

MISSION

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

Board of Trustees Regular Meeting

Tuesday, November 20, 2018 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of October 16 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of October 2018 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:45]
 1. Potential Levy Lid Lift Update
 2. 2019 Preliminary Budget Update
 - a. Cost of Living Adjustment (COLA) for 2019: Approval Recommendation.
 - b. Adopting a 2019 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 18-05): Approval Recommendation.
 - c. Authorizing 2018 Property Tax Levy Increase for Collection in 2019 (Resolution No. 18-06): Approval Recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2019 (Resolution No. 18-07): Approval Recommendation.
 - e. Board Direction to Staff
 - D. New Business [4:45-5:00]
 1. Personnel Policy: Approval Recommendation.
 2. Volunteer Program Policy: Approval Recommendation.
 3. Computer, Wireless Network and Internet Use Policy: Approval Recommendation.
 4. 2019-2021 Draft Community Engagement Plan: Initial Findings.
 - E. Overview Staff Training [5:00-5:15]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:15-5:20]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR OCTOBER**
 - A. Trustees [5:20-5:25]
 - B. Executive Director [5:25-5:30]
 - Administrative
 - Community Activities
 - C. Public Services [5:30-5:35]
 - D. Communication [5:35-5:40]
 - E. Fiscal [5:40-5:45]
 - F. Spotlight – The BookEnd Library [5:45-5:55]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 55 minutes, plus public comment.]

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.

11/20/18

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 16, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., Tuesday, October 16, 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; Andrea Clayton, Library Page; Kristy Bateman, Library Operations Manager; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Heidi Pickens, Public Services Associate; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:10 p.m., and welcomed everyone in attendance.

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

Approval of Sept. 18, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the September 18, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	54572-54707 and W00591-W00598	\$548,500.03	\$548,500.03
	09102018PR and 09252018PR	\$389,766.73	\$389,766.73
L01		Total	\$938,266.76

There was no discussion.

The motion was approved.

Unfinished Business
Levy Lid Lift Update
(Item III.C.)

LEVY LID LIFT UPDATE. Mr. Roewe presented key findings from a recent survey conducted by Strategic Research Associates regarding public perception of libraries. The purpose of the survey was to evaluate preferred media sources and general opinions of Spokane County residents to guide future library decision-making. Mr. Roewe said overall among the 300-plus respondents, support for libraries was substantive.

There was no further discussion.

New Business
Janitorial Services
Contract Award
(Item III.D.1.)

JANITORIAL SERVICES CONTRACT AWARD. Ms. Carlson moved and Mr. Craig seconded approval of the Janitorial Services contract award to Argus Janitorial for one year, effective January 1, 2019, through December 31, 2019, with potential for four (4) additional one-year extensions. Mr. Knorr reported there were three respondents to the Request for Proposals announced in September. The bids were ranked and selection was based on quantitative and qualitative results for which Mr. Knorr distributed summarized copies. Argus Janitorial was determined to have the most responsive bid. He noted local governments have no statutory requirements for janitorial services, yet are subject to prevailing wage rates. Mr. Roewe said the current contract is for one year and the District exercised its option to not extend the contract for the fifth and final year before going out for bids. In response to Mr. Craig's query, Mr. Knorr said there was not a breach of the current contract, yet resolution of issues could have been more satisfactory. The optimum goal was to have clean and welcoming facilities for customers and staff.

There was no further discussion.

The motion was approved.

New Business
2018 Preliminary
Budget
(Item III.D.2a-d.)

2019 PRELIMINARY BUDGET. Via PowerPoint, CFO Rick Knorr summarized development of the preliminary budget for 2019. He noted the preliminary budget for next year was formulated on the approved 2018 budget, as well as the anticipated final budget results for this year. Mr. Knorr reviewed the revenue summary for 2019 comprised of property taxes, contract city payments, fines and fees, E-rate, Interest earnings and Other, and grants and donations. Mr. Knorr pointed property tax revenue and District assessed values increased by 3 and 9.1 percent respectively, and said he anticipates an additional increase in state assessed values as well. He noted sizable TIF reductions again next year. Mr. Knorr reviewed the effect of assessed-value increases on future levy rates relative to the need for a potential levy lid lift to support current operational costs by 2020. He further reviewed budgeted General Fund expenses for 2019, comprised of salaries, benefits, supplies, services, library materials, capital, library programs and contingency, noting 85 percent of expenses are locked in. He also noted that next year represents the first full year accommodation of the compensation plan approved by the Board in September 2017. He pointed out minimum wage will increase to \$12 per hour, and also in January 2019, the District will be required to collect premiums for the new Washington State Paid Family and Medical Leave

New Business
2018 Preliminary
Budget
(Item III.D.2a-d.)

program, although the state paid-benefits program will not commence until 2020. For 2019, the employee premium is set at .263% and the employer premium at .137%, for a total of .4% of eligible wages.

PUBLIC HEARING ON AUTHORIZED 2019 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the Public Hearing on Authorized 2019 Property Tax Revenue and Other Revenues to order at 4:30 p.m. and called for public testimony. There was no testimony. The hearing closed at 4:31 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Ms. Thompson moved and Mr. Teterud seconded to approve inclusion of the presented organizational memberships and associated fees in the 2019 General Operating Fund. Discussion ensued among staff and Trustees regarding the value of various professional memberships and community and business organizational memberships. Mr. Roewe clarified the purpose and differences of industry-related organizations, and noted the groups are complementary, yet distinct. There is no overlap or redundancy among them. He pointed out membership to Executive Women International was omitted from the 2019 budget because of recent staff changes and new plans for District literacy programs.

There was no further discussion.

The motion was approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning for the 2019 budget as discussed. Staff will include a cost-of-living salary adjustment of 2.88 percent for eligible employees in the 2019 preliminary budget update scheduled for November. This adjustment matches the inflation rate of 2.88 percent as defined by CPI-W in August 2018. In regards to the new Washington State Paid Family and Medical Leave program, it was agreed the District will pay both employer and employee premiums for 2019, with payment of future employee premiums undecided.

New Business
Friends of the
Library Policy
(Item III.D.3.)

FRIENDS OF THE LIBRARY POLICY. Ms. Carlson moved and Ms. Thompson seconded approval of the Friends of the Library policy, as revised. Ms. Baker said upon scheduled review of the current policy, it was found to represent operations of the Friends as a separate entity to support the District; thus, only nomenclature was revised for clarity. Mr. Roewe said suggested revisions reflect a streamlined policy, as there were no changes regarding operations of the Friends.

There was no further discussion.

The motion was approved.

New Business
Use of 3D Printers
Policy
(Item III.D.4.)

USE OF 3D PRINTERS POLICY. Mr. Teterud moved and Ms. Carlson seconded approval of suggested changes to the Use of 3D Printers policy. Mr. Roewe reviewed suggested changes and reported the policy was also reviewed by District legal counsel, Cindy McMullen, and Dan Antonietti, the District's agent at PayneWest Insurance. Mr. Roewe pointed out that although recent

New Business
Use of 3D Printers
Policy
(Item III.D.4.)

news about 3D-printed items does not apply to the District's process or machinery, those who submit a job must first agree to comply with the policy. Mr. Roewe also noted the primary policy revision was to add a disclaimer that states the District may not be held responsible for use of a 3D-printed item.

There was no further discussion.

The motion was approved.

Overview –
Guidelines for Local
Government
Agencies in Election
Campaigns
(Item III.E.)

GUIDELINES FOR LOCAL GOVERNMENT AGENCIES IN ELECTION CAMPAIGNS. Executive Director Patrick Roewe provided an overview of guidelines for local government agencies in election campaigns. He reviewed various Revised Code of Washington (RCW) laws and agency rules, Washington Administrative Code (WAC) rules, and Public Disclosure Commission (PDC) basic principles and guidelines. He also reviewed specific examples of activities permitted and those not permitted by the PDC for persons of various titles or groups, including agency employees. Mr. Roewe noted the purpose of the PDC guidelines is to keep campaign activities equitable and honest. Mr. Roewe pointed out RCW 42.17.155 states facilities, including staff, of a public agency cannot be used as a resource to fund an election campaign, and defined normal and regular conduct/activities according to Administrative Rules: WAC 390-05-271, all enforced by the PDC. Mr. Roewe said that according to PDC guidelines, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate. Other means of communicating with voters is also permissible, so long as such communications are part of the normal and regular activities of the agency. In response to queries from Trustees, Mr. Roewe said the PDC monitors campaigns by responding to complaints. He clarified that Trustees can speak or write a letter to the editor about a campaign only on their own behalf, not on behalf of an agency, and an appointed board cannot express support for its own ballot issue in a public meeting. In response to Mr. Teterud's query, Ms. Baker said she plans to explore the potential for a future library campaign to become part of a Voters Pamphlet. Trustees expressed appreciation for the informative presentation.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting November and December meetings will be held at Argonne Library. Among other items for next month, the agenda will include a potential levy lid lift update, an update on the 2019 preliminary budget, review of two policies, review of the draft Community Engagement Plan 2019-2021, an overview of staff training, and spotlight on The BookEnd. There was no further discussion.

Trustees'
Reports
(Item V.A.)

Ms. Thompson announced she will soon begin new employment at Washington Trust Bank as a trust officer. There were no other reports.

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

The Executive Director's written report for September 2018, provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe reported Cindy McMullen, legal counsel to the District, recently announced she will retire at year end. Mr. Roewe expressed appreciation for Ms. McMullen's responsiveness and support over the past year and wished her well in retirement. Ms. Thompson offered her future input regarding legal counsel replacement. There was no further discussion.

**Operations Report,
Sept. 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2018, with data for customer use measures, programming, and library activities. Ms. Bateman had nothing to further to add, and there were no questions. There was no further discussion.

**Communication
Report, Sept. 2018
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for September 2018 communication activities. Ms. Baker had nothing further to add, and there were no questions. There was no further discussion.

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

Revenue and Expenditure Statement through September 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 7,343,538
Expenditures	\$ 9,024,615
Ending Fund Balance	\$ 3,098,546
Fund Budget Expended	72.60%

Mr. Knorr noted the budget is on schedule for the year. There was no further discussion.

**Spotlight
Otis Orchards
Library
(Item V.F.)**

New Library Supervisor Caitlin Wheeler introduced herself to the Board, and Librarian Tammy Henry provided a spotlight on Otis Orchards Library. Ms. Henry reported over the past year staff has hosted Storytimes and learning activities for children and students, provided reference and reader's advisory services, connected regularly with East Valley schools, checked out 550 seed packets, and hosted well-attended concerts and classes. She noted the all-ages Storytime had such large attendance a second was added. Staff also read to over 300 children last year during visits to three local daycares and four ECEAPs in the East Valley School District. An after-school program was offered to all ages, where a variety of STEM, art, literacy, and LEGO programs were featured each week. Special events included Green Thumb Thursday, a celebration of Dr. Seuss and Harry Potter STEM. Each fall, third graders from Otis Orchards Elementary visit the library for a tour, library cards, and to check out books. The students then return at the end of the school year to participate in Book Tasting, an event that provides an opportunity for students to pick up books for summer reading they might not have otherwise discovered. Staff also connects with

Spotlight
Otis Orchards
Library
(Item V.F.)

other grade levels at Otis Orchards as well as students in the East Valley School District. Radical Rick and the Escape Room presented by the District's Education and Enrichment team have been popular with tweens. Gardening programs are well attended at Otis Orchards and the Seed Library continues to be popular. A produce swap was added and had a successful second year. Staff also made a new community connection this year with the recently opened Otis Fitness. Friends of the Library sponsored a senior fitness class in June, and in January another fitness class geared toward New Year resolutions will be offered. Ms. Thompson commented how pleased she was to hear about the success of the Seed Library. Trustees expressed appreciation for the update on Otis Orchards Library. There was no further discussion.

Public Comment
(Item VI.)

There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:59 p.m. The next Board Meeting is scheduled for Tuesday, November 20, 2018, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

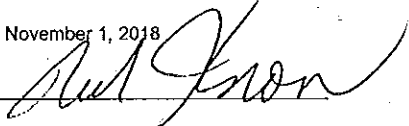
Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,042,398.58 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054708	ALLIED FIRE & SECURITY	ALARM MONITORING & FIRE ALARM TESTING	\$ 3,329.41
054709	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	125.00
054710	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	108.70
054711	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	963.90
054712	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	424.48
054713	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	985.73
054714	CITY OF DEER PARK	WATER & SEWER - DEER PARK	167.09
054715	JOHN CRAIG	BOARD TRUSTEE TRAVEL REIMBURSEMENT	10.00
054716	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	534.56
054717	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	6,422.00
054718	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
054719	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
054720	GALE/CENAGE LEARNING	LIBRARY MATERIALS	70.95
054721	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	149.49
054722	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,380.28
054723	EAT GOOD LLC	CATERING FOR STAFF DAY	2,380.31
054724	LET IT SHINE	SPEAKER FEES FOR STAFF DAY	2,697.20
054725	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	234.00
054726	MIDWEST TAPE	LIBRARY MATERIALS	6,154.60
054727	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,047.52
054728	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	57.69
054729	OPTUM	MONTHLY HSA ACCOUNT FEES	75.00
054730	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,628.76
054731	LORENA PACHECO	LOST/PAID REFUND	5.80
054732	PATRIOT FIRE PROTECTION	FIRE SPRINKLER INSPECTIONS	250.24
054733	JANET KAYE PENNER	LOST/PAID REFUND	10.00
054734	QUALITY MASONRY RESTORATION	MASONRY REPAIR AT MORAN PRAIRIE LIBRARY	1,762.56
054735	SHI International Corp	STAFF SURFACE PRO WORKSTATIONS (4)	7,859.67
054736	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054737	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
054738	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,414.51
054739	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	68.78
054740	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.27
054741	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	7.88
054742	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	764.61
054743	CCI Solutions	OFFICE/LIBRARY SUPPLIES	367.57
054744	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	56.29
054745	CENTURYLINK	ANALOG TELEPHONE LINES	41.33
054746	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	252.18
054747	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	30.54
054748	EARTHWORKS RECYCLING, INC	RECYCLING	190.00
054749	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054750	GALE/CENAGE LEARNING	LIBRARY MATERIALS	820.61
054751	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	8,192.40
054752	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,217.09
054753	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,848.96
054754	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	821.50
054755	INLAND NORTHWEST DEVELOPMENT COUNCIL	MEETING FEES	25.00

054756	INWPGC	MEETING FEES	20.00
054757	KIDS NEWSPAPER	ADVERTISING	800.00
054758	LINFIELD COLLEGE LIBRARY - ILL	INTERLIBRARY LOAN FEES	65.00
054759	MIDWEST TAPE	LIBRARY MATERIALS	4,006.13
054760	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054761	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054762	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,246.58
054763	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	559.92
054764	PRESSWORKS	PRINTING	248.06
054765	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	200.15
054766	RECORDED BOOKS, LLC	LIBRARY MATERIALS	894.93
054767	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054768	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	30.00
054769	ANNA E TURNER	LIBRARY PROGRAMS	172.42
054770	UPS	SHIPPING	19.26
054771	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	44.32
054772	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054773	VALUE LINE PUB., INC.	LIBRARY MATERIALS	900.00
054774	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	386.11
054775	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	923.80
054776	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	247.62
054777	WICK ENTERPRIZES, LLC	ADVERTISING	882.37
054778	DANA DALRYMPLE	INCOL EXPENSES	121.85
054779	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	13,937.42
054780	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	490.16
054781	ASSOC. OF WASHINGTON CITIES	TRAINING WEBINAR	25.00
054782	CHRISTOPHER W BALLEW	LIBRARY PROGRAMS	1,400.00
054783	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	21.80
054784	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.41
054785	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054786	CENTURYLINK	ANALOG TELEPHONE LINES	82.65
054787	CENTURYLINK	ANALOG TELEPHONE LINES	39.77
054788	CITY OF SPOKANE VALLEY	STAFF DAY VENUE RENTAL	2,041.00
054789	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	15,390.81
054790	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,526.20
054791	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,112.82
054792	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	348.40
054793	KREM.COM	ADVERTISING	500.00
054794	MIDWEST TAPE	LIBRARY MATERIALS	11,535.93
054795	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	227.73
054796	OPTUM	MONTHLY HSA ACCOUNT FEES	75.00
054797	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	14,821.83
054798	PATRIOT FIRE PROTECTION	FIRE SPRINKLER INSPECTIONS	978.11
054799	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054800	RECORDED BOOKS, LLC	LIBRARY MATERIALS	250.18
054801	SLATER PAINTING CO., INC	INTERIOR WINDOW TRIM PAINTING AT N SPOKANE	11,070.40
054802	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
054803	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,850.91
054804	WORLD BOOK, INC.	ELECTRONIC LIBRARY SERVICES	10,964.35
054805	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	5,347.64
054806	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
054807	AVISTA UTILITIES	MONTHLY UTILITIES	6,821.67
054808	JOHN BLADEK	LIBRARY PROGRAMS	200.00
054809	BRODART CO.	OFFICE/LIBRARY SUPPLIES	156.49
054810	JENNIFER CSEH	LOST/PAID REFUND	12.00
054811	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	199.04
054812	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	24.15
054813	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	890.00
054814	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	990.08
054815	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	121.13
054816	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,176.14
054817	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	350.89
054818	KELLY MILNER HALLS	LIBRARY PROGRAMS	400.00
054819	KAILEE HAONG	LIBRARY PROGRAMS	200.00
054820	HORIZON ROOFING & SHEETMETAL, LLC	REPAIR ROOF AT ARGONNE LIBRARY	4,542.40

054821	CINDY S. HVAL	PROGRAMMING	200.00
054822	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,217.09
054823	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,760.30
054824	ALEXIS M LUCEY	LIBRARY PROGRAMS	200.00
054825	CHRISTOPHER ALAN MACCINI	LIBRARY PROGRAMS	200.00
054826	MIDWEST TAPE	LIBRARY MATERIALS	7,202.65
054827	BETHANY MONTGOMERY	LIBRARY PROGRAMS	400.00
054828	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054829	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,315.04
054830	PLYMOUTH ROCKET, INC.	ELECTRONIC LIBRARY SERVICES	1,800.00
054831	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	206.55
054832	RECORDED BOOKS, LLC	LIBRARY MATERIALS	318.43
054833	DANIELLE ROMERO	LIBRARY PROGRAMS	200.00
054834	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	130.87
054835	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
054836	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	914.79
054837	ANNA E TURNER	LIBRARY PROGRAMS	293.99
054838	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,756.83
054839	BROOKE URBANIAK	LIBRARY PROGRAMS	200.00
054840	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	78.69
054841	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054842	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	743.85
054843	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	25.00
054844	TIMOTHY ELY	LIBRARY PROGRAMS	400.00
054845	HEIDI AMDAHL	LOST/PAID REFUND	10.00
054846	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
054847	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	21.12
054848	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	156.62
054849	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	818.89
054850	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
054851	JOHN CRAIG	BOARD TRUSTEE TRAVEL REIMBURSEMENT	388.07
054852	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,806.92
054853	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
054854	GALE/CENAGE LEARNING	LIBRARY MATERIALS	543.30
054855	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	2.44
054856	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,384.07
054857	ALISHIA JAHNS	LOST/PAID REFUND	15.00
054858	SARAH JAMES	LOST/PAID REFUND	10.00
054859	MIDWEST TAPE	LIBRARY MATERIALS	4,777.09
054860	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054861	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	54.63
054862	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	21,334.26
054863	RECORDED BOOKS, LLC	LIBRARY MATERIALS	566.19
054864	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054865	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	937.69
054866	STRATEGIC RESEARCH ASSOC LLC	SURVEY CONSULTANT	7,500.00
054867	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.27
W00600	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,404.75
W00601	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	54,075.28
W00602	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,633.00
W00603	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	85,697.66
W00604	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	425.57
W00605	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	15,212.46
W00606	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,633.00
W00607	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,998.68
W00608	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,915.67
W00611	STATE OF WASHINGTON	EXCISE/SALES TAXES PAID FOR OCTOBER	370.35

Total Non-Payroll General Operating Fund

\$ 672,433.98

PAYROLL VOUCHERS

10102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 180,342.55
10252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>189,622.05</u>
Total Payroll General Operating Fund			\$ 369,964.60
TOTAL GENERAL OPERATING FUND			<u>\$ 1,042,398.58</u>

Sept/October 2018 Credit Card Activity
Paid in October 2018
Voucher # 054803

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,051.55
Maintenance	2,035.64
Travel	1,223.56
Acquisitions	2,269.44
Information Technology	217.04
Outreach	53.68
General Fund Purchases	<u><u>\$11,850.91</u></u>

POTENTIAL LEVY LID LIFT UPDATE**Background:**

The Leadership Team has continued examining funding needs that would require the successful passage of a potential levy lid lift election to implement. As part of that process, the team has also examined the necessary budgetary contingencies if such an election were not successful.

Executive Director Patrick Roewe will provide an update of those plans in their current phase.

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

2019 Preliminary Budget Update

- a. Annual Cost of Living Adjustment for 2019**
- b. Adopting a 2019 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 18-05)**
- c. Authorizing 2018 Property Tax Levy Increase for Collection in 2019 (Resolution No. 18-06)**
- d. Levying the Regular Property Taxes for SCLD for Collection in 2019 (Resolution No. 18-07)**

Background

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

Additional background information specific to each of the above items is provided below, as well as the recommended action for each item and copies of all accompanying resolutions.

a. Annual Cost of Living Adjustment

The initial budget presented at the October meeting included a tentative annual cost of living adjustment based on August CPI-W year-over-year increase, which was published at 2.88%. The CPI-W is a consumer price index for all U.S. urban wage earners, and the August year-to-date published rate is typically used by Washington state for the annual adjustment to the state minimum wage. The District also cites this August year-over-year index in its policy as the guide for the annual salary adjustment.

Based upon direction from the October meeting, the budget presented for approval includes a 2.88% cost-of-living adjustment, matching the published index. District policy affirms that the Board of Trustees has sole approval authority for any salary adjustment.

Recommended Action:

- **Board motion to authorize the District to use a 2.88% cost-of-living adjustment for the 2019 budget as per District Personnel Policy 3.13.**

b. 2019 Preliminary Budget

General Fund

The General Fund Budget, Exhibit A to Resolution No. 18-05, has changed from the initial budget presented in October as follows:

	November Preliminary Budget	October Initial Budget	Variance
REVENUES			
TAX REVENUE, NET OF TIFs	11,942,000	11,918,000	24,000
CONTRACT CITIES	341,000	337,000	4,000
FINES & FEES	171,500	171,000	500
E-RATE REIMBURSEMENTS	150,000	150,000	-
INTEREST, GRANTS AND OTHER	162,000	159,000	3,000
	<u>12,766,500</u>	<u>12,735,000</u>	<u>31,500</u>
EXPENSES			
SALARIES	6,422,000	6,442,000	(20,000)
PAYROLL TAXES & BENEFITS	2,323,300	2,291,200	32,100
LIBRARY MATERIALS	1,717,600	1,716,000	1,600
SERVICES	1,435,700	1,382,100	53,600
CAPITAL EQUIPMENT EXPENDITURES	161,000	161,000	-
CONTINGENCY	50,000	85,000	(35,000)
OTHER	656,900	657,700	(800)
	<u>12,766,500</u>	<u>12,735,000</u>	<u>31,500</u>

The more significant variances from the initial budget presentation are:

- Property tax budget is \$24,000 higher. The most recent information from the Assessor's Office cited:
 - New construction of \$539,787,000. A noteworthy increase from the approximately \$490 million previously reported. Some of this additional new construction is within the various TIF boundaries, thus the TIF reduction was also increased from \$94,000 to \$102,000.
 - State-assessed property valuation of \$1,007,994,000 vs. \$937,438,000 last year resulted in a tax revenue increase of roughly \$10,000 from the prior estimate.
 - Contract cities revenue increased by \$4,000 due to a proportional increase in reported new construction and state-assessed values for our contracted entities.
- Total salaries are estimated \$20,000 lower than the prior meeting. Total employee count will be 171 and total FTEs are 134.4. Each individual employee was reviewed for their salary rate, scheduled hours and benefit eligibility, and revisions were made for this budget update, resulting in a budget of \$6,422,000 for 2019.
- Payroll taxes and benefits are higher by \$32,100 from the previous meeting, mostly attributed to the "Paid Family and Medical Leave" premium. Based on Board direction from the October meeting, the budget now includes the full \$24,400 budgeted premium cost.
- Library materials remain at 14% of the slightly higher tax revenue.
- Total services are higher from the previous meeting as follows:

	November Preliminary Budget	October Initial Budget	Variance
SERVICES			
JANITORIAL	220,000	197,000	23,000
HVAC MAINTENANCE	86,000	71,000	15,000
GROUNDS MAINTENANCE	50,000	40,000	10,000
COURIER	70,000	70,000	-
UTILITIES	201,000	201,000	-
MAJOR BUILDING MAINT	150,000	150,000	-
OTHER	658,700	653,100	5,600
	<u>1,435,700</u>	<u>1,382,100</u>	<u>53,600</u>

- Recently reported increases in applicable 2019 prevailing wage rates necessitated budget revisions for HVAC and Grounds maintenance. The recently awarded janitorial contract for 2019 is the cause for the janitorial cost increase, and the underlying increase in the janitorial prevailing wage contributed to the increase in bids.
- Finally, it was necessary to reduce the operating contingency to \$50,000 to maintain a balanced budget.

Capital Projects Fund

For the Capital Projects Fund budget, see Exhibit B to Resolution No. 18-05.

For 2019, Capital Projects Fund activity was not forecasted, with the exception of interest earnings on the fund balance. The fund balance for 2019 is expected to remain at approximately \$1,641,000 by year end.

The full text of the resolution follows.

Recommended Action:

- **Board motion to approve Resolution No. 18-05 - Adopting a 2019 Preliminary Budget and Certifying it to the Board of County Commissioners.**

c. Authorizing 2018 Property Tax Levy Increase for Collection in 2019

Resolution No. 18-06

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

The full text of the resolution follows.

Recommended Action:

- **Board motion to approve Resolution No. 18-06 - Authorizing 2018 Property Tax Levy Increase for Collection in 2019.**

d. Levying the Regular Property Taxes for SCLD for Collection in 2019

Resolution No. 18-07

The third and final resolution establishes the actual levy amount to be submitted to Spokane County for collection in 2019. A standard Levy Certification form created by the Department of Revenue listing the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows.

Recommended Action:

- **Board motion to approve Resolution No. 18-07 - Levying the Regular Property Taxes for SCLD for Collection in 2019.**

RESOLUTION NO. 18-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2019 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

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

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

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

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

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

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

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2019 maintenance and operation of the District, which is reflected in a 2019 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2019 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2019 PRELIMINARY BUDGET

The Board adopts 2019 Preliminary Budgets as follows:

General Operating Fund (001-661):	\$ 12,766,500
Capital Projects Fund (008-661):	\$ -0-

Section 2: CERTIFICATION OF 2019 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2019 Preliminary Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2019 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 20th day of November 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees



**Spokane County Library District
2019 General Operating Fund Budget
Preliminary**

REVENUES

PROPERTY TAXES	\$ 12,044,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(102,000)
CONTRACT CITIES - AIRWAY HEIGHTS	261,000
CONTRACT CITIES - SPOKANE	80,000
FINES & FEES	171,500
E-RATE REIMBURSEMENTS	150,000
GRANTS & DONATIONS	33,000
INTEREST REVENUES AND OTHER	129,000
TOTAL REVENUES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS IN

-

TOTAL REVENUES & TRANSFERS IN\$ 12,766,500**EXPENSES**

SALARIES	6,422,000
FRINGE BENEFITS	2,323,300
SUPPLIES	150,200
SERVICES	1,852,700
LIBRARY MATERIALS	1,512,600
ELECTRONIC LIBRARY MATERIALS	205,000
LIBRARY PROGRAMS (INCL GRANT SUPPORTED PROGRAMS)	89,700
CAPITAL EXPENDITURES	161,000
OPERATIONAL CONTINGENCIES	50,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS OUT

-

TOTAL EXPENSES & TRANSFERS OUT\$ 12,766,500**NET EXCESS OF REVENUES OVER (UNDER) EXPENSES**-

Estimated Beginning Fund Balance: January 1, 2019

\$ 5,548,000

Net Excess of Revenues over Expenses

-

Estimated Ending Fund Balance: December 31, 2019

\$ 5,548,000



EXHIBIT B

Agenda Item III.C.2a-e

Spokane County Library District
2019 Capital Projects Fund Budget
Preliminary

REVENUES

Interest Earnings	\$ 33,500
TOTAL REVENUES	<u>\$ 33,500</u>

EXPENSES

Capital Projects for 2019 (none)	-
TOTAL EXPENSES	<u>\$ -</u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ 33,500</u>
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Estimated Beginning Fund Balance: January 1, 2019	\$ 1,608,000
Net Excess of Revenues over (under) Expenses	33,500
Estimated Ending Fund Balance: December 31, 2019	<u>\$ 1,641,500</u>

RESOLUTION NO. 18-06**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2018 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2019 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.****SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$11,650,381; and

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 16, 2018, to consider the District’s current expense budget for the 2019 fiscal year, pursuant to RCW 84.55.120; and

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

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2018 levy to be collected in 2019 in the amount of \$125,500, which is a percentage increase of 1.077% from the previous year.

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

Section 2: **EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of November 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

RESOLUTION NO. 18-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2019 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2019 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

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

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

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

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2019 maintenance and operation of the District, which is reflected in the 2019 Preliminary General Operating Fund budget adopted by Resolution No 18-05;

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 16, 2018, to consider the District’s current expense budget for the 2019 fiscal year, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR
THE 2019 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2018 property tax levy for collection in 2019 in the amount of \$12,044,000.

Section 2: CERTIFICATION OF 2019 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2018 property tax levy for collection in 2019.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 20th day of November 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

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 the practice of the District 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. Policies HR08 and HR10 have undergone legal review with District counsel.

Human Resources Director Toni Costa will be available to answer questions on the proposed policy revisions:

- HR05 – Leave
 - Update Sections 5.02, 5.05
- HR08 – Equal Employment Opportunity
 - New policy
- PP10 – Equal Employment Policies
 - Update title to HR10 – Harassment & Bullying
 - Delete Sections 10.01, 10.02, 10.03, 10.04
 - Update Sections 10.05, 10.06
 - Add new sections 10.02, 10.03
 - Add standard language to end of 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:

- HR05 – Leave
 - Section 5.02, Vacation Leave Cash Out. Added language allows employees to cash out a portion of accrued vacation, with restrictions.
 - Section 5.05, Shared Leave. Updated language regarding maximum use of leave; removed language restricting donation of leave to 40 hours per calendar year and changed balance that must be maintained from 60 hours to 80 hours.
- HR08 – Equal Employment Opportunity
 - This new stand-alone policy is updated language from PP10, with added standard language at the end.
- HR10 – Harassment & Bullying
 - Section 10.01, language moved to policy HR08
 - Sections 10.05 (now 10.01) and 10.06 (now included in 10.01) better define harassment, using Federal Equal Employment Opportunity language.
 - Section 10.07 (now 10.03) expands and clarifies filing a complaint regarding harassment and/or bullying.
 - Section 10.04 expands and clarifies language regarding retaliation.

Please note:

Content underlined = new, clarification or revised.

Strikeout = removed.

Recommended Action: Board motion to approve the revised Personnel Policy sections.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR5 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: 4/24/2017 11/20/18

Purpose

To set forth the District's policies for the accrual and use of leave for all employees.

Scope

Applies to all District employees

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

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

5.1 Holiday Leave

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

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

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

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

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

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

Designation of Holidays

Holidays designated by the Board of Trustees are:

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

CHRISTMAS EVE DAY
CHRISTMAS DAY

December 24
December 25

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE: Under Washington law (RCW 1.16.050(3)), all District employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

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

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

5.2 Vacation Leave

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

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

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

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

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

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

Eligible part-time employees shall have their vacation leave accrued and computed to the nearest one-hundredth of an hour on a prorated basis based upon the weekly hours worked.

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. If the employee submits vacation leave in excess of their accrued balance, the Business Office will charge the excess leave to leave without pay (LWOP) and notify the employee's supervisor and Human Resources.

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

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

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions:
 - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff.
 - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year. This amount shall be prorated for part-time staff.
 - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck.
 - New employees who separate from employment for any reason before the successful completion of their Probation period will not be compensated for any accrued vacation leave.

5.3 Sick Leave

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

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

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess leave to vacation leave or leave without pay (LWOP).

General Sick Leave Rules

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

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

- Injury, illness, or medical care of the employee.
- To care for a sick minor child with a routine illness, for a spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition or for a sick adult child who is incapable of self care because of a physical or mental disability.
- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state-registered domestic partner to attend to their spouse or domestic partner, and/or children, while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.

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

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

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

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

Sick Leave Cash Out

When an employee separates from the District, accrued sick leave, up to a maximum of 960 hours, may be cashed out as follows. To be eligible for sick leave cash out, an employee must meet the following condition.

A sick-leave eligible employment period of at least three (3) years, which was continuous and unbroken by resignation, termination or retirement. An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

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

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

5.5 Shared Leave

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

An employee who is suffering from a severe, extraordinary or life-threatening illness, injury, or condition that results in an extended absence from work, and would cause the employee to take leave without pay, or is not eligible for paid leave, may participate in the shared leave program.

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

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

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

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee or family member (as defined above) is suffering from a severe, extraordinary or life-threatening illness, injury or condition that will cause the employee to take leave without pay (LWOP) for at least one full pay period before being able to return to work.
- The employee must submit a request for Shared Leave to the Human Resources Department accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The Executive Director has final approval authority for Shared Leave requests. If the request is approved, Human Resources will notify employees of the request.
- Donations of sick leave must be made in one-hour increments.
- The names of those who donated sick leave will be kept confidential.
- Use of Shared Leave will be limited to a maximum of ~~12 weeks~~ 480 hours per calendar year ~~for full-time employees and per employee, based on the employee's regularly scheduled hours per week this limit will be prorated for part-time employees. The maximum of 12 weeks leave shall include all accrued paid leave taken for the condition (sick, vacation, holiday(s) and donated sick leave allotments).~~
- ~~Employees may not donate more than 40 hours of sick leave in any calendar year, and must maintain a balance of at least 60 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.~~
- Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

5.6 Wage Replacement Benefits (Time-Loss)

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

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

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

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

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

5.7 Administrative Leave

Administrative leave is available to all District employees.

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

5.8 Bereavement Leave

Bereavement leave is available to all District employees.

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

Bereavement Leave may be:

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

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

5.9 Court-Related Leave

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

Court-related Leave is allowed when:

- The employee is required to serve as a juror or appear as a witness in a matter other than one personal to the employee; and

- The employee serves on a day which would have been a regularly scheduled work day.

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

Employees may be required to submit proof of days and hours of service whenever court-related leave is claimed. Any fees or allowances paid to an employee by the court may be retained by the employee.

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

5.10 Military Leave

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

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

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

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

5.11 Washington State Family Military Leave

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

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

Employees may use accrued leave for this type of absence, as applicable.

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

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

5.12 Leave for Victims of Domestic Violence

The District will comply with the Washington State Domestic Violence Leave law (RCW 49.76). Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable leave from work to take care of legal or law enforcement needs, seek physical and/or mental health treatment, obtain services from a shelter or social services program, obtain mental health counseling, participate in safety planning, relocate, or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim seek treatment or obtain help and services.

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

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

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

5.14 Leave without Pay

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

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

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

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

An employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick leave prior to taking LWOP. The employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA).

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

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

5.15 Federal & State Family and Medical Leave

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and the Washington State Family Leave Act (FLA).

For purposes of this policy, the following definitions apply:

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

Continuation of Pay and Benefits while on FMLA

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

5.16 Emergency Leave

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

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

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR5 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/20/2018

Purpose

To set forth the District's policies for the accrual and use of leave for all employees.

Scope

Applies to all District employees

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

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

5.1 Holiday Leave

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

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

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

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

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

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

Designation of Holidays

Holidays designated by the Board of Trustees are:

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

CHRISTMAS DAY

December 25

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE: Under Washington law (RCW 1.16.050(3)), all District employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

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

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

5.2 Vacation Leave

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

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

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

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

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

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

Eligible part-time employees shall have their vacation leave accrued and computed to the nearest one-hundredth of an hour on a prorated basis based upon the weekly hours worked.

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. If the employee submits vacation leave in excess of their accrued balance, the Business Office will charge the excess leave to leave without pay (LWOP) and notify the employee's supervisor and Human Resources.

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

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

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions:
 - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff.
 - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year. This amount shall be prorated for part-time staff.
 - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck.
 - New employees who separate from employment for any reason before the successful completion of their Probation period will not be compensated for any accrued vacation leave.

5.3 Sick Leave

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

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

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess leave to vacation leave or leave without pay (LWOP).

General Sick Leave Rules

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

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

- Injury, illness, or medical care of the employee.
- To care for a sick minor child with a routine illness, for a spouse, registered domestic partner, parent, parent-in-law or grandparent with a serious or emergency health condition or for a sick adult child who is incapable of self care because of a physical or mental disability.
- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state-registered domestic partner to attend to their spouse or domestic partner, and/or children, while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.

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

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

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

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

Sick Leave Cash Out

When an employee separates from the District, accrued sick leave, up to a maximum of 960 hours, may be cashed out as follows. To be eligible for sick leave cash out, an employee must meet the following condition.

A sick-leave eligible employment period of at least three (3) years, which was continuous and unbroken by resignation, termination or retirement. An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

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

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

5.5 Shared Leave

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

An employee who is suffering from a severe, extraordinary or life-threatening illness, injury, or condition that results in an extended absence from work, and would cause the employee to take leave without pay, or is not eligible for paid leave, may participate in the shared leave program.

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

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

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

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee or family member (as defined above) is suffering from a severe, extraordinary or life-threatening illness, injury or condition that will cause the employee to take leave without pay (LWOP) for at least one full pay period before being able to return to work.
- The employee must submit a request for Shared Leave to the Human Resources Department accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The Executive Director has final approval authority for Shared Leave requests. If the request is approved, Human Resources will notify employees of the request.
- Donations of sick leave must be made in one-hour increments.
- The names of those who donated sick leave will be kept confidential.
- Use of Shared Leave will be limited to a maximum of 480 hours per calendar year for full-time employees and this limit will be prorated for part-time employees.
- Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
- Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

5.6 Wage Replacement Benefits (Time-Loss)

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

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

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

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

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

5.7 Administrative Leave

Administrative leave is available to all District employees.

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

5.8 Bereavement Leave

Bereavement leave is available to all District employees.

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

Bereavement Leave may be:

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

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

5.9 Court-Related Leave

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

Court-related Leave is allowed when:

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

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

Employees may be required to submit proof of days and hours of service whenever court-related leave is claimed. Any fees or allowances paid to an employee by the court may be retained by the employee.

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

5.10 Military Leave

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

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

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

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

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

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

Employees may use accrued leave for this type of absence, as applicable.

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

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

5.12 Leave for Victims of Domestic Violence

The District will comply with the Washington State Domestic Violence Leave law (RCW 49.76). Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable leave from work to take care of legal or law enforcement needs, seek physical and/or mental health treatment, obtain services from a shelter or social services program, obtain mental health counseling, participate in safety planning, relocate, or take other actions to

increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim seek treatment or obtain help and services.

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

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

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

5.14 Leave without Pay

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

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

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

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

An employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick leave prior to taking LWOP. The employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA).

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

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

5.15 Federal & State Family and Medical Leave

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and the Washington State Family Leave Act (FLA).

For purposes of this policy, the following definitions apply:

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

Continuation of Pay and Benefits while on FMLA

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

5.16 Emergency Leave

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

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

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

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

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

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

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: HR08 – Equal Employment Opportunity

APPROVAL DATE: 11/20/2018

REVISION DATE:

Purpose

To set forth the District's policy for equal opportunities in employment.

Scope

Applies to all District employees and volunteers

Policy

Spokane County Library District is committed to equal employment opportunity, ensuring employment opportunities in accordance with applicable federal, state, and local laws for employees and applicants. All terms, conditions, and privileges of employment, including hiring, promotions, transfers, compensation, benefits, layoff, return from layoff, discipline, education, and work assignments in the District shall be made without regard to race, color, religion, gender identity, sexual orientation, marital status, national origin, age, genetic information, disability, service in the Armed Forces, or any other classification or perception of such classification as protected under nondiscrimination laws.

As the Equal Opportunity Officer, the Human Resources Director is responsible for continually monitoring employment practices and actions to ensure compliance with this policy and all applicable laws to assure that the District remains in fact, as well as in policy, an equal opportunity employer.

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

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

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.

CHAPTER 10: EQUAL EMPLOYMENT POLICIES

Orig Date: 01/01/82

— Latest Revision: 10/20/15

Equal Employment Policies

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR10 –Harassment & Bullying

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/15/2018~~ 11/20/2018**Purpose**

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

Scope

Applies to all District employees and volunteers

Spokane County Library District is committed to a work environment where everyone is treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and bullying. The District will not tolerate unlawful discrimination, harassment or bullying of any kind.

10.05 01 Anti-Harassment/Bullying Policy

~~It is the District's policy to foster and maintain a work environment free from discrimination, harassment, and bullying. Consequently, the District will not tolerate harassment or bullying of any kind in its employees' day-to-day communication with co-workers, supervisors, or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.~~

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

~~Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public based on a classification protected by law.~~

Workplace Harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee's work performance; or negatively affect a person's employment opportunities, benefits, or rights.

~~Workplace bullying is defined as persistent, offensive, abusive, intimidating, malicious, or insulting behavior; or abuse of power; intended to upset, threaten, humiliate, or undermine the self-confidence or self-esteem of an individual or group.~~

Examples of prohibited conduct include threats or intimidations, slurs or demeaning comments

~~to employees or members of the public that may or may not be based upon race, color, religion, gender, sexual orientation, marital status; national origin, age, genetic information; disability, honorably discharged veteran, military status; or any other characteristic.~~

~~Employees engaging in improper harassment or bullying are subject to disciplinary action, depending upon the circumstances, up to and including termination.~~

~~10.06—Sexual Harassment Prohibited~~

~~Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the District.~~

Sexual harassment is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind and the District will promptly investigate all allegations of harassment. Employees found to have engaged in harassing behavior will be subject to disciplinary action up to and including termination. Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

~~Sexual harassment is behavior of a sexual nature, or gender-based behavior, that is unwelcome. Examples of Sexual Harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body. Other conduct may also constitute sexual harassment depending upon given facts and circumstances.~~

~~Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:~~

~~Submission to such conduct is made either explicitly or implicitly a term or condition of employment;~~

~~Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or~~

~~Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment that unreasonably interferes with an individual's work performance.~~

~~Any employee engaging in improper sexual harassment will be subject to disciplinary action, depending upon the circumstances, up to and including termination. Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.~~

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

10.02 Bullying

Workplace bullying is defined as persistent verbal or physical conduct, or abuse of power

designed to upset, threaten, humiliate, intimidate, or coerce, as well as verbal taunting, in which the employee's opinion impairs their ability to perform their job.

This policy prohibits bullying of any kind and the District will promptly investigate all allegations of bullying. Employees found to have engaged in bullying behavior will be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

10.0703 Filing a Discrimination or Harassment Complaint

~~Each member of management (supervisors, managers, and the Executive Director) is responsible for creating an atmosphere free of discrimination, and/or harassment, in all its forms. Furthermore, employees are expected to treat their co-workers and others, including the customers they serve, with respect. Any employee who believes he/she is they, are or has have been the subject of discrimination and/or harassment or bullying, has the obligation to should use the District's complaint procedure to file a complaint with the Human Resources Director or Executive Director.~~

~~If possible, the employee should try to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or not practicable, the employee should discuss his/her concerns with either the immediate supervisor, or manager, as appropriate.~~

~~Any employee who believes that a supervisor's, another employee's, or a non-employee's actions or words constitute unwelcome harassment has the responsibility to report or complain about the situation as soon as possible. At the employee's discretion, such complaints should be directed to the employee's immediate supervisor, manager, Chief Human Resources Officer, or the Executive Director.~~

~~The District Human Resources Director or designee will endeavor to investigate all complaints promptly. When requested, the Chief Human Resources Officer will assist in the investigation; otherwise, it will typically be assigned to a supervisor or manager. The District will endeavor to complete the investigation within ten business days from receipt of the complaint. Every effort should be made to keep the investigation impartial and confidential.~~

~~If an investigation shows the accused employee did engage in improper harassment or discrimination, the employee will be subject to disciplinary action, up to and including termination. If the investigation reveals the complaint was intentionally false and malicious and/or an employee has been dishonest, disciplinary action, up to and including termination, may be taken.~~

~~Managers or supervisors who know, or should have known that harassment or discrimination was occurring, and who failed to take appropriate action, are subject to disciplinary action up to and including termination.~~

10.04 Retaliation

Retaliation is defined as behavior directed at a complainant or witnesses that is hostile or otherwise discourages an individual from making a complaint or engaging in other forms of protected activities. This includes retaliation for inquiring about rights under this policy, reporting or complaining about possible violations or assisting in an investigation.

Retaliation against any employee for filing a discrimination complaint, participating in an investigation, or engaging in activities protected by federal or state law or District policy, is strictly prohibited. Any employee found to have engaged in such behavior may be subject to discipline up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

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

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

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: HR10 – Harassment & Bullying

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/20/2018

Purpose

To set forth the District's policies on harassment and bullying.

Scope

Applies to all District employees and volunteers

Spokane County Library District is committed to a work environment where everyone is treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and bullying. The District will not tolerate unlawful discrimination, harassment or bullying of any kind.

10.01 Harassment

Workplace Harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee's work performance; or negatively affect a person's employment opportunities, benefits, or rights.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

Sexual Harassment

Sexual harassment is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind and the District will promptly investigate all allegations of harassment. Employees found to have engaged in harassing behavior will be subject to disciplinary action up to and including termination. Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

10.02 Bullying

Workplace bullying is defined as persistent verbal or physical conduct, or abuse of power designed to upset, threaten, humiliate, intimidate or coerce, as well as verbal taunting, in which the employee's opinion impairs their ability to perform their job.

This policy prohibits bullying of any kind and the District will promptly investigate all allegations of bullying. Employees found to have engaged in bullying behavior will be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

10.03 Filing a Complaint

Any employee who believe they are or have been the subject of harassment or bullying should file a complaint with the Human Resources Director or Executive Director.

The Human Resources Director or designee will investigate all complaints promptly. The District will endeavor to complete the investigation within ten business days from receipt of the complaint.

10.04 Retaliation

Retaliation is defined as behavior directed at a complainant or witnesses that is hostile or otherwise discourages an individual from making a complaint or engaging in other forms of protected activities. This includes retaliation for inquiring about rights under this policy, reporting or complaining about possible violations or assisting in an investigation.

Retaliation against any employee for filing a complaint, participating in an investigation, or engaging in activities protected by federal or state law or District policy, is strictly prohibited. Any employee found to have engaged in such behavior may be subject to discipline up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

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

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

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.

VOLUNTEER PROGRAM**BACKGROUND:**

The recommended revisions to the Volunteer Program policy, last updated in January 2018, update language to reflect the ongoing program and update the policy to reflect items previously contained in procedure.

Of note are the following sections:

- Policy
 - Remove introductory statement (similar language will be included on the website)
 - Include rules relating to volunteering for the District

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

Following are an edited copy of the current policy, with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the proposed draft policy.

Recommended Action: Board motion to approve the revised Volunteer Program policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: VOLUNTEER PROGRAM**

APPROVAL DATE: November 16, 1999

REVISION DATE: ~~January 16, 2018~~ November 20, 2018

RELATED POLICIES:

Human Resources Policy 2.04

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

To set forth a define the volunteer program that ~~assists the~~ for Spokane County Library District (District) ~~in carrying out its mission.~~

Scope

This policy applies to District staff and volunteers.

Definition of Volunteer

~~A volunteer is a person who performs a service for the District willingly and without pay, and who works under the direction and with the support of a staff member.~~

General Policy

~~Spokane County Library District engages the talents and energies of community members in order to enhance library services. Volunteers provide support for library events, projects, and activities. They complement rather than replace staff. Volunteers support the staff and mission of the library, strengthening the relationship between the community and the library.~~

- Paid staff may not work as volunteers for the District.
- District volunteers shall undergo background checks before being allowed to volunteer, as per Washington State law (RCW 43.43.830) ~~Volunteers will be utilized for special, unusual or supplemental services.~~
- All potential volunteers must be officially approved by authorized District personnel prior to performing any volunteer duties.
- All Volunteers shall undergo background checks, as per Washington State law (RCW 43.43.830) and policy HR02.
- Volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- District staff may not supervise family members who volunteer.
- Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the volunteer and the Library.
- Both the Volunteer and the District have the right to end the Volunteer's association with the District at any time.

- If the District terminates a volunteer who neglects or refuses assignments or who violates any law or District policy, volunteer service will not be reinstated.
- All Volunteers will wear the District volunteer shirt and/or ID badge while on duty.

General guidelines include, but are not limited to:

- ~~The Volunteer Coordinator is responsible for recruiting and training volunteers.~~
- ~~Assigned library staff are responsible for supervising volunteers at their location.~~

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: VOLUNTEER PROGRAM**

APPROVAL DATE: November 16, 1999

REVISION DATE: November 20, 2018

RELATED POLICIES:

Human Resources Policy 2.04

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

To define the volunteer program for Spokane County Library District (District).

Scope

This policy applies to District staff and volunteers.

- Paid staff may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual or supplemental services.
- All potential volunteers must be officially approved by authorized District personnel prior to performing any volunteer duties.
- All Volunteers shall undergo background checks, as per Washington State law (RCW 43.43.830) and policy HR02.
- Volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- District staff may not supervise family members who volunteer.
- Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the volunteer and the Library.
- Both the Volunteer and the District have the right to end the Volunteer's association with the District at any time.
 - If the District terminates a volunteer who neglects or refuses assignments or who violates any law or District policy, volunteer service will not be reinstated.
- All Volunteers will wear the District volunteer shirt and/or ID badge while on duty.

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

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

COMPUTER, WIRELESS NETWORK AND INTERNET USE**BACKGROUND:**

The primary focus of the revision is to update terminology and attach the boilerplate statement that has been edited for clarity.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

Following are an edited copy of the current policy, with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the proposed draft policy.

Recommended Action: Board motion to approve the revised Computer, Wireless Network and Internet Use policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: Computer, Wireless Network and Internet Use**

APPROVAL DATE: September 18, 2012

REVISION DATE: November 15, 2016 20, 2018

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to library members in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, members may use their own devices to access the Internet on the library's public wireless (~~Wi-Fi~~) network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all public computers and the ~~Wi-Fi~~ public wireless network.

GENERAL POLICY:**Filtering**

The District prohibits the following while using any District resource: engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

The District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: "basic" and "enhanced."

All library member accounts, all library computers, and the Wi-Fi public wireless network are filtered at the "basic" level. The following categories of information are blocked with "basic" filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for members under the age of 13, and library computers located in the children's area, are set to the "enhanced" filtering level. In compliance with CIPA, and guided by the Collection Development policy and related procedures, the "enhanced" filtering level blocks all of the same categories of information that are blocked with "basic" filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software provider that best match the District's intentions.

Requests to "block" or "unblock" an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for "bona fide research or other lawful purposes"², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District's ~~Wi-Fi~~ public wireless network is an open, unsecured ~~public access~~ network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises ~~Wi-Fi~~ public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or ~~Wi-Fi~~ network traffic at any time. The District has the authority to disconnect any device from the ~~Wi-Fi~~ network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the ~~Wi-Fi~~ public wireless network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: Computer, Wireless Network and Internet Use**

APPROVAL DATE: September 18, 2012

REVISION DATE: November 20, 2018

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to library members in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, members may use their own devices to access the Internet on the library's public wireless network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all public computers and the public wireless network.

GENERAL POLICY:**Filtering**

The District prohibits the following while using any District resource: engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

The District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: "basic" and "enhanced."

All library member accounts, all library computers, and the public wireless network are filtered at the "basic" level. The following categories of information are blocked with "basic" filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for members under the age of 13, and library computers located in the children's area, are set to the "enhanced" filtering level. In compliance with CIPA, and guided by the Collection Development policy and related procedures, the "enhanced" filtering level blocks all of the same categories of information that are blocked with "basic" filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software provider that best match the District's intentions.

Requests to "block" or "unblock" an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for "bona fide research or other lawful purposes"², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District's public wireless network is an open, unsecured network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or network traffic at any time. The District has the authority to disconnect any device from the network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the public wireless network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

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

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

Community Engagement Plan 2019-2021: Initial Findings**BACKGROUND:**

Managing Librarian for Strategic Initiatives Amber Williams and Operations Director Doug Stumbough will provide an overview of initial findings from the first phase of community feedback that will ultimately inform the Community Engagement Plan.

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

Overview Staff Training

Human Resources Director Toni Costa will provide a brief overview of training that has been provided to staff this year and an overview of training plans for 2019.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER '18 - JANUARY '19***December 18, 2018: Argonne Library - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- 2019 Budget
 1. Adopting a 2019 Final Budget (Resolution No. 18-08): Approval recommendation.
- Bulletin Boards and Community-Interest Publications Policy: Approval recommendation.
- 2018 Work Plan—Year in Review
- 2019 Work Plan
- 2019 Meeting Schedule/Locations/Overviews and Policies Review: Approval recommendation.
- 2019 Board of Trustees' Officers Election: Approval recommendation.
- Holiday Gathering

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, December 4, for inclusion in the preliminary agenda to be sent Dec. 5. Meeting packets will be mailed Dec. 12.

January 15, 2019: Argonne Library (location tentative until approved) - (4:00 p.m.)

- Potential Levy Lid Lift Update
- Library Meeting Room Use Policy: Approval recommendation.
 - Overview
 - Spotlight

SPECIAL MEETINGS/ACTIVITIES20182019

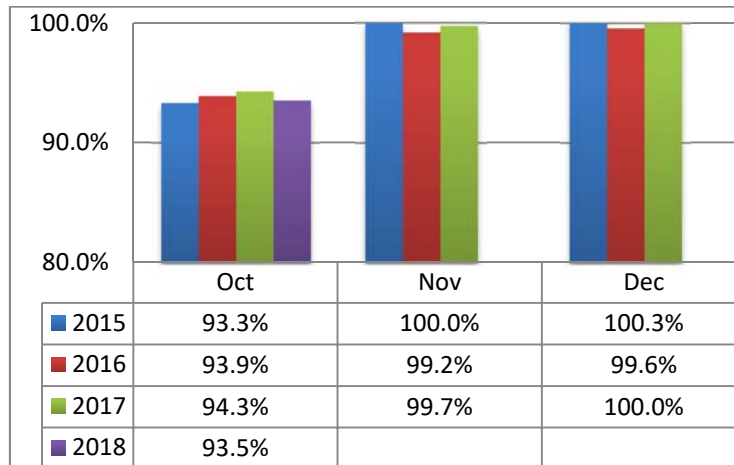
EXECUTIVE DIRECTOR'S REPORT OCTOBER 2018

Business Office, Finance and Facilities – Rick Knorr

General Fund

Revenues:

- Total revenues are 92.75% of target through October 2018.
- The District received the second-half tax collections, as scheduled. Total property taxes collected is now 93.5% of budget. Historically, that is on the low side of cumulative collections through October. Consequently, we may not collect the full 100% of budgeted revenue in 2018. See chart below:



- The District has collected the full year's amount from the city of Airway Heights. However, the second-half payment from the city of Spokane for MPLCFA annexation mitigation has not been received.
- Fines and fees continue to lag behind target through 10 months.
- The District is also still awaiting the second half E-rate reimbursement payment. With six weeks left in the year, this may not be received until 2019.

Expenses:

- Expenses through 10 months are 80.6%, or 2.7% below target.
- Salaries are 82.5% or very close to the target, with credit being given to the District for reaching and remaining close to fully staffed for much of the latter half of the year.
- Equipment is only 39% of target, but the recently requisitioned upgrade to our storage area network—the main IT data storage array—will spend most of the remainder.
- Major building maintenance, a component of the services budget, is still well under budget and will remain that way. The Otis Orchards Library siding and District-wide access control projects have been rolled forward to the 2019 budget.

Year-End Surplus

In most years, by October 31, the end-of-year surplus can be accurately predicted. However, based on potential variables mentioned above, it is still too early to accurately forecast the 2018 surplus.

Cash on Hand

Ending cash on hand is 6.1 months, now that the aforementioned second-half tax collections have been received.

Capital Projects Fund

There was no activity to report in the Capital Projects Fund.

Facilities Report

- The District is pleased to report the North Spokane Library and BookEnd carpet issues are now complete. In order to fulfill the warranty claim, replacement carpet tiles were installed at both locations between October 15 and October 31, at no cost to the District.
- In addition, most of the blue tiles that were removed have been reinstalled on the second floor of the Spokane Valley Library to address wear issues there. The carpet tiles themselves are in good condition, and the “curling up” issue that generated the warranty claim was remedied by re-installing the tiles with permanent glue.

Human Resources – Toni Costa**Department Activities**

- Training
 - Staff Day
 - Interview Training
 - Media Training (2 sessions)
- Other
 - TalentLMS
 - Learning Management System that allows us to create and track trainings. This system replaces the need for multiple tracking spreadsheets and gives us the opportunity to create our own online trainings.

Recruitment and Selection:

- a. New Hires
 - Administrative Assistant (Admin-HR)
 - Library Page (DP-2, AH)
 - Public Services Specialist (SV)
- b. Terminations
 - n/a
- c. Reclassifications
 - n/a
- d. Transfers
 - n/a
- e. Promotions
 - n/a

Operations – Doug Stumbough

District staff had the opportunity to attend the 2018 Washington Library Association Conference, October 17-20 in Yakima, WA. A summary of highlights and select key takeaways for each attendee are below.

Gwendolyn Haley, Mary Ellen Braks and Melanie Boerner: Dr. Michele Martin (University of Washington) provided an overview of Camp Read-a-Rama, a literacy-based summer learning program she pioneered in South Carolina while on the faculty at Clemson University. The curriculum model is one that she is bringing to Washington and one that the District may adapt for its Summer Learning program in partnership with Excelerate Success.

Amber Williams: As the Public Library Division Chair, my WLA Conference schedule was packed! I attended the Leadership Retreat, Board meeting, WLA-sponsored evening events, volunteered at the Career Lab, all in addition to presenting in three sessions and attending others. My highlight was sharing about how to enroll in the after school snack program we have at Deer Park. On the consumer side, the session *Exploring Canadian Indigenous Children's Literature & Resources* was very informative.

Aileen Luppert: Before co-presenting my session about engaging patrons experiencing homelessness, I went to two sessions. *Women in Leadership: What the Science Says & How to Move Forward in the Era of #MeToo*, explored a variety of studies on promotions, leaders, and perceptions in the workplace. The second session was *Common Sense, Boots-on-the-Ground: Strategies for Defending Intellectual Freedom*. Librarians from school, public, and law libraries shared their stories of how they have, and continue to, protect intellectual freedom in their libraries.

Collection Services – Andrea Sharps

- We ordered 1,775 titles and 5,821 copies in October. The number of titles ordered is up from last month, as is the number of copies ordered.
- With 83.33% of the year done, total library materials expended stands at 86.84%.
- We processed, added to the system, and sent out to the libraries 5,737 items in October. This is up from last month.
- Downloadable lending through OverDrive was up in October from September. A total of 45,117 items circulated in October, including audiobooks (20,315) and eBooks (24,802). Customers placed a total of 16,336 holds on audiobooks (7,591) and eBooks (8,745), and there were 6,490 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw an increase in circulation in October over September. A total of 2,170 titles including audiobooks (1,045), comics/graphic novels (110), eBooks (392), movies (301), full-length albums (217) and television shows (105) circulated in October for a combined cost of \$4,150.75 and an average cost per circulation of \$1.91. A total of 65 new users registered in the month, and there were 837 active users and 7,441 total users recorded. No customers were blocked from using hoopla in October due to the monthly budget cap.
- Youth Collection Development Librarian Sheri Boggs attended the 2018 WLA Conference in Yakima in October. As the current editor of Alki, Sheri represented Alki at the Leadership Retreat. She was a presenter with five other librarians from across the state for the "WA Do I Read Next? The Year's Best from Washington State Authors" conference session. The librarians presented brief and engaging book talks for adult and youth fiction and nonfiction books from every corner of the state. Sheri reports that this presentation had the highest attendance of the conference sessions.

- Also while at the WLA Conference, Sheri met with an editor of Sasquatch Books of Seattle about the youth book needs of the east side of the state. Sheri suggested children's nature guides for non-coastal Pacific Northwest, nonfiction about regional Native American tribes, and books about farm and rural life. Sheri was pleased that the editor proactively reached out to librarians to solicit and gather this information to be used for planning purposes.
- We loaned 361 items to other libraries and borrowed 621 items from other libraries for 982 total Interlibrary Loan transactions processed in October.

Executive Director – Patrick RoeweDistrict Activities**Leadership Team Updates**

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

Little Free Library: We were made aware of the diminished state of a little free library that has been on the District's Conklin Road property for several years. Staff will rehabilitate the container, and a local community member has volunteered to assist in stocking and upkeep.

Strategic Initiatives:

Work continues for a potential levy lid lift election in 2019. In support of that process:

- We received training provided by EveryLibrary, a nonprofit organization chartered to work on local library ballot initiatives nationwide. The training focused in large part on effectively communicating the District's message via the public information campaign.

Community Engagement Plan (CEP) process:

- Upon further review by Leadership Team, we are recommending that the District extend the timeline for approval of the CEP until the first quarter of 2019. The extension will provide staff the opportunity to engage stakeholders in a review of the initial draft of the plan to ensure that the findings therein resonate with our community partners. District operations and service delivery will not be impacted by the extension.

Community Engagement

I attended the Greater Spokane, Inc., K-12 Roundtable meeting. Topics included a discussion on "career connected learning" efforts in the region.

I attended a weekly meeting for Spokane Rotary Club 21 that included a debate by the 5th District congressional candidates.

I personally attended the Humanities Washington Bedtime Stories fundraising event. Humanities Washington is the primary sponsor of the Prime Time Family Reading program, with which we have partnered with local schools for several years now. One of the speakers spoke about the positive impacts of the program at Trentwood Elementary in Spokane Valley, which is one of our current sites.

I attended a Spokane is Reading meeting where we debriefed on this year's program and began planning for the 2019 presentations.

COLLECTION MONTHLY REPORT
OCTOBER 2018

	Item Count						
Material Type	YTD 2018	YTD 2017	CHANGE				
Print	313,576	326,174	-4%				
Nonprint	87,228	90,976	-4%				
Overdrive	82,557	73,045	13%				
Grand Total	483,361	490,195	-1%				
NOTES:	PRINT = Books and Periodicals						
	NONPRINT = DVDs, CDs, Books on CD, and other media						
	OVERDRIVE = Downloadable eBooks and Audiobooks						

Operations Report October 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, the regular SCORE workshop and the second of three *Advertise with Facebook* classes.
- Librarians Danielle Milton and Ree West attended the Access Spokane Job Fair. They spoke with 83 attendees about employment opportunities with SCLD as well as our many resources for job seekers.
- The final three sessions of the *Plan Well, Age Well* series, and the first of our Medicare Open Enrollment Workshops were presented in support of financial literacy education.

Early Learning (Mary Ellen Braks)

- *The Caspar BabyPants* concert was a big success. The participation from the crowd was fantastic. "Caspar" commented on how he loved doing our concerts as he gets so much participation from the crowd.
- The Early Learning team tried a new program called *Family + Games = Fun*. This was a family math program designed to encourage math play at home.

Education and Enrichment (Gwendolyn Haley)

- The 4th Annual Spokane Writer's Conference was a tremendous success. Aspiring writers attended a variety of free workshops to improve their skills. Both presenters and attendees thanked SCLD repeatedly for offering the opportunity, and at least one new writing group was formed on the spot.
- We partnered with Humanities Washington and Trentwood Elementary on the most recent Prime Time Family Reading, providing a fun and effective family literacy program for six weeks.
- We hired Melanie Boerner as our new Literacy Program Coordinator, who will coordinate Reading Buddies, Prime Time Family Reading and our Vista AmeriCorps Summer Associates going forward.

Digital Interaction and Sharing (Carlie Hoffman)

- Feedback received from staff members on the Creativebug and A to Z Databases trials was evaluated.
- TixKeeper, software to manage museum and similar passes for customer checkout, was purchased. I am working with IT to set the software up so we can begin testing. This is slated to launch to the public in February.

Book a Librarian highlights

- We assisted more members than usual this month with navigating government and social service web forms, including SNAP heating assistance, citizenship, unemployment.
- Business topics were also popular. We helped with a business plan for an adult family home facility, market research for expanding a preschool, demographics research for a small business, resources on starting a small business, and filming a commercial with Studio equipment.
- We instructed one customer on learning more effective web search strategies and evaluating websites for credibility and validity.

Information Technology (Patrick Hakes)

- Contacted two consultants about assisting us in filing for E-rate Category 2 (hardware) funding that were recommended by other libraries in the state. After talking to them, we decided on the Washington state based consultant who has 20 years of experience working with libraries on needed infrastructure replacement.
- We are in the process of replacing our network storage disks. Depending on the equipment arrival, this should be completed before the end of the year.
- Migration of the SharePoint data from our old servers to new ones was completed. We have training for key staff scheduled for December.

Strategic Planning (Amber Williams)

At All Staff Day, I provided a brief update of where we were in the strategic plan timeline and the process we've engaged in to gather information. Community librarians then shared what they heard as staff self-selected the communities they most identify with. Input from staff was added to the final community report—a compilation of interviews and conversations—and these are what were primarily used to identify trends across the District.

Library Reports

Airway Heights: Crystal Miller

- A range of ages enjoyed the *Slightly Spooky* Storytime at the Airway Heights Library. Customers enjoyed stories, Oreos-tasting, and pumpkin painting.
- Librarian Corinne and I attended the Sunset Elementary STEM night. Students were excited to interact with STEM activities while we had a chance to talk to parents and school staff about library events.

Argonne: Pat Davis

- Our first *Small Business Spotlight: Beer and Food Pairing*, featured the Millwood Brewing Company. The program was held in the library after hours. The Brewing Company brought five types of beer for tasting and explained the best food to serve with each. Everyone commented that it was a great program and asked when or if we would offer it again.
- The Millwood Kindergarten Center hosted a literacy evening for parents and students. We talked with around 130 people and I saw several youngsters that used to attend my *Preschool Play and Learn*.

BookEnd: Caitlin Wheeler

- *Slightly Spooky Storytime* BookEnd's first regularly scheduled in-library event enjoyed 21 participants. PSA Wyatt pulled out his ukulele, much to the kids' delight.
- Halloween saw a door count of nearly 700, as we participated in the annual "mall-o-ween" trick-or-treat event. We handed out candy and SCLD branded color-changing pencils. One child was so excited about the pencils that he ran out into the mall to tell his friends.

Cheney: Catherine Nero Lowry

- Kids and the parents enjoyed seasonally-themed stories, songs, and crafts at *Slightly Spooky Storytime*. Our young attendees also practiced their storytelling skills as they retold the Chocolate Chip Ghost flannel for their friends and families.
- Staff visited Cheney Middle School's after school club. We kicked the year off with a marble roller coaster giving the students an opportunity to explore physics while building a roller coaster.

Deer Park: Kris Barnes

- PSA Mandy and I attended Deer Park's Pumpkin Lane and handed out almost 2,000 pencils! It was encouraging to hear kids and parents say, "Oh look, the library is here with their magic pencils."
- The Deer Park's after school/summer snack service reached a historical number. As of October, we have served 15,000 snacks to children since March of 2016.

Fairfield: Kristy Bateman

- The week before Halloween families enjoyed *Slightly Spooky Celebration*. Kids arrived in costume and enjoyed the more energetic activities like pumpkin bowling and the beanbag toss.
- The Town of Fairfield used the meeting room as part of the Fall Festival. Kids and parents used the library meeting room to create entries for the coloring contest.

Medical Lake: Cecelia McMullen

- Game night at *Medical Lake Monday* featured grade school Roblox experts introducing this popular computer game to senior citizens. Adults then showed children how to play chess.
- The *Touch-a-Fire-Truck Storytime* turned into excitement when kids realized that under the mask, tank, and thick gloves was the same friendly firefighter who drove the Medical Lake fire truck.

Moran Prairie: Danielle Marcy

- *Slightly Spooky Celebration* gave families a space to craft, play, and experiment together. We saw multiple attendees including adults make slime and talk about what happened when they added more or less of one ingredient.
- The Friends of the Moran Prairie Library had one of their most successful sales this month.

North Spokane: Brian Vander Veen

- Our October Creator in Residence, Timothy Ely, led workshops on the practice and history of bookbinding and book arts.
- The North Spokane Library also hosted the *4th Annual Spokane Writers Conference*, with a full weekend of workshops on topics such as conducting interviews for non-fiction writing, getting started as a freelance writer, and writing for the YA market.

Spokane Valley: Aileen Luppert

- PSS Melissa came up with a great craft for kids in which they could make headbands of their favorite Halloween creatures. For a week, homemade bats flew, spiders crawled, Franksteins stomped, witch kitties purred, and pumpkins grinned in the library.
- This year we also celebrated Halloween with a *Slightly Spooky Celebration*. We were pleasantly surprised when 84 people showed up for scavenger hunts and other activities.

District-wide InformationSecurity Incident Report

For October 2018, there were 24 Security Incident reports filed, four less than last month (28) and one more than October 2017 (23). Spokane Valley had the most incidents reported with nine. The most frequently reported incidents related to General Code of Conduct violations (13). To further put all of these numbers in perspective, the total door count District-wide in the month of October was 114,912.

Public Use Measures**October 2018**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	113,329	122,455		-7%
Door count	114,912	119,863	1,163,036	4%
Items Borrowed				
• Airway Heights	6,002	6,174	57,810	-12.84%
• Argonne	11,963	12,630	130,193	-2.47%
• Cheney	12,454	13,294	133,722	-0.72%
• Deer Park	13,224	14,623	134,972	-8.10%
• Fairfield	1,530	1,246	13,751	10.56%
• Medical Lake	4,362	4,875	46,920	-7.70%
• Moran Prairie	15,827	17,922	170,905	-6.72%
• North Spokane	46,408	49,408	483,291	1.90%
• Otis Orchards	5,937	6,270	59,033	-0.36%
• Spokane Valley	48,899	50,999	497,600	-2.41%
• The BookEnd	3,325	2,884	32,502	100.75%
• Digital	47,287	40,319	464,781	13%
• Totals	223,016	221,113	2,247,693	2%
Programs				
• Number	286	328	2,891	-2%
• Attendance	8,538	6,980	72,736	-2%

Internet Station Use (%)	51.0%	52.3%	50.2%	
Meeting room bookings	553	543	4,824	24%
Digital Resource Use	46,070	86,516	836,467	-5%

*The BookEnd began service to customers May 1, 2017. Year-to-date comparison for 2017 includes data from May 2017 to the end of the designated month.

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 October 2018

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

News Coverage

- October 1 – *The Current* – Conference offers inspiration for aspiring writers
- October 1 – *The Current* – Classes explore retirement and aging issues
- October 1 – *The Current* – Caspar Babypants Family Concert
- October 1 – *Kids Newspaper* – Library programs bring joy and learning
- October 1 – *Kids Newspaper* – Caspar Babypants Family Concert
- October 3 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- October 4 – *Cheney Free Press* – Libraries closed Oct. 8 for annual staff training
- October 10 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- October 10 – *Deer Park Tribune* – Writer's workshop offered
- October 11 – *Cheney Free Press* – Library holds annual writers conference
- October 11 – *Cheney Free Press* – What's Happening on the West Plains
- October 11 – *The Spokesman-Review* – North Spokane Library's October creator-in-residence demonstrates ancient craft of bookmaking
- October 11 – *The Spokesman-Review* – North Spokane Library hosts book sale
- October 11 – *KXLY* – Get help with Medicare Open Enrollment at the library
- October 15 – *Deer Park Gazette* – Voter Service Center Locations
- October 15 – *Deer Park Gazette* – Ballot Drop Box Locations
- October 15 – *Deer Park Gazette* – October Community Event Calendar
- October 18 – *Cheney Free Press* – What's Happening on the West Plains
- October 19 – *Spokane Valley Herald* – SCLD streaming services
- October 26 – *Spokane Valley Herald* – SCLD streaming services
- October 26 – *Spokane Valley Herald* – Spokane County Library Board Meeting
- October 31 – *Deer Park Tribune* – Library plans birthday party
- October 31 – *Deer Park Tribune* – Storytimes at the Deer Park Library

Press Releases

- October 4 – Spokane Writers Conference workshops offer inspiration, ingenuity, and empowerment
- October 11 – Get help with Medicare Open Enrollment at the library
- October 23 – Deer Park Library celebrates 20 years with live music, treats, activities
- October 25 – Jewelry making with creator-in-residence Sondra Barrington at North Spokane Library

Library District News

- October 2 – Spotlight on Millwood: Small businesses and Friends of the Library shine
- October 3 – Slightly Spooky Celebration at the library
- October 4 – Spokane Writers Conference workshops offer inspiration, ingenuity, and empowerment
- October 11 – Medicare Open Enrollment Workshops at the library

- October 18 – Discover World War I during its centennial at the library
- October 23 – Discover November creator-in-residence Sondra Barrington, jewelry maker

Blog Posts


- October 9 – School's back in session: Books about new challenges and situations
- October 16 – Let's craft: Getting cozy with crochet

E-newsletter Email

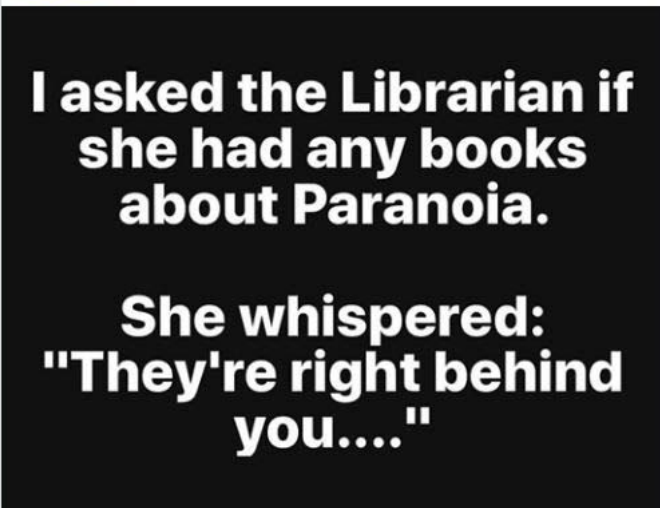
- Sent on October 16, 2018 (98,805)
- Open rate: 10.6% (10,468)
- Clicked: 1,064
- Unsubscribed: 100

E-Marketing (Website, Social Media, Email)

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


Spokane County Library District
 October 5 at 4:20 PM · 🌐

#FridayFunny - Perfect for this spooky month!
 We admit - we snorted at this one.
 😂😂😂😂



13,877
 People Reached

1,383
 Engagements

Boost Post

147

2 Comments 97 Shares

Like Comment Share

Performance for Your Post

13,877 People Reached		
1,049 Reactions, Comments & Shares ⓘ		
265 Like	43 On Post	222 On Shares
20 Love	7 On Post	13 On Shares
628 Haha	102 On Post	526 On Shares
2 Wow	0 On Post	2 On Shares
1 Sad	0 On Post	1 On Shares
1 Angry	0 On Post	1 On Shares
34 Comments	2 On Post	32 On Shares
101 Shares	97 On Post	4 On Shares
334 Post Clicks		
103 Photo Views	0 Link Clicks	231 Other Clicks ⓘ
NEGATIVE FEEDBACK		
5 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	

Reported stats may be delayed from what appears on posts

Podcast

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

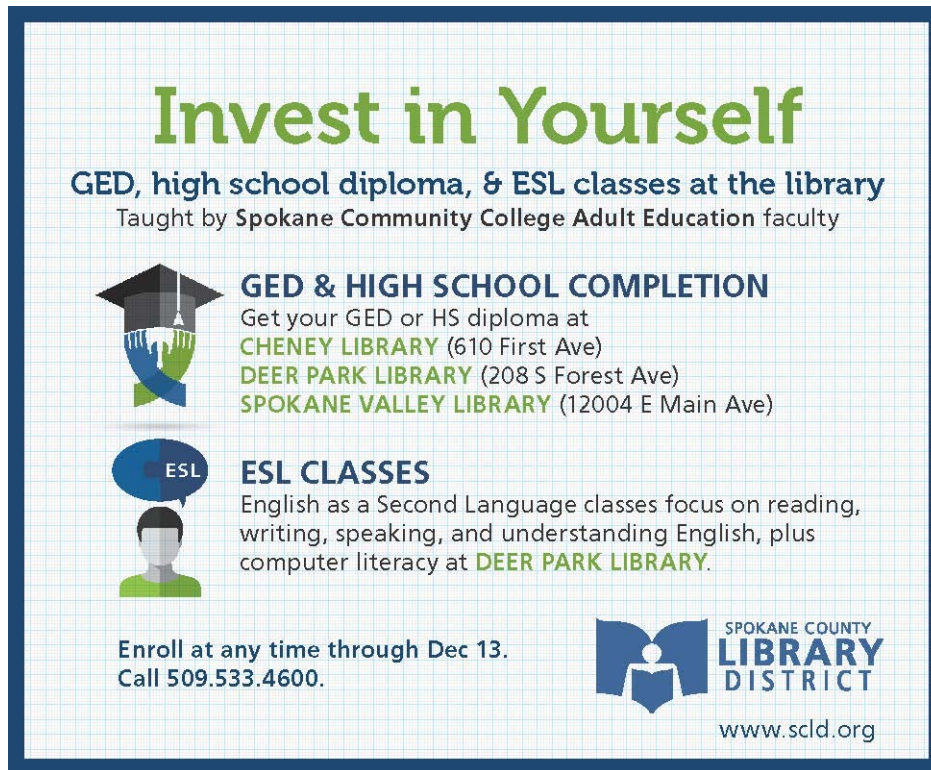
October 4 – Library Out Loud: The Spokane Symphony with Jeff vom Saal
October 15 – Library Out Loud: 100 Things to Do in Spokane with Rob Curley
October 15 – Library Out Loud: Spokane Writers Conference with Gwendolyn Haley and Bethany Montgomery

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

Community Calendars

October 2 & 3 – Long-Term Care Insurance Basics & Medicare Planning
October 2 & 16 – Games + Family = Fun
October 2, 12, 18, 24, & 29 – Create a Video Game with Bloxels
October 4 – Homebuying 101
October 5 & 6 – Friends of the Spokane Valley Library Book Sale
October 6 – Take It Apart
October 6, 23, & 25 – Homebuyer Education Seminar
October 9 & 10 – Prepare for a Secure Financial Future
October 10 – Video Editing: Introduction to Premiere Pro
October 11 – After-Hours Open House with Unstrung
October 11 – Game Night
October 12 & 13 – Friends of the North Spokane Library Book Sale
October 13 – Caspar Babypants Family Concert
October 13 – Friends of the Moran Prairie Library Book Sale
October 13 – The Single Section: Beginner's Guide to Book Arts
October 15 – Relationship Marketing
October 16 – Dollars & Sense: Navigating Your Credit
October 16 & 17 – Home Downsizing & Medicaid Strategies
October 17 – Advertising with Facebook
October 18 – Organize Your Finances
October 20 – Friends of the Otis Orchards Library Book Sale
October 20 – I See Me: Multicultural Stories
October 20 – Leather Crafts: Mystery Braid Bracelet
October 20 & 21 – 4th Annual Spokane Writers Conference
October 23 – Dollars & Sense: Give Yourself a Raise
October 23 – The Great American Read Party
October 23, 24, 25, 26, 27, 29, & 30 – Slightly Spooky Celebration
October 24 – Touch-a-Fire-Truck Storytime
October 25 – Beer & Food Pairing
October 26 – Medicare Open Enrollment Workshops
October 26 – Random Fandom Trivia Nights: Stephen King
October 27 – The Extraterrestrial Book

Ad created this month



The advertisement is a rectangular graphic with a blue border and a light blue grid background. At the top, the title "Invest in Yourself" is written in a large, bold, green font. Below it, the text "GED, high school diploma, & ESL classes at the library" is in a smaller, bold, dark blue font, followed by "Taught by Spokane Community College Adult Education faculty" in a regular dark blue font. The ad is divided into two main sections. The first section, "GED & HIGH SCHOOL COMPLETION", features an icon of a graduation cap with a green ribbon and lists three locations: CHENEY LIBRARY (610 First Ave), DEER PARK LIBRARY (208 S Forest Ave), and SPOKANE VALLEY LIBRARY (12004 E Main Ave). The second section, "ESL CLASSES", features an icon of a person's head with a speech bubble containing "ESL" and describes the classes as focusing on reading, writing, speaking, and understanding English, plus computer literacy at DEER PARK LIBRARY. At the bottom left, it says "Enroll at any time through Dec 13. Call 509.533.4600." At the bottom right is the Spokane County Library District logo, which includes a stylized blue figure reading a book, and the website "www.sclld.org".

Invest in Yourself

GED, high school diploma, & ESL classes at the library
Taught by Spokane Community College Adult Education faculty

GED & HIGH SCHOOL COMPLETION
Get your GED or HS diploma at
CHENEY LIBRARY (610 First Ave)
DEER PARK LIBRARY (208 S Forest Ave)
SPOKANE VALLEY LIBRARY (12004 E Main Ave)

ESL CLASSES
English as a Second Language classes focus on reading, writing, speaking, and understanding English, plus computer literacy at **DEER PARK LIBRARY**.

Enroll at any time through Dec 13.
Call 509.533.4600.

SPOKANE COUNTY LIBRARY DISTRICT
www.sclld.org

This ad was in the Higher Education edition of The Spokesman Review.

Coming in January 2019

This report will become the Communication & Development Report and include a summary of Development activities from the month.

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Ten Months Ended October 31, 2018**

			Target 83.3%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,823,391	\$ 11,576,000	93.50%	\$ 752,609
CONTRACT CITIES - AIRWAY HEIGHTS	266,539	264,000	100.96%	(2,539)
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	150,733	209,000	72.12%	58,267
GRANTS & DONATIONS	61,009	53,000	115.11%	(8,009)
E-RATE REIMBURSEMENTS	91,706	167,000	54.91%	75,294
OTHER	44,345	19,500	227.41%	(24,845)
INTEREST REVENUES	47,797	62,000	77.09%	14,203
TOTAL REVENUES	\$ 11,529,674	\$ 12,431,300	92.75%	\$ 901,626
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 11,529,674	\$ 12,431,300	92.75%	\$ 901,626
EXPENSES				
SALARIES	\$ 5,064,299	\$ 6,137,000	82.52%	\$ 1,072,701
FRINGE BENEFITS	1,774,045	2,202,950	80.53%	428,905
SUPPLIES	136,773	190,100	71.95%	53,327
UTILITIES	357,559	442,400	80.82%	84,841
SERVICES	1,017,535	1,307,750	77.81%	290,215
INSURANCE	63,064	69,000	91.40%	5,936
EQUIPMENT & SOFTWARE	90,621	230,000	39.40%	139,379
LIBRARY MATERIALS	1,231,661	1,460,000	84.36%	228,339
ELECTRONIC LIBRARY MATERIALS	184,726	205,000	90.11%	20,274
LIBRARY PROGRAMS	102,779	109,800	93.61%	7,021
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 10,023,061	\$ 12,431,300	80.63%	\$ 2,408,239
TRANSFERS OUT	400,000			
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,423,061			
Net Excess of Revenues Over/(Under) Expenses	\$ 1,106,614			
BEGINNING CASH	5,179,623			
NET FROM ABOVE	1,106,614			
ENDING CASH	\$ 6,286,236			
Number of months cash on hand	6.1			

Spotlight The BookEnd

Library Supervisor Caitlin Wheeler will share highlights about The BookEnd, the library located at Spokane Valley Mall.

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