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 comply with all federal, state and local law regarding employment and 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: HR4 – Benefits**

Orig. Date: 01/01/1982

Latest Revision: 05/15/2018

**Purpose**

To set forth the District's policies regarding benefits.

**Scope**

Applies to all District employees

**CHAPTER 4: COMPENSATION: BENEFITS**

Orig Date: 01/01/82

Latest Revision: 10/20/15

Benefits are the other a component of an employee's total compensation. The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate.

**4.1 — Eligibility**

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

**Note:** An employee may not use one benefit to extend another unless otherwise permitted by this policy.

<b>Benefit</b>	<b>Employment Status Needed for Eligibility</b>	<b>Min # of Scheduled Hours per Week Needed for Eligibility</b>
Employee Assistance Program	Any	Any
Medical, Dental, Vision Insurance; Life & Long-Term Disability (LTD) Insurance	Benefit Eligible Employee	20
Vacation and Sick Leave	Benefit Eligible Employee	20
Bereavement Leave, Court-Related Leave, and Military Leave	Any	Any
ICMA Retirement Corporation (Deferred Compensation Plan)	Benefit Eligible Employee	20
Retirement (P.E.R.S.)	Benefit Eligible Employee	Determined by Washington State Department of Retirement Systems Requirements



Tuition Assistance	Any, and Enrolled in an Accredited Post-Secondary Degree Program	Any
Staff Library Cards with daily overdue fines waived	Any	Any

#### **4.2 Medical**

~~s required by the Affordable Care Act (ACA), effective January 1, 2015, employees regularly scheduled to work thirty (30) or more hours per week are eligible to receive full-time medical benefits. Employees regularly scheduled to work 20–29 hours per week will have their medical benefits pro-rated based on a forty (40) hour work week.~~

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

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) are eligible to contribute to a qualified Health Savings Account (HSA) ~~of their own. Moreover, each pay period the~~ The District may contribute to the HSA of all eligible employees enrolled in a District High Deductible Health Plan, regardless of their scheduled work hours. An HSA allows employees to save tax-free dollars to pay for IRS-qualifying medical expenses for themselves and their families. The amount of the District's HSA contribution, if any, is will be determined annually, ~~prior to open enrollment.~~

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

#### **4.3 Dental, Vision, Life Insurance**

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

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

#### **4.4 Long-Term Disability Insurance**

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

Dependents are not eligible for this insurance.

#### **4.5 Employee Assistance Program (EAP)**

The Employee Assistance program premium is paid in full by the District. All employees, their immediate family, dependent children and anyone living in their household and their eligible dependents are provided the resources of an employee assistance program (EAP) to use whenever the need for assistance in coping with a problem occurs are eligible to use EAP services.



**4.6 — ~~Health Care Costs~~**

~~Currently, there is no specific dollar amount established for health care benefits. Nevertheless, should the cost of health care benefits in a future year exceed 10% when measured against the cost of benefits in the current year, the additional cost may be borne by employees.~~

**4.7 Other Benefits**

1. Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding ~~retirement~~ PERS eligibility. Employee contributions to PERS are pre-tax contributions.
2. The District also offers a deferred compensation plan(s) ~~through ICMA Retirement Corporation. The District does not contribute to this plan.~~ Employees may make deferred contributions ~~to this plan~~ up to the maximum amount set by the IRS. The District does not contribute to deferred compensation plans.
3. The District offers tuition reimbursement assistance on a first come, first served basis to any employee enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. To be eligible, District employees must have successfully completed coursework for the designated quarter or semester and earned a grade of B or better for each course taken. ~~Tuition reimbursement assistance will be based upon the in-state tuition rate for the state of Washington, or the tuition rate at the attending college or university, whichever is less.~~ Maximum reimbursement is as follows:
  - a. for an AA Associate degree is \$1,000 per calendar year;
  - b. BA/BS Bachelor's degree - \$2,000 per calendar year;
  - c. Master's MLS or equivalent degree - \$2,500 per calendar year.
4. If an employee leaves District employment before completing a full year of employment following receipt of these funds, they agree to reimburse the District for the full reimbursement received.
5. ~~Staff library cardholders may not be assessed daily fines for overdue library materials as stated in Resolution 96-19, adopted by the District's Board of Trustees, October 17, 1996.~~
6. The District also will follow all ~~provides~~ federal and state mandates ~~d~~ employee benefits regarding benefits ~~such as Social Security, Medicare and Worker's Compensation.~~

**4.8 — HIPAA**

~~The Health Insurance Portability and Accountability Act of 1996 (HIPAA), is intended to help consumers maintain their health insurance coverage, while protecting the privacy, security and electronic transmission of individually identifiable health information, referred to in the law as Protected Health Information, or PHI.~~

Spokane County Library District (SCLD) is considered a covered entity under HIPAA because we provide employer sponsored health plans that are subject to HIPAA privacy and security rules as they apply to protected health information (PHI) maintained by the District. Therefore, HIPAA regulations will be followed in all administrative activities undertaken by assigned personnel whenever they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission.

SCLD will consider any breach in the confidentiality of PHI to be a serious infraction, and may result in disciplinary action up to and including termination.

#### 4.9 — Post Termination

Under provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, employees and/or spouses and dependents of employees may continue to purchase medical, dental, vision insurance, and EAP coverage on a self-pay basis for a limited period of time after experiencing a loss in coverage from a divorce or separation from the employed spouse, reduction in hours, termination of employment, or any other COBRA qualifying event. In addition to COBRA, employees experiencing a qualifying event may explore other health care alternatives available through the Washington Health Benefits Exchange.

#### **4.8 4.10 Pretax Medical Benefit Plans**

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

The following definitions apply to Spokane County Library District's Pretax Medical Benefit Plans:

"Benefit Election Form" refers to the form provided by the Plan Administrator to employees to enroll in a health insurance plan. Once enrolled in a health plan, the employee becomes eligible for the Pretax Benefit Plan.

"Benefit Election Period" refers to the month of open enrollment during each Plan Year subsequent to the year of hire. Benefit Election Period may also include the normal trial period following employee's date of hire.

"Compensation" refers to an employee's basic salary, overtime, paid leaves, as well as that portion of medical, dental, vision, life, and disability insurance paid by the District.

"Insurance Plan" refers to the Spokane County Library District's medical, dental, vision, life, EAP, and long term disability insurance plans available to employees.

"Plan Administrator" refers to the person or persons responsible for the administration of the insurance plan.

"Plan Year" refers to the twelve month period beginning January 1 and ending December 31. Each employee who is eligible for medical, dental, and vision insurance coverage may participate in the Pretax Benefit Plan by completing a Benefit Election Form within the Benefit Election Period.

A Benefit Election Form once filed should remain in effect until the earlier of (a) the employee's ineligibility for coverage under the Insurance Plan for whatever reason; and (b) the filing of a new Election Form. An Election made (or deemed made) is irrevocable for the Plan Year. Changes can be made if there are changes in an employee's family status, which include but

~~are not limited to: birth, adoption, or legal guardianship of a child, marriage, separation or divorce, or dependents becoming ineligible for coverage.~~

~~The Benefit Election Form should indicate the employee's participation in the Insurance Plan as either "Employee," "Employee and Spouse," "Employee, Spouse, and Children," or "Employee and Children." The premium shall reduce the employee's compensation throughout the Plan Year by allowing employees to pay a portion of their health insurance premiums with pre-tax dollars.~~

~~If no Benefit Election Form is filed by the employee, the employee is not eligible for the Pretax Benefit Plan.~~

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

~~The Pretax Benefit Plan's nontaxable benefit shall be the portion of the employee's total cost of coverage of the Insurance Plan allocated to Employees in accordance with normal personnel practices in effect during the Plan Year.~~

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

~~The Business Office shall have general responsibility for the administration and interpretation of the Pretax Benefit Plan, and shall establish procedures and provide for the keeping of records of all actions taken in accordance with his/her duties. The duties, claims determinations, and liability of the Business Office shall be determined by the terms of the Insurance Plan.~~

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

~~Nothing contained in the Pretax Benefit Plan shall give any employee the right to be retained in the employment of the employer or affect the right of the employer to dismiss any employee. The adoption and maintenance of the Pretax Benefit Plan shall not constitute a contract between the employer and any employee for consideration for, or an inducement to or condition of, the employment of any employee.~~

~~All notices, statements, reports, and other communications from the Plan Administrator to any employee or other person required or permitted under the Pretax Benefit Plan shall be deemed to have been duly given when delivered to, or when mailed by first-class mail postage at his address last appearing on the records of the Plan Administrator.~~

~~The Pretax Benefit Plan and all rights there under shall be governed by and construed in accordance with the laws of the state of Washington and the United States.~~

~~Note: BO Notification and Section 125 Election Form — BO use only~~

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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

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and/or decision may be made in writing to the Board of Trustees.

The District will comply with all federal, state and local law regarding employment and 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: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/21/201705/15/2018

**Purpose**

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

**Scope**

Applies to all District employees

**C H A P T E R 6: EMPLOYEE CONDUCT**

Orig Date: 01/01/82

— Latest Revision: 10/18/16

**District Expectations**

**6.1 District Aspirations**

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

- ~~1. **Professional Associations.** The District supports employee participation in professional, job related organizations that enhance knowledge and skills and contribute to furthering the goals of the Library District. With prior approval, use of work time may be allowed, and reasonable travel expenses paid, for participation as an active member, organization officer, or board or committee member in a job related organization.~~
- ~~2. **Professional Development and Training.** The District recognizes that a trained workforce is more efficient, more productive, and more prepared to provide quality service(s) to the customers and communities we serve.~~
  - ~~a. **Generally, supervisors or managers are responsible for identifying training needs and recommending employees for special training programs, or providing identified on-the-job training. District employees are encouraged to further their personal and professional education in order to enhance their job performance and work productivity, as well as increase their potential for upward mobility. Prior approval to attend a**~~

~~workshop, conference, or other training activity must be obtained from the appropriate supervisor and/or manager~~

- ~~3. *Employee Recognition.* The District takes pride in its employees and feels it is most appropriate to recognize their hard work, professionalism, and dedication to providing quality library services and programs. Consequently, supervisors and managers are encouraged to identify and recognize employees for their teamwork, dedication to excellence, and/or the everyday work behavior(s) that contribute to the library's success in the community.~~
- ~~4. *Performance Management.* Successful job performance is predicated by establishing clear goals and performance expectations, providing timely and appropriate feedback on a continuous basis, and fairly and accurately evaluating employee performance during the formal evaluation process. Consequently, managers and supervisors are expected to continuously monitor employee performance, provide appropriate performance feedback, and complete formal performance reviews in a timely manner.~~

## **6.2 6.01 District Expectations**

~~The ability to provide excellent customer service and maintain good community relations depends on our employees. Employees are expected to conduct themselves at all times in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet District expectations may result in disciplinary action up to and including termination.~~

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

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

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

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

holidays or other special occasions, are allowed as long as they do not constitute a conflict of interest.

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

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the ~~Chief Financial Officer~~ Finance Director within 24 hours one (1) business day of occurrence. Failure to notify, or failure to pay a fine or ticket, ~~or failure to reimburse the District for any fine paid by the District,~~ in a timely manner, may result in disciplinary action up to and including termination.

**Professional Conduct.** Employees are expected to

1. Adhere to all District policies, procedures, safety rules and safe work practices.
2. Comply with all local, state and federal laws and regulations.
3. ~~Comply with the District's ethical rules, including the prohibition on conflicts of interest, and~~ Refrain from on and off-duty conduct that interferes with the employee's ability to do his or her job or reflects negatively on the District.
4. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable.
5. Comply with lawful direction from supervisors and managers.
6. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.
7. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.
8. Perform assigned tasks satisfactorily according to established performance standards.
9. ~~Keep supervisors informed of intent to return to work whenever an unforeseeable absence exceeds two weeks, in a manner agreed to by the supervisor or manager.~~
10. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor.
11. For employees whose duties include operating a personal or District-provided vehicle, report the suspension, revocation, or loss of driver's license and/or insurability within twenty-four (24) hours of occurrence.



~~12. Smoke only in outside areas complying with the Smoking in Public Places Act, RCW 70.160, which requires smoking no closer than 25 feet from doors, windows, air ducts, etc.~~

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

The possession and use of medically-prescribed and over-the-counter medications during work hours is permissible, provided ~~however that the employee must inform a supervisor if that the medication they may do not~~ prevent the employee from safely performing his or her/their essential functions duties and/or create a direct safety threat to the employee or others.

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

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

**Personal Attire.** Employees are expected to dress in a manner representing their position and job responsibilities. They should present a clean and neat appearance appropriate to their work assignment ~~and the dress standards set by their manager~~. All employees should present to work free of excessive scent.

**Electronic Communication Equipment and Computer Systems.** It is the policy of Spokane County Library District that electronic communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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

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

When conducting District business, employees are expected to use District email accounts. ~~To ensure compliance with RCW 42.56, any business-related email generated from an employee's~~

~~personal account must be copied to the District's email account.~~ Failure to do so may result in disciplinary action up to and including termination.

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

- Engaging in any purposeful actions harmful to computer equipment, the network or the information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
- Installing or downloading any software on District-owned computers, laptops, tablets, or other mobile devices in violation of District procedures. In addition, District-owned or licensed application software may not be copied or installed on an employee's personal or home computer except in accordance with District Procedure 700.100, Computer Software Control.
- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate another employee, and/or non-employee; accessing, or attempting to access, another employee's email, voicemail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.
- ~~Employee use of the District's computer or communication equipment, systems, or network is subject to inspection at any time.~~

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

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

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

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



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

## **Disciplinary Action**

~~The following sections on disciplinary action provide guidelines that apply to regular employees who are no longer in the Probation period.~~

### **6.3 Disciplinary Action**

~~The following policy applies to District employees, with the exception of the Executive Director.~~

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

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

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

~~Normally, disciplinary action progresses as follows:~~

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

~~**Written Warning:** For more serious work performance and behavior problems, or repeated minor problems, a formal, written warning to correct an unacceptable practice or behavior, may be given. The written warning should clearly state how or why performance is deficient, what must occur to overcome the deficiency, and include a designated period of time during which unsatisfactory performance or behavior is expected to improve.~~

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

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

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

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

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

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

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

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

~~If, following the hearing, the intent to dismiss is sustained, the notice and all supporting documentation will be placed in the employee's personnel file.~~

#### **6.4 Employee Misconduct**

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

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

- ~~1. Unauthorized leave and/or excessive tardiness.~~
- ~~2. Misrepresentation of facts concerning absence from work.~~
- ~~3. Destruction, damage, or unauthorized possession of customer, co-worker, or Library District property.~~
- ~~4. Unauthorized, illegal, unethical, or inappropriate use or possession of Library District supplies, materials, or equipment, including computer hardware and software.~~
- ~~5. Falsification of employment application or other hiring documents; unauthorized alteration of an employee or member record, or any other record or report created or maintained by the Library District.~~
- ~~6. Insubordination: unwillingness to carry out a lawful directive from a manager or supervisor, and/or threatening, intimidating, or disrespectful behavior toward a manager or supervisor.~~
- ~~7. Malfesance or misconduct; e.g., any act or behavior that is wrong, improper, or unlawful.~~
- ~~8. Abuse of authority or position.~~
- ~~9. Use of or working under the influence of alcohol or controlled substances (as defined in RCW 69.50), including prescribed or over the counter medications that impair performance of essential job functions, or create a direct threat.~~
- ~~10. Possession, distribution, sale, or transfer of alcohol or controlled substances (as defined in RCW 69.50) in the workplace, including District vehicles, while on or off duty.~~
- ~~11. Illegal acts.~~
- ~~12. Creating or contributing to unsafe working conditions.~~
- ~~13. Failure to report any work related personal injury, accident, or equipment damage to supervisor within twenty four (24) hours of occurrence.~~
- ~~14. Neglect of duty (e.g., failure to perform, or careless disregard for the consequences of an act or behavior).~~
- ~~15. Abandonment of position; i.e., employees who are absent from work without authorization for three (3) or more consecutive work days will be considered to have voluntarily resigned their position.~~
- ~~16. Insulting, intimidating, threatening, abusive, or assaultive behavior directed towards peers, co-workers, supervisors/subordinates, or the general public.~~
- ~~17. Actions or statements which, in the District's opinion, reflect negatively on the Library District or conflict with the best interests of the Library District, unless protected by law.~~

- ~~18. Possession of lethal weapons or dangerous materials, such as explosives or firearms, in the workplace.~~
- ~~19. Retaliation, in any form, directed against another employee, supervisor/subordinate, or member of the general public for engaging in any protected activity.~~
- ~~20. Violation of any District rules, policies, and other work-related expectations.~~
- ~~21. Dishonesty.~~
- ~~22. Disclosing confidential information regarding the District, its employees, or its customers without authorization.~~
- ~~23. Engaging in any form of harassing or bullying behavior.~~

#### **6.5 6.02 Disciplinary Action**

Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by these policies.

This policy should not be construed as preventing, limiting, or delaying the District from taking the level of disciplinary action it deems appropriate.

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

**Written Warning:** For more serious work performance and behavior problems, or repeated minor problems, a formal, written warning may be given. The written warning should clearly state how or why performance is deficient, what must occur to overcome the deficiency, and include a designated period of time during which unsatisfactory performance or behavior is expected to improve.

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

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

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

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

Prior to a final determination to suspend, a pre-disciplinary hearing shall be held. The hearing serves as a check against mistaken decisions and provides an opportunity for an employee to respond to the allegation(s) by providing information denying, explaining or mitigating the

allegation(s) before a final decision to suspend is made. The reason(s) for pursuing the suspension shall be reviewed by the Human Resources Director and approved by the appropriate Manager and/or Executive Director prior to the hearing.

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

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

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

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

If, following the hearing, the intent to dismiss is sustained, the notice and all supporting documentation will be placed in the employee's personnel file.

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

#### ***Disciplinary Action for Exempt Employees***

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

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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 comply with all federal, state and local law regarding employment and will make a good faith effort to implement this policy in a fair and consistent manner.

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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: HR11 – Safety & Health**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/15/2018

**Purpose**

To set forth the District's policies for the safety and health of employees.

**Scope**

Applies to all District employees and volunteers

**CHAPTER 11: SAFETY AND HEALTH POLICIES**

Orig Date: 01/01/82

— Latest Revision: 05/26/15

**Safety & Health**

~~It is the intent of Spokane County Library District (the District) to~~ will ~~comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards. The Board of Trustees and the administration of Spokane County Library District recognize their duty to provide a safe and healthy work environment for employees, library members, and visitors to District facilities.~~

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

~~Every employee is responsible for maintaining a safe work environment and following the District's safety protocols. Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.~~

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

~~The District has established and will maintain a safety program that emphasizes the importance of practicing proper safety and health techniques for each job assignment. The District's objective is to have a safety and health program that serves to minimize the number of on-the-job employee injuries and illness. The District's goal is zero accidents, injuries and health~~



hazards. The District aims to achieve this goal through the cooperative efforts of the Board, Executive Director, Managers, Safety Committee, and employees who, by working together, will proactively minimize work-related accidents.

The District safety program includes procedures related to safety and health, blood-borne pathogen exposure control, and accident prevention. Safety orientation of new and transferred employees, timely and appropriate education and training, an employer/employee safety committee, an active self-inspection program, proper mechanical guards, and personal awareness of one's work environment are key components of the health, safety, and accident prevention program.

Additional information can be found in the District's Safety & Health Manual.

### **11.1 Accident/Incident Reporting**

In case of an accident or incident occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, and/or property damage, regardless of the nature or severity of the injury, illness, or property damage, the employee must promptly (within 24 hours) notify his/her their immediate supervisor or manager and complete the District's accident/incident/exposure report Accident Report form. An accident or incident involving a member, visitor, or volunteer should also be reported to the appropriate supervisor as soon as possible.

### **11.2 Distracted Driving**

The District is committed to promoting safe work practices. In order to increase employee safety and reduce risks behind the wheel, Spokane County Library District employees may not use a handheld cell phone or other electronic device while operating a vehicle, whether the vehicle is in motion or stationary at a traffic light or stop sign. This includes, but is not limited to, making or receiving phone calls and/or engaging in phone conversations, reading or responding to emails, instant messages, texts, or voice mail. If an employee needs to use his/her handheld cell phone or other device, he/she must safely pull over to the side of the road or use another safe location. This policy applies to any employee using a handheld cell phone, or other device, while operating a District or personal vehicle during their scheduled work shift, or non-work hours if conducting District business. Failure to abide by this policy may result in disciplinary action up to and including termination.

### **11.3 11.2 Annual Facility Inspection/Fire Drill**

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or Maintenance Assistant on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library members customers, and visitors. ~~Nonetheless, all employees are expected to promptly report any health or safety concerns, hazards, or problems they become aware of to their supervisor or manager. The supervisor or manager is responsible for taking appropriate action to eliminate any real or potential health or safety hazard.~~

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are also conducted annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

#### **~~11.4 Bloodborne Pathogen Exposure Policy~~**

~~The employees of Spokane County Library District provide library services and materials to District library members and visitors. Part of this obligation may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials (OPIM). This is most likely to occur as a result of performing first aid/CPR to another employee, member, or visitor. Being exposed to a blood-borne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria. In order to minimize exposure and protect the health of our employees, it is the policy of the District to comply with all statutory obligations for the prevention of exposure to blood-borne pathogens. Therefore, employees who come in contact with potentially infectious materials must promptly notify their immediate supervisor or manager and complete the District's accident/incident/exposure report form.~~

#### **11.5 11.3 Hazardous Materials Communication Program Policy**

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities ~~such as replacing carpets or painting walls~~, the District will maintain the appropriate Material Safety Data Sheets ~~provided by the service provider and make them available to employees upon request.~~

#### **~~11.6 Smoking Policy~~**

~~To promote the health and well-being of our employees, SCLD is committed to maintaining a smoke and tobacco-free environment. Smoking, and the use of all tobacco products, including smokeless tobacco products and unregulated nicotine products (e.g., "e-cigarettes" or similar devices) is prohibited in all District buildings and vehicles. Employees may smoke only in outside areas complying with the Smoking in Public Places Act, RCW 70.160, which requires smoking no closer than 25 feet from doors, windows, air ducts, etc.~~

#### **11.7 Weapons in the Workplace**

To assure a safe environment for employees, ~~members~~customers, and other visitors, the District prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in its facilities or on its property by its employees or volunteers. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

#### **11.8 Employee Wellness**

Spokane County Library District recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. ~~Spokane County Library~~ The District



encourages all employees to participate in its wellness programs and activities. ~~Participation is always voluntary. Nevertheless, SCLD recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. An employee's overall good health plays a major role in preventing illness and injury, improving and maintaining morale, and can directly influence the quality of service staff provides library members to our customers.~~

#### **~~11.9 — Wellness Committee~~**

~~In order to create an environment that supports healthy lifestyle choices and promotes opportunities for employees to maximize their health and well-being, SCLD's Wellness Committee is committed to providing ongoing wellness programs and activities designed to meet the needs and interests of all employees. The committee meets as needed to plan, promote, execute, monitor, and evaluate wellness programs and activities.~~

#### **~~11.10 — Inspections and Searches~~**

~~In order to promote the health and safety of employees and maintain an alcohol, weapon, and drug-free workplace, employees of the District are advised that upon reasonable suspicion, the District reserves the right to search employee property present on District property without advanced notice. This policy includes inspection or search of any desk, file, locker, closet or other container provided by the District. Employees may not use a personal lock on District property unless authorized by the District. The District retains a key or combination to all locks provided for use by employees in the workplace. Employees who do not consent to the searches described above may be subject to disciplinary action up to and including termination.~~

~~District policy allows employees limited personal use of its communication and computer systems. By doing so, employees acknowledge their use of these systems to conduct District business, and/or incidental personal use, may be reviewed at any time without notice. Therefore, any data employees create, store, or transmit, on or over the system, may be inspected by the District at any time. In addition, email, text, and voicemail messages and other documents created on the District's communication and computer equipment, including the creation of District data on personal devices, are public records and may be subject to public disclosure.~~

#### **~~11.11 — Safety Committee — General Duties and Responsibilities~~**

~~The District's Safety Officer (i.e., Chief Human Resources Officer) and Safety Committee are responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions, as well as safe working practices. In addition, the Executive Director, managers, supervisors, Safety Officer, and/or the Facilities Manager may investigate workplace practices or conditions that have caused, or may cause, accidents resulting in personal injury or property damage, and recommend corrective or preventive measures.~~

~~The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone. Employees and volunteers are responsible for following District safety guidelines and procedures, while members and visitors who use our facilities are expected to act in a safe and responsible manner.~~

~~Additional Policies and Procedures are located in the District's Safety & Health Manual.~~

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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 comply with all federal, state and local law regarding employment and 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: HR12 –Inspections and Searches**

**APPROVAL DATE: 05/15/2018**

**REVISION DATE:**

**Purpose**

To set forth the District's policies for inspections and searches of work stations and technology resources.

**Scope**

Applies to all District employees and volunteers

12.1 Property

The District provides work stations, including desks, files, lockers, closets, etc., to carry out legitimate District business. Users are expected to act lawfully, ethically and professionally, and to exercise common sense. Actions that would reflect negatively upon the District, Library Board, Executive Director, or media should be avoided.

By using the District's equipment, including work stations, an employee consents to reasonable search of the work station. There is no right to privacy in the use of District equipment.

In order to maintain a safe workplace for all staff, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not ~~consent to~~ permit the searches described above may be subject to disciplinary action up to and including termination.

## 12.2 Computers and Communications Systems

The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources an employee consents to monitoring, recording, and reviewing the use of that technology resource.

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

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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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 comply with all federal, state and local law regarding employment and 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.

**DRAFT POLICIES**SPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR2 – Hiring and Employment****Suggested Draft**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/15/2018

**Purpose**

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

**Scope**

Applies to all District employees

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**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 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 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**

The District will comply with (RCW 43.43.830-845) by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may use a third-party provider to conduct a more in-depth background check..

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

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 appointment 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 their 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 members of an employee's immediate household.

### **2.16    *Flexitime***

**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.** Flexitime is not appropriate or feasible for all positions. Eligibility for flexitime 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. Flexitime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not meeting expectations or the employee's flexitime no longer meets the needs of the position, the department, or the library.

An employee's 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 flexitime 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 termination.



### **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.

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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 comply with all federal, state and local law regarding employment and 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: HR4 – Benefits**

**Suggested Draft**

Orig. Date: 01/01/1982

Latest Revision: 05/15/2018

**Purpose**

To set forth the District's policies regarding benefits.

**Scope**

Applies to all District employees

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Benefits are a component of an employee's total compensation. The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate.

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

**Note:** An employee may not use one benefit to extend another unless otherwise permitted by this policy.

**4.1 Medical**

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

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) are eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute to the HSA of all employees enrolled in a District High Deductible Health Plan, regardless of their scheduled work hours. The amount of the District's HSA contribution, if any, will be determined annually.

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

**4.2 Dental, Vision, Life Insurance**

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

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

**4.3 Long-Term Disability Insurance**

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

Dependents are not eligible for this insurance.

**4.4 Employee Assistance Program (EAP)**

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

**4.5 Other Benefits**

7. Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility. Employee contributions to PERS are pre-tax contributions.
8. The District also offers deferred compensation plan(s). Employees may make deferred contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.
9. The District offers tuition reimbursement assistance on a first come, first served basis to any employee enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. To be eligible, District employees must have successfully completed coursework for the designated quarter or semester and earned a grade of B or better for each course taken.

Maximum reimbursement is as follows:

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

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

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

#### **4.6 Pretax Medical Benefit Plans**

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

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

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

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

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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 comply with all federal, state and local law regarding employment and 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: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/15/2018

##### **Suggested Draft**

##### **Purpose**

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

##### **Scope**

Applies to all District employees

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#### **6.1 District Expectations**

Employees are expected to conduct themselves at all times in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of

interest. Failure to meet District expectations may result in disciplinary action up to and including termination.

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

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

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

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

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

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence. Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

**Professional Conduct.** Employees are expected to:

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

14. Comply with all local, state and federal laws and regulations.

15. Refrain from on and off-duty conduct that interferes with the employee's ability to do his or her job or reflects negatively on the District.
16. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable.
17. Comply with lawful direction from supervisors and managers.
18. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.
19. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.
20. Perform assigned tasks satisfactorily according to established performance standards.
21. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor.
22. For employees whose duties include operating a personal or District-provided vehicle, report the suspension, revocation, or loss of driver's license and/or insurability within twenty-four (24) hours of occurrence.

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

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

An employee may be required to submit to a drug and/or alcohol test if the District has reasonable suspicion to believe that the employee is impaired while on duty. Failure to promptly comply with this policy will be grounds for termination.

**Workplace Violence.** Conduct or behavior that constitutes workplace violence will not be tolerated.

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

**Electronic Communication Equipment and Computer Systems.** It is the policy of Spokane County Library District that electronic communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.



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

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

When conducting District business, employees are expected to use District email accounts. Failure to do so may result in disciplinary action up to and including termination.

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

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

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

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

## **6.2 Disciplinary Action**

*Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by these policies.*

This policy should not be construed as preventing, limiting, or delaying the District from taking the level of disciplinary action it deems appropriate.

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

**Written Warning:** For more serious work performance and behavior problems, or repeated minor problems, a formal, written warning may be given. The written warning should clearly state how or why performance is deficient, what must occur to overcome the deficiency, and include a designated period of time during which unsatisfactory performance or behavior is expected to improve.

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

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

**Suspension:** This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior warnings have failed to correct the employee's problem or when the misconduct rises to such a level of seriousness that suspension is warranted. Only the Executive Director has the authority to suspend an employee. Exempt employees shall not be suspended without pay for disciplinary purposes for periods of less than a full workweek, unless the infraction involves violation of safety rules of major significance.

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

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



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

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

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

If, following the hearing, the intent to dismiss is sustained, the notice and all supporting documentation will be placed in the employee's personnel file.

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

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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 comply with all federal, state and local law regarding employment and 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: HR11 – Safety & Health**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/15/2018

#### **Suggested Draft**

#### **Purpose**

To set forth the District's policies for the safety and health of employees.

#### **Scope**

Applies to all District employees and volunteers

Spokane County Library District (the District) will comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards.

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

Additional information can be found in the District Safety & Health Manual.

#### ***11.7 Accident/Incident Reporting***

In case of an accident or incident occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, and/or property damage, regardless of the nature or severity of the injury, illness, or property damage, the employee must promptly (within 24 hours) notify their immediate supervisor and complete the District's Accident Report form.

#### ***11.8 Annual Facility Inspection/Fire Drill***

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or Maintenance Assistant on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library customers, and visitors.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are also conducted annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

#### ***11.9 Hazardous Materials Communication Program Policy***

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities, the District will maintain the appropriate Material Safety Data Sheets.

**11.4 Weapons in the Workplace**

To assure a safe environment for employees, customers, and other visitors, the District prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in its facilities or on its property by its employees or volunteers. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

**11.5 Employee Wellness**

Spokane County Library District recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. The District encourages all employees to participate in wellness programs and activities. An employee's overall good health plays a major role in preventing illness and injury, and can directly influence the quality of service staff provides to our customers.

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The District will comply with all federal, state and local law regarding employment and 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: HR12 –Inspections and Searches****Suggested Draft**

APPROVAL DATE: 05/15/2018

REVISION DATE:

**Purpose**

To set forth the District's policies for inspections and searches of work stations and technology resources.

**Scope**

Applies to all District employees and volunteers

## 12.1 Property

The District provides work stations, including desks, files, lockers, closets, etc., to carry out legitimate District business. Users are expected to act lawfully, ethically and professionally, and to exercise common sense. Actions that would reflect negatively upon the District, Library Board, Executive Director, or media should be avoided.

By using the District's equipment, including work stations, an employee consents to reasonable search of the work station. There is no right to privacy in the use of District equipment.

In order to maintain a safe workplace for all staff, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

## 12.2 Computers and Communications Systems

The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources an employee consents to monitoring, recording, and reviewing the use of that technology resource.

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

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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**OVERVIEW POP-UP LIBRARIES**

Library Services Manager Gwendolyn Haley and Operations Director Doug Stumbough will provide an overview of Pop-Up libraries.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE – AUGUST 2018**

***June 19, 2018: Canceled, effective 4/17/18***

***July 17, 2018: Deer Park - (4:00 p.m.)***

- Discussion: 2017 Surplus Revenue Funds
- Fixed Assets Policy
- Annexation of Cities and Towns to the Library District Policy
- Overview – Media Training
- Spotlight Deer Park

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, July 3, for inclusion in the preliminary agenda to be sent July 5. Meeting packets will be mailed July 11.

***August 21, 2018: Otis Orchards - (4:00 p.m.)***

- Resolution to move revenue surplus from General Fund to Capital Projects Fund (tentative)
- Collection Development Policy
- Overview – Intellectual Freedom
- Spotlight Community Engagement

**SPECIAL MEETINGS/ACTIVITIES**

2018

**Oct 8** SCLD Staff Day, CenterPlace, 2426 Discovery Pl, Spokane Valley, 9am-4pm

**Oct 17-20** WLA Conference, Yakima Convention Center

## EXECUTIVE DIRECTOR'S REPORT APRIL 2018

### Business Office, Finance and Facilities – Rick Knorr

This month's finance and business office updates will be provided at the meeting.

#### Facilities:

- Parking lot striping: The District has begun restriping its facility-owned and/or leased parking lots. All should be completed by the end of May.
- North Spokane remodel: The last remaining visible component of the North Spokane remodel is to repaint all of the interior facing window frames still in the legacy red color. They will all be painted to match the current scheme. The painting contractor has been selected and will start soon.
- North Spokane carpet: Beginning earlier this year, there have been multiple instances of the new carpet squares lifting and curling on their edges. Since discovery of the initial occurrence, there has been consistent communication with the installers and eventually the carpet manufacturer to diagnose and ultimately remedy this problem. Based on an on-site review by the carpet manufacturer's warranty representative, it was determined that the carpet itself was defective and the District will receive a complete replacement. It will take two to three months for the new product to be manufactured and delivered. We will plan for disruption of library operations to be as minimal as possible during replacement. Additional updates will be provided once the dates are known.
- The BookEnd: The first full year of operations for The BookEnd was complete on April 30, and as discussed at the March 2018 Board of Trustees meeting, the District has signed a license renewal as the initial agreement. Key terms of the renewal are a one-time, 4% increase, from \$3,000 per month to \$3,120 per month, fixed for a term of three years through April 2021.

### Human Resources – Toni Costa

#### Department Activities

Bloodborne Pathogen (BBP) and Trauma kits have been purchased and sent to all locations.

BBP kits are intended for the safe cleanup of BBP and Other Potentially Infectious Materials (OPIM). They include all protective equipment designated staff need, as well as the appropriate cleaning and sanitizing products.

Trauma kits include bandages containing QuikClot and are intended for use in emergency situations where there is a risk of death due to severe bleeding.

- Training
  - Generational Communication
  - Supervisor Academy – Session 4 Feedback
  - Bloodborne Pathogens
- Recognition
  - National Library Workers Day

#### Recruitment and Selection:

- a. New Hires
  - Library Page (MP, NSx2)
  - Public Services Associate (AR, OT)



- b. Terminations
  - Library Page (MP, NS)
  - Technical Services Assistant
- c. Reclassifications
  - n/a
- d. Transfers
  - Public Services Associate – AR to NS/SV

#### Volunteers

##### Volunteer Program Activities:

- Conducted a Volunteer Orientation and Reading Buddy training.
- Developed a partnership with Umpqua Bank's Volunteer Program.
- Created a volunteer appreciation gift for SCLD volunteers.
- We have 275 active volunteers as of April 30.

#### **Operations – Doug Stumbough**

- E-rate, the program that provides annual discounts on internet access and other eligible data services for schools and libraries was an operational focus this month.
- The Schools and Libraries Program, commonly known as E-rate, is managed by the Universal Service Administrative Company (USAC), under the direction of the FCC and provides discounts to help eligible schools and libraries obtain cost-effective telecommunications and internet access. Discounts range from 20 to 90 percent of the services costs and depend on the type of service requested, the level of poverty and the urban/rural status of local school districts. The District has been a participant in the program since 1997 and currently receives reimbursement for Data Transmission Services and Internet Access, which means broadband connectivity between locations and basic access to the internet. This does not include charges for hardware, equipment purchases, or other services beyond basic conduit access to the internet such as filtering.
- The process for receiving a discount begins with the District opening competitive bidding for the desired services following strict procedures prescribed by USAC. Bids are reviewed and a provider selected, and then District staff must apply for discounts on an annual basis. Once submitted and approved, staff then review and submit paid monthly invoices from the services providers to USAC for reimbursement. Multi-year and renewable contracts can eliminate the need for annual bidding; however, the remaining steps must still be done each year.
- This year, the District needed to obtain a new contract for internet services, so we released a Request for Proposals in December of 2017. Proposals were accepted through January 26, and a new vendor was chosen. The next step was to apply for the discount for all eligible services by the annual deadline and then await the Funding Commitment Decision Letter from USAC, confirming that we are eligible for the program. For Fiscal Year 2018 (July 1, 2017 – June 30, 2018), the District qualifies and has applied for a discount of 80%, which amounts to approximately \$171,000 of the \$213,745 billed costs for those services. While we expect to receive the FCDL later this summer, it has sometimes been received as late as September.

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

- We ordered 1,322 titles and 5,098 copies in April. The number of titles ordered is down from last month as is the number of copies ordered.

- With 33.33% of the year done, total library materials expended stands at 34.18%.
- We processed, added to the system, and sent out to the libraries 4,883 items in April. This is down from last month.
- Downloadable lending through OverDrive was down slightly in April from March. A total of 42,625 items circulated in April including audiobooks (17,887) and eBooks (24,738). Customers placed a total of 14,292 holds on audiobooks (6,153) and eBooks (8,139), and there were 5,964 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in April over March. A total of 2,971 titles including audiobooks (1,543), comics/graphic novels (174), eBooks (491), movies (325), full-length albums (284) and television shows (154) circulated in April for a combined cost of \$6,414.29 and an average cost per circulation of \$2.16. A total of 168 new users registered in the month, and there were 1,008 active users and 6,997 total users recorded.
- Technical Services Manager Sandy Orr and ILS Administrator Teresa Nelson attended the COSUGI 2018 Annual Conference in Atlanta and did a presentation on the District's Library of Things collection. In their *Preparing for a Library of Things Collection (LOT)* talk, they covered what went into deciding to do a LOT, gathering an interdepartmental team, configuring WorkFlows, and cataloging the items. They discussed ups and downs encountered, concerns, how the collection is being presented to and received by District customers, and where we would like to take the collection in the future. Sandy reports that the presentation was well attended (approximately 60 people) and well received.
- We loaned 365 items to other libraries and borrowed 618 items from other libraries for 983 total Interlibrary Loan transactions processed in April.

## Executive Director Report & Community Engagement Activities

### District Activities

#### **Leadership Team Updates**

The following are actions taken by the Leadership Team this month that aren't otherwise covered in agenda items.

**Public Records Statement:** We drafted a statement for staff in order to affirm their awareness of basic public records law and how it applies to staff and their use of District communication tools and equipment. Once finalized, staff will be asked to sign the statement for inclusion in personnel files.

**2018 Work Plan: Job Description Updates:**

As part of the job description updates discussed in the work plan, we've begun the work of reviewing all job descriptions to ensure they reflect current job functions and are consistent in tone, content, and expectations.

**Strategic Initiatives:** Based upon the direction from Trustees at the March 2018 special meeting, staff have begun the process of developing a plan for a levy lid lift in 2019 and bond election in 2021 or 2022. In support of that process:

- We have begun initial discussions on the maintenance and operations needs that would be funded through a levy lid lift. We will provide an update once those needs have been finalized.

**Other Activities**

I attended a training from the Washington State Library entitled: "Aspen Institute Dialogue on Public Libraries: Re-Envisioning Your Library through Community Engagement." The training affirmed the District's current approach to community engagement and provided some potential ways to refine it as well.

I attended a webinar entitled: 'Voter Perceptions of Libraries: Getting from Awareness to Funding in 2018.' It presented the results of a new study investigating voter perceptions and support for public libraries, with comparisons to similar research conducted 10 years ago. This information helps inform future election planning.

Finance Director Rick Knorr and I met with a representative from PayneWest Insurance, the District's insurance provider. We received an overview of our commercial, umbrella, cyber, and management liability insurance coverages.

I attended a Benefits Summit provided by the Washington State Retirement System, which included information on its deferred compensation program that we are currently exploring as a potential employee benefit.

I attended the Friends Helping Friends event and shared information on future election plans.

**Shrine Circus**

The updated certificate of liability insurance was received on April 13, and events proceeded the weekend of April 28 with no concerns.

**Community Engagement**

I attended the Partners Advancing Character Education Board Meeting and Curriculum and Resources Committee Meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee where we heard a legislative update from both state and federal levels as they pertain to Eastern Washington.

I presented to the Spokane Rotary North club on reframing the public library narrative. I shared emerging trends in public librarianship and how the District reflects those trends.

ITEM AND TITLE MONTHLY REPORT  
**April 2018**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	159386	149572	<b>308958</b>		84155	49626	<b>133781</b>
Nonprint	64212	23030	<b>87242</b>		26361	7483	<b>33844</b>
Subtotal	<b>223598</b>	<b>172602</b>	<b>396200</b>		<b>110516</b>	<b>57109</b>	<b>167625</b>
Periodicals	5436	819	<b>6255</b>		275	30	<b>305</b>
Total	<b>229034</b>	<b>173421</b>	<b>402455</b>		<b>110791</b>	<b>57139</b>	<b>167930</b>

	<u>ITEMS</u>				<u>TITLES</u>		
<b>OverDrive: Audiobooks</b>			<b>26737</b>				<b>22239</b>
eBOOKS			<b>38724</b>				<b>33357</b>
Licensed eBOOKS			<b>11967</b>				<b>7407</b>
<b>OverDrive: Total</b>			<b>77428</b>				<b>63003</b>
<b>GRAND TOTAL</b>			<b>479883</b>				<b>230933</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	9075	7567	16642
Nonprint	3906	1136	5042
<b>TOTAL</b>	<b>12981</b>	<b>8703</b>	<b>21684</b>
<b>DELETIONS</b>			
Print	11854	8252	20106
Nonprint	4267	1552	5819
<b>TOTAL</b>	<b>16121</b>	<b>9804</b>	<b>25925</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2779	-685	<b>-3464</b>
Nonprint	-361	-416	<b>-777</b>
Periodicals	-339	-33	<b>-372</b>

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

## Operations Report April 2018

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- We presented two programs in support of business development this month, a SCORE workshop and a Build Your Brand on Facebook session. Combined attendance for these two programs was 20.
- High School 21+ classes kicked off at Spokane Valley, North Spokane, and Airway Heights.
- We presented 12 programs in support of financial literacy education in April, including regular offerings from SNAP and STCU, as well as additional programs on personal investing to spotlight Money Smart Week (MSW). For the grand finale of MSW we also held a Shred Day at two locations (North Spokane and Spokane Valley), where 272 people dropped off documents to be disposed of. DeVries reported that nearly 20,000 pounds of paper were shredded between the two locations.
- Tami and Ree staffed the District's booth at SCC's Spring Job Fair, where they talked with 72 people about employment and volunteer opportunities at SCLD. We also partnered with students from Eastern Washington University's Visual Communication Design program to offer professional-quality headshots for interested participants.
- It was a busy month for Ree's Moran Prairie Grange project. Her two interns continued digitizing materials for the Washington Rural Heritage grant, and Ree and one intern recorded a Library Out Loud podcast with Jane. Ree worked with Amanda and Erin to provide content for the upcoming exhibit's interpretive display panels and selected items for the exhibit itself.
- Danielle presented her first Open Data workshop this month, a two-part series at SNAP's Business Center.

#### Early Learning (Mary Ellen Braks)

- We provided 111 Storytimes to 3,182 children, parents, and caregivers. Our average attendance per Storytime was 28.
- We provided 22 Storytimes to 455 children at 15 child care centers.
- We provided one STARS training this month, *Music and Early Literacy*. This was the first training that librarians Christie Onzay and Rachel Edmondson taught on their own since becoming STARS trainers.
- I did three *All Aboard for Kindergarten* trainings for the State Library in Colville, Kennewick and Pullman. It was great to collaborate with the librarians in Eastern Washington on this project.
- I turned in the final report for the STEM grant from Thrive Washington. This was the end of a three and a half year grant. The total amount we received was \$81,807. We created 786 STEM kits for libraries and child cares throughout Eastern Washington; 161 of the kits stayed at SCLD. The lesson plans for the STEM kits are online so that even if a kit is checked out, families and teachers can replicate the lesson at home. We provided 28 STEM-related trainings for child care providers, preschool teachers and librarians. We provided 194 STEM-based *Play and Learn Storytimes* with a combined attendance of 5,012. In addition, we participated in seven community events with our *STEM Play and Learn* activities with a combined attendance of 1670.

#### Education and Enrichment (Gwendolyn Haley)

- 1,595 community members participated in library programs in April.
- 1,212 children attended programs in and out of the library.
- 114 Teens/Tweens participated in programs this month.
- 598 adults attended programs including discussions on Diversity in Children's Literature and a panel discussion on the topic of consent, something very timely in light of current headlines.
- We are gearing up for summer programs in preparation of a very busy summer.

### **Digital Interaction and Sharing (Carlie Hoffman)**

- AutoMate replaced Auto Repair Reference Center in the Digital Library.
- We completed inputting events for the next issue of Engage on the library's calendar.
- I set up online live trainings for staff on Business Source Complete and NoveList.
- New STEM kit instructions were uploaded to the Getting Ready for Kindergarten portion of the SCLD website.
- I obtained voter files from Spokane County Elections to use with our Analytics on Demand subscription.
- I researched our current service topics on the SCLD website and mapped that information to the proposed service topics for the website redesign.
- I created two new private event types for the calendar. Staff will use these event types to track the events we attend outside of the library to better plan in-library programming.

### **Book a Librarian highlights**

- We assisted a customer with resources to find a commodities index history and 12-month histories of price movement.
- We helped an international student for whom English is a second language to fill out an online form.
- We helped a customer set up a Coinbase account.
- We researched and assisted a customer in finding good night books for her grandchildren who will be traveling and in transition. The customer learned more about searching the catalog and placing items on hold for future checkout.

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

- The IT Department conducted a phishing test to determine District employees' level of awareness of malicious email. The test was successful in establishing a base training level for District staff on the methods used by nefarious individuals. One of the positive results from the test was that it highlighted the willingness of library staff toward learning and modifying actions that could compromise the District network. In the coming months, IT will provide staff with information on how to spot phishing and malware attempts in their various forms. We shall also conduct another test later in the year to determine how successful the dissemination of Internet security information by the IT Department has been.
- IT received the equipment ordered to replace its aging virtual server hardware and the new racks to house the equipment. We have scheduled a District network maintenance window for May 20 in order to move our current equipment from the old racks to the new racks as well as installing the new equipment.
- I am in the process of finalizing the scope of work from our vendor regarding SharePoint 2016 installation and migration. The District's SharePoint Design Task Force has a meeting with our consultant on May 9. Following that meeting the task force should have a good idea as to direction and timeframe for the installation.

### **Strategic Planning (Amber Williams)**

- Community librarians hosted four Community Conversations in April. Paired with other information gathering tools, these conversations will inform the next Community Engagement Plan.

### **Library Reports**

#### **Airway Heights: Stacy Kvamme**

- A stained glass workshop was hosted at the local business, Studio Artium. Participants had the opportunity to learn the basics of creating stained glass, designing and constructing a sun-catcher.
- Librarian Corinne Wilson attended the Our Kids Our Business seminar with the Airway Heights *Community Café* group.
- Our quarterly youth STEM program *What's the Pointillism?* provided the opportunity for participants to create unique art pieces inspired by Georges Seurat.

**Argonne: Pat Davis**

- Our Small Business Support class *Build Your Brand on Facebook* had full attendance of 15.
- We hosted three Financial Literacy programs this month. The two-part *Home Buyer Education* workshops attracted 17 and 18 at each session. One couple brought a translator to the second session to help them better understand the presentation. *Investment Club* also had 17 participants.
- Art was provided by City School in the children's area and West Valley High School student art was displayed throughout the rest of the library.

**BookEnd: David Wyatt**

- Our April artist on display was Dan Cronyn. After the recent blog post highlighting the artists displayed in our first year, a rush of interest from local artists means the display is completely booked for 2018.
- General usage was well above average during Spring Break, but was down for the rest of the month. This made April the least used month of 2018 so far, but still showing growth since opening in May 2017.

**Cheney: Catherine Nero Lowry**

- The Master Gardener Plant Clinic kicked off at Cheney Library in April. There has been a great response from the community with 38 people accessing the clinic during the two April sessions. We are partnering with the Master Gardeners to provide great service to the West Plains.
- We continued our partnership with EWU MEChA, celebrating Dia de Los Niños. The university students participated in planning activities, decorating, and hosting the program. Thirty-two community members joined us to celebrate the children and diversity in our community, enjoyed making crafts, playing Loteria, and of the course the piñata.

**Deer Park: Kris Barnes**

- Our *Food for Forgiveness* drive received lots of support. Our customers donated 520 pounds of food during this week. The donated items were donated to our local Greenhouse food bank.
- A Mead Middle School student requested to shadow staff this month. McKenzie from Northwood shadowed staff in a variety of positions from page to librarian. McKenzie sent a very nice thank you letter and commented, "The shadow experience has increased my interest in a library profession."

**Fairfield: Kristy Bateman**

- Librarian Cindy Ulrey connected with local families during four sessions of the Freeman Kindergarten Roundup. She promoted District programs and materials and distributed Engage.
- Teens and Tweens enjoyed learning how to cook *Microwave Meals in a Mug*.

**Medical Lake: Cecelia McMullen**

- Spring Break brought the City's backhoe to *Play and Learn* Storytime. After reading construction themed stories, with lots of machine sound effects, the children climbed inside to spin the steering wheel and pose for photos.
- Locally owned SUNWEST Automotive helped families take apart engines while others built roads to race cars, trains, and anything with wheels throughout the library. This Medical Lake Monday also featured local computer expert John Paul Lavoie who explained how a computer worked as they completely dismantled it.
- 26 customers ate ice cream while listening to library staff read *Duck Rides a Bike* at the Medical Lake S.C.O.P.E. Bike Rodeo.

**Moran Prairie: Danielle Marcy**

- The AARP provided a summary of its tax services provided at Moran Prairie. They filed 587 e-returns of which 68% were over 60 years of age. The volunteers mentioned that they were able to file more returns than last year due to the technology working better than last year.
- Attendees were impressed by the quality of the presentation of the Humanities Washington program *Not Just for Kids: How Children's Literature Inspires Bold Conversations* as evidenced by their verbal feedback and evaluations.



- The Friends of the Moran Prairie Library sponsored gift cards for the first ten attendees of the April Book Club. The group met off-site at Revel 77, a local coffee shop to discuss *Behind the Beautiful Forevers: Life, Death, and Hope in a Mumbai Undercity* by Katherine Boo.

#### North Spokane: Brian Vander Veen

- We hosted the travelling exhibit *Life and Limb: The Toll of the Civil War & Long Lasting Effects on Victims*, courtesy of the National Library of Medicine and the National Institutes of Health. We also hosted a selection of replica Civil War objects in our display case courtesy of the Washington Civil War Association. The exhibit continues through May 19.
- We set a new record for April attendance at our *Toddler Play and Learn Storytimes* with an average of 50 attendees at each Storytime.

#### Otis Orchards: David Wyatt

- 22 community members attended our *Herb Gardening* class, making it the best attended Education and Enrichment program for adults in the month.
- 16 community members attended the *Stop-Motion Movie Making* event. Another well attended event in the usual *Thumbs Up Thursday* time slot.

#### Spokane Valley: Aileen Luppert

- The first annual *Spokane Valley Slam* was a tremendous success thanks to Managing Librarian Amber Williams, Spokane Valley librarians, school district staff, host Fitz Fitzpatrick and the wonderful panel of judges. Students from University, Central Valley, and Mica Peak high schools delighted 160 attendees with poems on topics ranging from teen angst, death, politics, and the winning poem exploring the joy and sorrow of being a brand new pair of underwear. University students swept the top three prizes, and one of them went on to win the Teen Get Lit Poetry Slam the following week.
- Many of our programs this month had an unexplained dip in attendance. The exception was one of our *Toddler Play and Learn Storytime* with a record-breaking 93 people. There is no chaos quite like the chaos of dozens of spirited toddlers on a Monday morning. Public Services Specialist Sharma handled it with her usual joyful energy and professionalism.

#### April Security Incident Report

For April, there were 21 Security Incident reports filed, six less than last month (27) and seven more than April 2017 (14). North Spokane had the most incidents reported with eight. The most frequently reported incidents related to Disruptive Behavior (7). To further put all of these numbers in perspective, the total door count District-wide in the month of April was 116,307.

#### Food for Fines

In recognition of National Library Week, the District hosted its sixth annual Food for Fines drive, April 8-14, 2018. The District partnered with 2<sup>nd</sup> Harvest and the food banks serving Cheney, Deer Park, Fairfield and Medical Lake to make sure food collected locally stayed there. For every non-perishable item of food donated, \$2 was forgiven from a library member's account, up to a maximum of \$20 per library account. This year, we collected 4,575 pounds of food and forgave \$6,660.86 in fines. That represents a 38% increase in food collected (3,095 in 2017) and a 44% increase in fines forgiven (\$4,255 in 2017). Overall, it was another successful event that helped get customers back to using the library while supporting families in need in our communities.

#### Public Use Measures

##### April 2018

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	113,990	118,633		-4%
Door count	116,307	102,828	464,588	14%
Total Items Borrowed	220,882	208,364	894,037	5%
• Airway Heights	5712	6697	22558	27547
• Argonne	13013	13222	52683	53573
• Cheney	13811	13279	53463	53892

• Deer Park	13532	14853	56087	59082
• Fairfield	1196	1201	5082	5240
• Medical Lake	4977	5273	20559	20377
• Moran Prairie	16928	17950	70115	71969
• North Spokane	47757	37980	193719	174585
• Otis Orchards	5609	5821	23884	23776
• Spokane Valley	49103	50473	198318	201320
• The BookEnd	3204	N/A	13301	N/A
• Digital	45,596	41,223	181,066	12%
Programs				
• Number	260	293	1,162	-1%
• Attendance	5,885	6,737	26,257	5%
Internet Station Use (%)	50.1%	56.8%	48.6%	
Meeting room bookings	497	308	2,049	53%
Digital Resource Use	91,449	84,241	368,713	-1%

### Public Use Measure Definitions

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

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

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

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

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

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

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

## Communication Report April 2018

The following report is a summary of the Communication Department activities for the month of April 2018.

### News Coverage

- April 2 – *Spokesman-Review* - Spokane is Reading selects Amy Stewart's "Girl Waits with Gun"
- April 4 – *Deer Park Tribune* – Sixth annual Food for Fines
- April 4 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- April 5 – *Spokesman-Review* – Donated food can be credited to library fees
- April 6 – *Spokane Valley Herald* – Food for Fines
- April 6 – *Spokane Valley Herald* – SCLD Streaming services
- April 7 – *Spokesman-Review* – Food donations will be taken to settle Spokane County library fines
- April 7 – *KXLY.com* - Children's literature inspires lecture series
- April 9 – *Spokesman-Review* – Reading the Northwest: An unlikely journey from Idaho isolation to halls of Harvard
- April 12 – *Cheney Free Press* – Library events on the West Plains
- April 13 – *Spokane Valley Herald* – SCLD Streaming Services
- April 17 – *Deer Park Gazette* – Food for Fines
- April 17 – *Deer Park Gazette* – Kids and Teens Cast Your Votes
- April 17 – *Deer Park Gazette* – A Celtic Music Experience with the Floating Crowbar
- April 17 – *Deer Park Tribune* - Spokane County Library District staging Civil War exhibit
- April 18 – *Deer Park Tribune* – Día turns 20 in 2018!
- April 18 – *Deer Park Tribune* – Riverside poet Sarah Balogh slams to competition
- April 18 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- April 19 – *Cheney Free Press* – Cheney Book Club to discuss 'Hidden Figures' on April 24 at the library
- April 19 – *Cheney Free Press* – Area libraries celebrate 20 years of Día
- April 19 – *Cheney Free Press* –What's Happening on the West Plains
- April 19 – *Spokesman-Review* – Spokane library passes to museum fly off shelves
- April 24 – *KREM* – Local girl's My Little Ponies display makes grand debut at library on Argonne
- April 25 – *Deer Park Tribune* – Library exhibit looks at Civil War's toll
- April 25 – *Deer Park Tribune* – Storytimes and book clubs at the Deer Park Library
- April 26 – *KXLY.com* – In Search of Sasquatch

### Press Releases


- April 2 – Spokane Is Reading Selects Author Amy Stewart
- April 3 – Life and Limb: Exhibit at North Spokane Library looks at the toll of war
- April 5 – Children's literature inspires bold conversations for both children and adults

- April 10 – Spring clean your finances during Money Smart Week
- April 12 – Celebrating 20 years of Día with stories, crafts, and activities from around the world
- April 19 - Explore the history of a community at the Moran Prairie Grange Exhibit
- April 26 - Seeking Sasquatch at the library

### **E-Marketing (Website, Social Media, Email)**

- This month's featured post from Facebook:

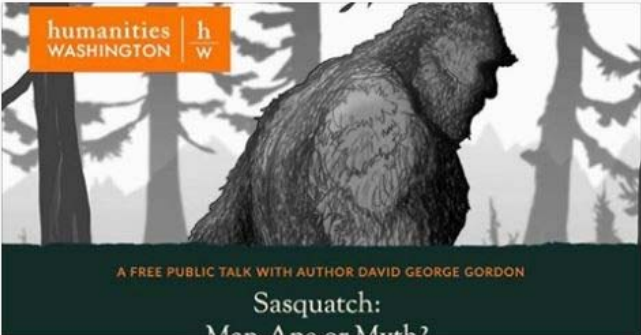
**Post Details**
Reported stats may be delayed from what appears on posts


**Spokane County Library District**

April 26 at 9:10am · 🌐

#ThursdayThoughts - New Blog Post and this is one you're not going to want to miss out on!

You're invited to the session "Sasquatch: Man-Ape or Myth?" with David George Gordon, naturalist, accomplished scientist, and author of The Sasquatch Seeker's Field Manual: Using Citizen Science to Uncover North America's Most Elusive Creature. In the program, Gordon reviews the gathered data about the legendary Northwest icon and discusses the rules of critical thinking and the working... See More





**Seeking Sasquatch: Man-Ape or Myth? - Spokane County Library District**

We've all heard about Sasquatch, also called Bigfoot, roaming the Northwest forests. And you may even know someone who has seen extremely large...  
SCLD.ORG

1,198 people reached

Boost Post



Christina Shafer, Chris Shafer and 11 others


2 Comments

8 Shares

Like

Comment

Share



**Performance for Your Post**

1,198 People Reached

43 Reactions, Comments & Shares ⓘ

15 Like	10 On Post	5 On Shares
3 Love	3 On Post	0 On Shares
15 Comments	2 On Post	13 On Shares
10 Shares	8 On Post	2 On Shares

58 Post Clicks

0 Photo Views	7 Link Clicks	51 Other Clicks ⓘ
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**NEGATIVE FEEDBACK**

3 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

## **Library District News**

- April 2 – Spokane Is Reading: Girl Waits with Gun by Amy Stewart
- April 4 - Not Just for Kids: How Children’s Literature Inspires Bold Conversations
- April 10 - Money Smart Week: Get financial know-how
- April 12 – Celebrating & Reading Together with Día
- April 19 - Community & shared history: Moran Prairie Grange Exhibit
- April 26 – Seeking Sasquatch: Man-Ape or Myth?

## **Blog Posts**

- April 3 – Consent Matters: Talking about the importance of “Yes”
- April 11 – The BookEnd: Blank walls & fresh paint demand art
- April 17 – Bicentennial of a Monster’s Birth
- April 24 – Reading in between: Done with winter but not quite ready for spring

## **E-newsletter Email**

- Sent on April 19, 2018
- Open rate: 10.2%
- Clicked: 1,268
- Unsubscribed: 104

## **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 March:

Apr 5 – Library Out Loud: Moran Prairie Grange with Ree West

Apr 5 – Library Out Loud: The Toll of the Civil War on Victims with Corinne Wilson

Apr 24 – Library Out Loud: Duffels for Darlings with MiLinda Smith

Apr 24 – Library Out Loud: Spokane Is Reading with Erin Dodge and Eva Silverstone

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

## **Other Communication Activities**

Apr 2 – Meeting with Spokesman regarding Food for Fines article

Apr 6 – Led Generational Communication Class for staff

April 11 – Meeting with Spokesman regarding Museum Pass program article

April 17 – Spokane MarCom Spark awards

April 26 – Interview with KHQ about libraries (STCU sponsor)

April 28 – Friends Helping Friends annual meeting

*Left: Library District ad for Inlander and  
Spokesman summer camp issues.*



Music, dancing & the boom of taiko drums

Salish traditions, Mozart's life  
& stories from Africa

Science of sound & music

Escape rooms, video camera crews & Nerf battles

**Your summer just got amazing!**

Get details at [www.sclld.org](http://www.sclld.org)

### **Community Calendars**

Apr 2-6 – Spring Break LEGO Days

Apr 2, 4, 5, 7, 17, 18, 19, & 25 – Stop-Motion Movie Making

Apr 2-Jun 11 – ESL Classes

Apr 2-Jun 11 – GED & High School Completion Classes

Apr 3 – Microwave Meals in a Mug

Apr 3 – Protect Your Credit Score

Apr 4 & 5 – Art: What's the Pointillism?

Apr 5 – Herb Gardening

Apr 5 – Play Games Day

Apr 5 – Video Camera Crew Intensive

Apr 7 – Take It Apart

Apr 7, 24, & 25 – Homebuyer Education Seminar

Apr 9, 12, & 16 – Consent: It's as Simple as Tea

Apr 9-May 19 – Life and Limb: The Toll of the Civil War & Long Lasting Effects on Victims

Apr 10 – Introduction to Final Cut Pro X

Apr 11 – Build Your Brand on Facebook

Apr 12 – 3rd Annual Northern Slam

Apr 12 – 6 Marketing Must-Haves for Small Business

Apr 13 – Valley Slam  
Apr 14 & 28 – Hand-painted Duffels for Darlings  
Apr 17 – Dollars & Sense: Navigating Your Credit  
Apr 17 & 18 – Not Just for Kids: How Children’s Literature Inspires Bold Conversations  
Apr 19 – Audio Editing with Adobe Audition & GarageBand  
Apr 19 – Homebuying 101  
Apr 21 – Friends of the Moran Prairie Library Book Sale  
Apr 21 – Investment Club Meeting  
Apr 21 – Kaleidoscope Play & Learn  
Apr 21 – Make Stained Glass with Studio Artium  
Apr 21 – Music & Early Literacy  
Apr 24 – Dollars & Sense: Give Yourself a Raise  
Apr 24 – Organize Your Finances  
Apr 25 – Introduction to Stock Investing: Your Path to Success  
Apr 25 – Royalty Free Music & Images  
Apr 26 – Online Investing: Whitworth Student Investment Group  
Apr 26 – Prevent Fraud & Identity Theft  
Apr 27 – Random Fandom Trivia Night: Game of Thrones  
Apr 28 – Shred Day  
Apr 30 – Together with Día

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Four Months Ended April 30, 2018**

	Y-T-D Actual	Annual Budget	<div>Target 33.3%</div> Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 5,410,506	\$ 11,576,000	46.74%	\$ 6,165,494
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	264,000	25.24%	197,365
CONTRACT CITIES - SPOKANE	0	80,800	0.00%	80,800
FINES & FEES	60,270	209,000	28.84%	148,730
GRANTS & DONATIONS	34,393	53,000	64.89%	18,607
E-RATE REIMBURSEMENTS	90,542	167,000	54.22%	76,458
OTHER	29,273	19,500	150.12%	(9,773)
INTEREST REVENUES	12,619	62,000	20.35%	49,381
<b>TOTAL REVENUES</b>	<b>\$ 5,704,237</b>	<b>\$ 12,431,300</b>	<b>45.89%</b>	<b>\$ 6,727,063</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 5,704,237</b>	<b>\$ 12,431,300</b>	<b>45.89%</b>	<b>\$ 6,727,063</b>
<b>EXPENSES</b>				
SALARIES	\$ 1,978,105	\$ 6,137,000	32.23%	\$ 4,158,895
FRINGE BENEFITS	694,070	2,202,950	31.51%	1,508,880
SUPPLIES	53,860	190,100	28.33%	136,240
UTILITIES	150,389	442,400	33.99%	292,011
SERVICES	532,114	1,307,750	40.69%	775,636
INSURANCE	62,794	69,000	91.01%	6,206
EQUIPMENT & SOFTWARE	48,421	230,000	21.05%	181,579
LIBRARY MATERIALS	507,613	1,460,000	34.77%	952,387
ELECTRONIC LIBRARY MATERIALS	97,387	205,000	47.51%	107,613
LIBRARY PROGRAMS	35,692	109,800	32.51%	74,108
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
<b>TOTAL EXPENSES</b>	<b>\$ 4,160,446</b>	<b>\$ 12,431,300</b>	<b>33.47%</b>	<b>\$ 8,270,854</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 4,160,446</b>	<b>\$ 12,431,300</b>	<b>33.47%</b>	<b>\$ 8,270,854</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1,543,792</b>	<b>\$ -</b>		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	1,543,792			
<b>ENDING CASH</b>	<b>\$ 6,723,414</b>			

**Number of months cash on hand 6.5**

Capital Project Fund Balance	1,203,292
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## **Spotlight Homebound and Outreach Services**

Customer Experience Manager Gina Rice and Public Services Associate Alison Johnson will share information about the District Homebound and Outreach services.

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