

MISSION

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Board of Trustees Regular Meeting

May 21, 2019 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 April 16, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of April 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Levy Election Update
 - D. New Business [4:10-4:40]
 1. Personnel Policy: Approval recommendation.
 2. Travel Policy: Approval recommendation.
 - E. Overview District Customer Profile: Resource Use Analysis [4:30-4:50]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:50-4:55]
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:55-5:00]
 - B. Executive Director [5:00-5:05]
 - Administrative
 - Community Activities
 - C. Operations [5:05-5:10]
 - D. Communication & Development [5:10-5:15]
 - E. Fiscal [5:15-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 20 minutes, plus public comment.]

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

05/21/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 16, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, at 4:00 p.m., Tuesday, April 16, 2019.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Erin Dodge, Communication Specialist; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; James McHugh, Library Page; Danielle Marcy, Library Supervisor; ; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps; Collection Development Director; Doug Stumbough, Operations Director; Corinne Wilson, Librarian; and Patty Franz, Executive Assistant.

Guests: Reporter Rebecca White, The Spokesman-Review.

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

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

Approval of Mr. Craig called for corrections to the March 19, 2019, regular meeting
March 19, 2019, minutes. The minutes stand approved as written.
Regular Meeting
Minutes
(Item III.A.)

Approval of Mr. Teterud moved and Mr. Johnson seconded approval of the March 2019
March 2019, bill payment vouchers as follows:
Payment Vouchers
(Item III.B.)

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	55387-55527 and W00647-W00654	\$582,653.48	\$582,653.48
	03082019PR and 03252019PR	\$369,236.91	\$369,236.91
L01		Total	\$951,890.39

There was no discussion.

The motion was approved.

Unfinished Business
Levy Lid Lift Update
(Item III.C.1)

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said planning over the last 18-months will culminate at this meeting, with Board of Trustees' approval of Resolution No. 19-4. A second round of informational meetings with staff will begin in June. Mr. Roewe said Ms. Baker and the entire Communication Department are busy in preparation of campaign materials.

There was no further discussion.

Unfinished Business
Property Tax Levy
Lid Lift Special
Election
(Item III.C.2)

CALLING FOR AN AUGUST 6, 2019, SPECIAL ELECTION (RESOLUTION No. 19-04). Mr. Johnson moved and Ms. Thompson seconded approval of Resolution No. 19-04, Calling for an August 6, 2019, Special Election.

RESOLUTION No. 19-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THAT A SPECIAL ELECTION BE CALLED IN ORDER TO SUBMIT TO THE QUALIFIED ELECTORS OF THE DISTRICT THE PROPOSITION OF WHETHER THE DISTRICT SHALL LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LEVY LIMITATION PROVIDED FOR IN RCW 84.55.010, TO PROVIDE FUNDING FOR REGULAR MAINTENANCE AND OPERATION OF THE DISTRICT; PROVIDING FOR THE SUBMISSION OF THE PROPOSITION AUTHORIZING SUCH LEVY TO THE QUALIFIED ELECTORS AT AN ELECTION TO BE HELD ON TUESDAY, AUGUST 6, 2019; PROVIDING FOR THE NOTICE OF SUCH ELECTION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Roewe presented the resolution to place the levy lid lift on the Aug. 6 ballot. He noted the resolution was reviewed and revised by Kutak Rock, public finance legal counsel to the District, and the resolution will also be filed by Kutak Rock at the Spokane County Elections Office prior to the May 10 deadline.

There was no further discussion.

The motion was approved.

New Business
Confidentiality of
Library Records
Policy
(Item III.D.1.)

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Confidentiality of Library Records policy, as revised. Mr. Roewe reiterated language was updated to reflect current nomenclature. Mr. Craig asked if the District provides notification when a customer signs up for a third-party provider. Library Services Manager Carlie Hoffman said we can assume so since it is required by federal law, and confirmed such notifications are sent from the Event Calendar.

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**New Business
Confidentiality of
Library Records
Policy
(Item III.D.1.)**

There was no further discussion.

The motion was approved.

**New Business
Community
Engagement Plan
2019-2021
(Item III.D.2.)**

2019-2021 COMMUNITY ENGAGEMENT PLAN. Mr. Johnson motioned and Ms. Thompson seconded approval of the 2019-2021 Community Engagement Plan (CEP). Via PowerPoint, Operations Director Doug Stumbough presented the final draft of the new plan for the Board's consideration. The next iteration has a new vision, mission, nine guiding principles, three strategic directions, and four core services, all based on the District's strategy to be more outwardly facing and to invest in the success of its library communities via engagement, stability, and connectedness. Mr. Stumbough said the District will follow an action plan guided by the CEP, and will be able to measure outcome. It has also assessed what components of the plan would require levy funding for implementation. Mr. Stumbough expressed thanks to Managing Librarian – Strategic Initiatives Amber Williams who guided this process and collected the community data. He also thanked all the departments and individuals who were a part of the process. Mr. Roewe expressed thanks to Mr. Stumbough for the succinct, yet comprehensive report. Trustees expressed thanks to staff for their diligent work.

There was no further discussion.

The motion was approved.

**Discussion Items,
Summer 2019
Meeting Schedule
(Item IV.A.)**

SUMMER 2019 MEETING SCHEDULE. With consideration of upcoming travel schedules to ensure a quorum will be present at all summer meetings, Trustees agreed by consensus to hold their monthly meetings as scheduled. Mr. Teterud was pre-excused from the May meeting, and Ms. Thompson was pre-excused from the August meeting should it become necessary.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for May will include a levy election update, review of the Personnel and Code of Conduct policies, and an overview of resource use analysis as related to the District's customer profile. Mr. Roewe said a spotlight of public informational materials relevant to the bond election may be added to next month's agenda. In response to Trustee queries, Mr. Roewe said staff welcomes suggestions for future spotlight topics, and early 2020 holds potential for a retreat. There was no further discussion.

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

Mr. Teterud suggested a potential idea to raise funds for a new library, and in consideration of recent news announcements about budget shortfalls at School District 81 and terminations of librarians, he asked if the District

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Trustees' Reports (Item VI.A.)

could in any way help serve school libraries. Mr. Roewe said at this time the District has not heard from the school district and did not know what assistance would be possible. Discussion ensued regarding the McCleary decision, and Mr. Johnson commented how important it is for the public to understand the limitations of public funds. There were no other reports.

Executive Director's Report, March 2019 (Item VI.B.)

The Executive Director's written report for March 2019 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 further reported today marks the end of the week-long philanthropy pilot, Library Giving Day. Development Manager Jill-Lynn Nunemaker reported donations tallied prior to this meeting were \$4,065.44. Total donations through close of business today will be reported in the near future. Ms. Nunemaker further remarked about the wonderful turnout from the community, and expressed thanks to the Trustees and District Leadership Team for their donations. Additional donations are welcome in the future to help keep the Museum and Cultural Passes program thriving. Mr. Roewe further reviewed Public Disclosure Commission guidelines relevant to the Board of Trustees and its public communication involving the levy election. There was no further discussion.

Operations Report, March 2019 (Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2019, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report. There was no further discussion.

Communication & Development Report, March 2019 (Item VI.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for March 2019 communication and development activities. In addition, Ms. Baker expressed thanks to everyone who donated to Library Giving Day. There was no further discussion.

Fiscal Report, March 2019 (Item V.E.)

Revenue and Expenditure Statement through March 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 1,085,280
Expenditures	\$ 3,235,444
Ending Fund Balance	\$ 2,885,814
Fund Budget Expended	24.95%

Fiscal Report, March 2019 (Item V.E.)

Mr. Knorr distributed copies to the Board of the State Auditor's Office Entrance Conference letter and information about Tracker, a new online tool for following the status of audit findings and corrective actions. He also reported the SAO Exit Conference and report for the recently conducted two-year audit for Jan. 1, 2017, through Dec. 31, 2018, is planned for June 18, prior to the Board of Trustees' meeting, pending auditor availability. In response to Mr. Teterud's query regarding the financial trend

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**Fiscal Report,
March 2019
(Item V.E.)**

report compared to last year, Mr. Knorr said few property tax payments are received before April, which was the reason for the disparity. Mr. Knorr also pointed out the sizable timber tax payment received in March that was considerably over the amount budgeted for the year. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:38 p.m. The next Board Meeting is scheduled for Tuesday, May 21, 2019, at 4:00 p.m., in the public meeting room at Deer Park Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

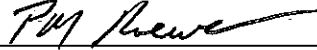
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,020,404.88 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2019

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055528	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	\$ 64.00
055529	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	300.85
055530	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
055531	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	654.95
055532	CITY OF DEER PARK	WATER & SEWER - DEER PARK	77.56
055533	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	6,494.00
055534	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	187.50
055535	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	1,687.50
055536	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055537	FOUNDATION CENTER	ELECTRONIC LIBRARY SERVICE, ENTERPRISE PLAN	6,995.00
055538	GALE/CENAGE LEARNING	LIBRARY MATERIALS	876.91
055539	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	117.63
055540	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,508.42
055541	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	17,520.82
055542	MIDWEST TAPE	LIBRARY MATERIALS	4,845.23
055543	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,933.04
055544	MOUNT ANGEL ABBEY LIBRARY - ILL	INTERLIBRARY LOAN FEES	25.00
055545	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	154.08
055546	OTIS HARDWARE	MAINTENANCE SUPPLIES	16.22
055547	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,249.55
055548	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,391.32
055549	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	291.20
055550	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055551	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,427.56
055552	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	46.90
055553	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	453.32
055554	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055555	ABDO PUBLISHING COMPANY	LIBRARY MATERIALS	2,146.40
055556	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	451.09
055557	APS, INC.	POSTAGE EQUIP. SUPPLIES	77.25
055558	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	775.61
055559	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE, ADDITIONAL AMOUNT	3.00
055560	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE, ADDITIONAL AMOUNT	3.00
055561	BOOKS IN MOTION	LIBRARY MATERIALS	66.02
055562	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	104.00
055563	BRYANT HOUSE BOOKS	LIBRARY MATERIALS	55.05
055564	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	213.79
055565	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	63.72
055566	THE COMIC BOOK SHOP	LIBRARY MATERIALS	483.12
055567	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	160.68
055568	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	38.64
055569	DASHER PRINTING SERVICES, INC	LIBRARY CARDS	5,431.11
055570	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	674.44
055571	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055572	FARONICS	SOFTWARE SUPPORT - DEEP FREEZE UPGRADE	5,150.10
055573	GALE/CENAGE LEARNING	LIBRARY MATERIALS	768.73
055574	DAVID GEORGE GORDON	LIBRARY PROGRAMS	600.00

055575	PATRICK HAKES	TUITION REIMBURSEMENT	2,500.00
055576	THE HUTTON SETTLEMENT	LIBRARY MATERIALS	105.00
055577	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,845.13
055578	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,730.07
055579	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	646.39
055580	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	90.43
055581	KONA ICE OF SPOKANE	RENTAL FOR PROGRAM	228.60
055582	MIDWEST TAPE	LIBRARY MATERIALS	5,792.18
055583	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055584	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	718.32
055585	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	325.30
055586	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,971.64
055587	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	1,570.33
055588	PRESSWORKS	PRINTING	747.05
055589	DEREK RAMAGE	LIBRARY PROGRAMS	75.00
055590	RECORDED BOOKS, LLC	LIBRARY MATERIALS	466.03
055591	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	543.69
055592	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
055593	UPS	SHIPPING	17.41
055594	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	92.62
055595	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	979.06
055596	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.11
055597	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	30.04
055598	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES	2,623.50
055599	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,200.83
055600	509 PEST CONTROL	QUARTERLY SPRAY SERVICE	3,040.53
055601	AGER CONSULTING, LLC	FEASIBILITY STUDY CONSULTANT	4,000.00
055602	AGILE HR	ANNUAL SOFTWARE SUPPORT	1,500.00
055603	AMERICAN PICTURE BRIDE LLC	LIBRARY MATERIALS	27.17
055604	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	326.69
055605	BOOKS IN MOTION	LIBRARY MATERIALS	41.10
055606	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	96.00
055607	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	217.23
055608	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
055609	CENTURYLINK	ANALOG TELEPHONE LINES	41.21
055610	CENTURYLINK	ANALOG TELEPHONE LINES	59.96
055611	CENTURYLINK	ANALOG TELEPHONE LINES	82.42
055612	CENTURYLINK	ANALOG TELEPHONE LINES	39.64
055613	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	3,678.56
055614	DINGUS, ZARECOR & ASSOC PLLC	ACCOUNTING SERVICES, FINANCIAL STATEMENT REVIEW	500.00
055615	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,682.07
055616	DEPARTMENT OF LABOR & IND.	ELEVATOR INSPECTION AND LICENSE	219.00
055617	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	4,762.50
055618	GALE/CENAGE LEARNING	LIBRARY MATERIALS	926.28
055619	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	9,004.07
055620	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,484.47
055621	INLAND PUBLICATIONS	LIBRARY PROGRAMS	648.00
055622	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	370.66
055623	KIDS NEWSPAPER	ADVERTISING	800.00
055624	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	8.88
055625	MIDWEST TAPE	LIBRARY MATERIALS	7,637.69
055626	MORNINGSTAR, INC.-0051	ELECTRONIC LIBRARY SERVICE	3,444.00
055627	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,577.20
055628	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055629	RECORDED BOOKS, LLC	LIBRARY MATERIALS	301.83
055630	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055631	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	411.72
055632	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	12,313.64
055633	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	57.98
055634	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	991.72
055635	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	19,709.62
055636	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	128.00
055637	COUNCIL BLUFFS PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	29.00
055638	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	85.99
055639	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	67.68

055640	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	124.89
055641	GALE/CENAGE LEARNING	LIBRARY MATERIALS	620.49
055642	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	242.05
055643	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
055644	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,007.16
055645	MEDIAPRO HOLDINGS, LLC	SOFTWARE SUPPORT - PHISHING TOOL	728.97
055646	MIDWEST TAPE	LIBRARY MATERIALS	3,872.31
055647	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055648	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
055649	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,629.71
055650	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,062.18
055651	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	253.34
055652	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,681.98
055653	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,495.53
055654	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	98.82
W00655	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,564.25
W00656	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,042.14
W00657	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,382.24
W00658	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	89,301.00
W00659	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	503.64
W00660	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	15,124.87
W00661	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,306.87
W00662	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,219.87
W00663	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,528.00

Total Non-Payroll General Operating Fund		\$ 627,970.51
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PAYROLL VOUCHERS

04102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 198,348.92
04252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	194,085.45

Total Payroll General Operating Fund		\$ 392,434.37
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TOTAL GENERAL OPERATING FUND		\$ 1,020,404.88
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March/April 2019 Credit Card Activity
Paid in April 2019
Voucher #055653

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,882.75
Maintenance	960.44
Travel	2,454.83
Acquisitions	3,617.20
Information Technology	1,535.44
Outreach	44.87
General Fund Purchases	<hr/> <hr/> \$14,495.53

LEVY ELECTION UPDATEBallot Resolution

Resolution 19-04 was received by the Spokane County Elections Office on April 26, 2019.

Staff Follow-up Training

The Leadership Team is finalizing training resources for staff in order to increase awareness of the facts surrounding the levy lid lift and the guidelines for sharing factual information with the public in their capacities as District employees during work time. Trainings start in June.

Public Information Resources

Resources sharing objective information about the levy election were made available for the public following Trustee approval of the ballot resolution. Staff will distribute key information resources at the meeting and be available to answer questions. Trustees are encouraged to review the website as well: www.sclid.org/levy.

Public Information Open Houses

The public will have the opportunity to learn the facts regarding the levy election at open houses scheduled at every library. Trustees are encouraged to attend if possible and should let staff know which open houses they plan to attend.

MORAN PRAIRIE LIBRARY Tuesday, June 11, 4–6pm	DEER PARK LIBRARY Monday, July 8, 4–6pm
FAIRFIELD LIBRARY Thursday, June 13, 4–6pm	NORTH SPOKANE LIBRARY Thursday, July 11, 4–6pm
OTIS ORCHARDS LIBRARY Tuesday, June 18, 4–6pm	CHENEY LIBRARY Tuesday, July 16, 4–6pm
SPOKANE VALLEY LIBRARY Thursday, June 20, 4–6pm	MEDICAL LAKE LIBRARY Tuesday, July 23, 4–6pm
ARGONNE LIBRARY Monday, June 24, 4–6pm	AIRWAY HEIGHTS LIBRARY Thursday, July 25, 4–6pm
THE BOOKEND At Spokane Valley Mall Thursday, June 27, 4–6pm	

Executive Director Patrick Roewe will be available for questions.

Recommended Action: This item is for your information, with no formal action required other than informing staff of open houses you plan to attend (to fulfill Open Public Meetings Act requirements).

PERSONNEL POLICY REVISIONS

BACKGROUND:

The District's Personnel Policy covers 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 HR02, HR03, HR04, HR06, HR07, HR09, and new policy HR13, have undergone legal review with District counsel. Human Resources Director Toni Costa will be available to answer any questions.

Revisions are recommended to the following policy sections:

- HR02 – Hiring and Employment
 - Update Sections 2.04, 2.05, 2.07, 2.09, 2.10, 2.11, 2.13, 2.19
 - Delete Sections 2.16, 2.17, 2.18
- HR03 – Compensation
 - Update Sections 3.1, 3.2, 3.4, 3.5, 3.7, 3.10, 3.13, 3.14, 3.15, 3.16, 3.17
- HR04 – Benefits
 - Update Sections 4.1, 4.5.3
- HR06 – Employee Conduct
 - Assign section numbers
 - Update Sections 6.6, 6.8, 6.10, 6.11, 6.12,
- HR07 – Grievance
 - Update all sections
- HR09 – Employee Whistleblower Protection
 - Update all sections
- HR13 – Discipline
 - New Policy

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

- HR02 – Hiring and Employment
 - 2.04
 - Add language to conduct Motor Vehicle Record searches for employees who drive District vehicles – per insurer recommendation
 - Add language clarifying offenses that disqualify an individual from employment, per 43.43
 - 2.09 Changes language from *Probation Period* to *Introductory Period* for new hires per legal counsel advice
 - 2.16 Delete section – flextime is not used in the District, this section unnecessary
 - 2.17 Delete section – alternate work schedules are not used in the District, this section unnecessary
 - 2.18 Delete section – job sharing is rarely used in the District, this section is unnecessary; requests will be handled case-by-case.
 - 2.19 Allows District to place a resigning employee on leave for notice period
- HR03 – Compensation
 - 3.13 Adds language reflecting practice and procedure for FLSA Eligible employees to record all time worked and consequences for not doing so
 - 3.17 Clarifies when attendance at a meeting, conference, etc., is not considered time worked

- HR06 – Employee Conduct
 - 6.8 Adds “threat of violence” to conduct not tolerated
- HR07 – Grievance
 - Clarify definition of grievance
 - Include steps to file a grievance
- HR09 – Employee Whistleblower Protection
 - 9.3 remove section and move to Procedure
 - Remove list of agencies
- HR13 – Discipline
 - New – moved from HR06

Please note:

Content underlined = new, clarification or revised.

Strikeout = removed.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR2 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/15/2018~~ 05/21/2019**Purpose**

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

Scope

Applies to all District employees

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

2.01 Nature of Employment

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

2.02 Authorization to Work in the United States

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

2.03 Hire Reporting Requirements

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

2.04 Background Check

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

For those employees whose duties involve operating a District vehicle, a full motor vehicle record (MVR) will be requested from the state in which the employee's driver's license is issued.

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

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to MVR searches, these will be requested on the same schedule as routine background checks.

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

~~The Human Resources Director or Executive Director shall review information received as part of the background inquiry that is relevant to the position before making a recommendation to hire an applicant, or if already hired, to terminate the employee. The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.~~

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

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

2.05 Identification Badges

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

ID badges must be surrendered upon termination of employment.

2.06 Access to Personnel Files

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

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

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

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

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

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

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

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

2.07 Employment Verifications/Reference Checks

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

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

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

~~If other information is requested, the requesting agency will be required to submit a signed authorization from the employee to release the requested information.~~

A log of reference checks and employment verification inquiries will be retained ~~in the personnel file of the employee~~ by the Human Resources Office and will include:

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

~~Signed employee authorization for release of additional information and a summary of the information released.~~

- Initials of individual providing the information.

2.08 Government and Other Official Inquiries and Public Records Act Requests

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

2.09 Probation Introductory Period

The ~~Probation~~ Introductory Period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the ~~Probation~~ Introductory Period may be extended for up to six (6) additional months upon approval by the Human Resources Director. ~~If a new employee does not successfully complete the Probation Period, they will be separated from service with District. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.~~

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

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

2.10 Trial Service Period

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

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

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

2.13 Transfers

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

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

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

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

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

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

2.16 — Flextime

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

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

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

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

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

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

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

2.17 Alternate Work Schedules

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

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

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

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

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

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

~~2.18~~ Job Sharing

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

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

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

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

~~2.19~~16 Notice of Resignation

~~Non-exempt FLSA Eligible District employees who voluntarily resign from the District are expected to provide at least two weeks' notice in advance of their resignation. FLSA Exempt District employees who voluntarily resign are expected to provide at least thirty (30) calendar days advance notice. This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, ~~Employees should~~ shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.~~

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

~~2.20~~17 Reduction in Workforce

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

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR2 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/21/2019

Purpose

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

Scope

Applies to all District employees

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

2.01 Nature of Employment

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

2.02 Authorization to Work in the United States

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

2.03 Hire Reporting Requirements

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

2.04 Background Check

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

For those employees whose duties involve operating a District vehicle, a full motor vehicle record (MVR) will be requested from the state in which the employee's driver's license is issued.

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

Background checks will be conducted on an ongoing bases for current staff, every three years from the date of the initial background check. For those subject to MVR searches, these will be requested on the same schedule as routine background checks.

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

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

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

2.05 Identification Badges

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

ID badges must be surrendered upon termination of employment.

2.06 Access to Personnel Files

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

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

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

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

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

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

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

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

2.07 Employment Verifications/Reference Checks

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

The Human Resources Director and/or the Executive Director may release information as follows:

The District will respond to requests to verify dates of employment, job title and duties, and salary. A log of reference checks and employment verification inquiries will be retained by the Human Resources Office and will include:

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

2.08 Government and Other Official Inquiries and Public Records Act Requests

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall

be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.09 *Introductory Period*

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

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

2.10 *Trial Service Period*

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

2.11 *Acting Appointment*

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

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

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

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

2.12 *Temporary Employment*

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

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

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

2.13 *Transfers*

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

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

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

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

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

2.16 Notice of Resignation

FLSA Eligible District employees who voluntarily resign are expected to provide at least two weeks' notice in advance of their resignation. FLSA Exempt District employees who voluntarily resign are expected to provide at least thirty (30) calendar days advance notice. This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.

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

2.17 Reduction in Workforce

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR3 – Compensation: Wages

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~44/24/2017~~ 05/21/2019**Purpose**

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

ScopeApplies to all District employees

3.1 Classification and Salary Plan

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

- Internal ~~ly; that is, s~~ Salaries which are in proper relationship ~~of worth~~ to all other positions within the District.
- ~~External: It is the policy of the District to strive to pay fair s~~ Salaries are in proper relationship based upon comparisons with external sources such as similarly situated libraries, and market factors for comparable positionssalaries in the local area for comparable positions, and the District's budget.
- Fiscal: the District's budgetary capacity.

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

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

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

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

3.2 Administration of the Plan

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

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

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

~~When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the Employee, Supervisor, or Management.~~

~~The Executive Director has final approval authority for reclassification requests.~~

3.3 Starting Salary

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

3.4 Anniversary Date

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

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

3.5 Anniversary Date – Leave Without Pay

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

- Leave without pay of one pay period or less – no change to the anniversary date.
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

3.46 Step Increases

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

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

3.57 Specialty Pay

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

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

3.68 Promotion

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

3.79 Demotion

Voluntary demotion

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

Involuntary demotion

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

3.810 Reclassifications

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

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the Employee, Supervisor, or Management.

The Executive Director has final approval authority for reclassification requests.

When a position is reclassified upward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary increase of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant.

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

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

3.911 Acting Appointment

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

3.102 Fair Labor Standards Act (FLSA) Exempt Employees

An employee who is considered exempt from the provisions of the FLSA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation, which is not subject to reduction because of variations in the quality or quantity of the work performed. FLSA Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued sick or vacation leave may be used for absences of a day or more. Exempt employees will not be required to use leave for less than a full day's absence.

3.143 Fair Labor Standards Act (FLSA) Eligible Employees

FLSA Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to the (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid semi-monthly based on the number of hours worked in the pay period. FLSA Eligible employees are required to accurately document actual hours worked each pay period.

FLSA Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email without advance authorization from the appropriate manager.

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

3.124 Overtime

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

Determination of overtime:

- a. FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular hourly rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation. ~~Consequently, an employee could be compensated for more than forty (40) hours per workweek at the regular hourly rate.~~

3.135 Salary Rate of Pay Adjustments

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

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

3.14 — Anniversary Date

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

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

3.15 — Anniversary Date — Leave without Pay

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

- ~~• Leave without pay of one pay period or less — no change to the anniversary date.~~
- ~~• Leave without pay for more than one pay period — the anniversary date is advanced in an amount equal to the duration of the leave.~~

3.186 Work-Related Travel Time for FLSA Eligible Employees

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

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal salary rate of pay for travel time within the workday.
- Employees traveling to or from home to the an unscheduled work site at the beginning or end of a workday are not paid for travel time.
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

3.2017 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees

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

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

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

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

~~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's 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: HR3 – Compensation: Wages

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/21/2019

Purpose

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

Scope

Applies to all District employees

3.1 Classification and Salary Plan

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

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

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

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

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

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

3.2 Administration of the Plan

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

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

3.3 Starting Salary

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

3.4 Anniversary Date

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

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

3.5 Anniversary Date – Leave Without Pay

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

- Leave without pay of one pay period or less – no change to the anniversary date.
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

3.6 Step Increases

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

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

3.7 Specialty Pay

An employee temporarily assigned the additional duties or responsibilities of a position above their current band may be entitled to a temporary specialty pay increase, as determined by the Executive Director, for the duration of the temporary assignment.

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

3.8 Promotion

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

3.9 Demotion

Voluntary demotion

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

Involuntary demotion

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

3.10 Reclassifications

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

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the Employee, Supervisor, or Management.

The Executive Director has final approval authority for reclassification requests.

When a position is reclassified upward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary increase of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant.

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

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

3.11 Acting Appointment

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

3.12 Fair Labor Standards Act (FLSA) Exempt Employees

An employee who is considered exempt from the provisions of the FLSA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation, which is not subject to reduction because of variations in the quality or quantity of the work performed. FLSA Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued sick or vacation leave may be used for absences of a day or more. Exempt employees will not be required to use leave for less than a full day's absence.

3.13 Fair Labor Standards Act (FLSA) Eligible Employees

FLSA Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to the (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid semi-monthly based on the number of hours worked in the pay period. FLSA Eligible employees are required to accurately document actual hours worked each pay period.

FLSA Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email without advance authorization from the appropriate manager.

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

3.14 Overtime

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

Determination of overtime:

- a. FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation.

3.15 Rate of Pay Adjustments

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

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

3.16 Work-Related Travel Time for FLSA Eligible Employees

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

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the work site at the beginning or end of a workday are not paid for travel time.
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

3.17 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR4 – Benefits

Orig. Date: 01/01/1982

Latest Revision: ~~05/15/2018~~ 05/21/2019**Purpose**

To set forth the District's policies regarding benefits.

ScopeApplies to all District employees

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

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

4.1 Medical

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

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

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

4.2 Dental, Vision, Life Insurance

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

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

4.3 Long-Term Disability Insurance

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

Dependents are not eligible for this insurance.

4.4 Employee Assistance Program (EAP)

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

4.5 Other Benefits

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

Maximum reimbursement is as follows:

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

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

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

4.6 Pretax Medical Benefit Plans

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

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

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

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR4 – Benefits

Orig. Date: 01/01/1982

Latest Revision: 05/21/2019

Purpose

To set forth the District's policies regarding benefits.

ScopeApplies to all District employees

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

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

4.1 Medical

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

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

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

4.2 Dental, Vision, Life Insurance

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

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

4.3 Long-Term Disability Insurance

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

Dependents are not eligible for this insurance.

4.4 Employee Assistance Program (EAP)

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

4.5.1 Other Benefits

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

Maximum reimbursement is as follows:

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

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

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

4.6 Pretax Medical Benefit Plans

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR6 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/15/2018~~ 05/21/2019**Purpose**

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

Scope

Applies to all District employees

6.1 District Expectations

Employees are expected to conduct themselves at all times in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet District expectations may result in disciplinary action, up to and including termination.

6.2 6.1 Ethics

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

6.3 6.2 Conflict of Interest

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

6.4 6.3 Abuse of Authority or Position

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

6.5 6.4 Gifts or Additional Compensation

Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and benefits,

for performing their official duties. However, gifts of nominal value, such as an honorarium or compensation for performing work that is related to the library profession, but is outside their official duties, or gifts of food for a group or work unit at holidays or other special occasions are allowed as long as they do not constitute a conflict of interest.

6.6 6.5 Motor Vehicles

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

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

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

~~6.7 Professional Conduct~~ 6.6 District Expectations

Employees are expected to:

1. Adhere to all District policies, procedures, safety rules and safe work practices.
2. Comply with all local, state, and federal laws and regulations.
3. Refrain from on- and off-duty conduct that interferes with the employee's ability to do ~~his or her~~ their job or reflects negatively on the District.
4. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable.
5. Comply with lawful direction from supervisors and managers.
6. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.
7. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.
8. Perform assigned tasks satisfactorily according to established performance standards.
9. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor.

6.8 6.7 Use of controlled substances

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

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

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

Failure to promptly comply may be grounds for immediate termination.

6.9 6.8 Workplace Violence

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

6.10 6.9 Personal Appearance

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

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

6.11 6.10 Electronic Communication Equipment and Computer Systems

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

6.12 6.11 Public Records

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

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

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

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

6.13 6.12 District Provided Equipment. ~~Limited Personal Use~~

Employees may make limited personal use of District-provided ~~telephones, computers, laptops, tablets and other devices.~~

~~However,~~ Employees are prohibited from:

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

Software. ~~All software installed on District computer equipment and mobile devices will be either purchased by the District specifically for use on that equipment, or if not purchased by the District, will be authorized by the District for installation on its equipment, subject to the license restrictions of the software owner. Software purchased by the District may be installed on personal devices for work-related purposes if allowed by the software license and authorized by~~

the District's IT Manager in accordance with District Procedure 700.100, Computer Software Control.

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

6.14 — Disciplinary Action

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

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

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

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

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

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

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

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

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

At least two business days prior to the hearing, the employee shall be given written notice of the allegation(s), a copy of supporting documentation, and notice of the anticipated duration of the suspension. The pre-disciplinary hearing is the employee's only opportunity to be heard prior to the District's final decision. Pre-disciplinary hearings shall take place with the Executive

~~Director or his/her designee. If, following the hearing, the intent to suspend is sustained, the employee will be relieved of his/her job assignment and placed on Leave without Pay (LWOP) status for a specified time. Suspensions will be documented and the consequences of further infractions set forth clearly in the suspension notice. The length of suspension may vary depending on the nature and severity of the offending behavior, and the exempt or non-exempt status of the employee.~~

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

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR6 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/21/2019

Purpose

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

Scope

Applies to all District employees

Employees are expected to conduct themselves at all times in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet District expectations may result in disciplinary action, up to and including termination.

6.1 Ethics

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

6.2 Conflict of Interest

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

6.3 Abuse of Authority or Position

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

6.4 Gifts or Additional Compensation

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

6.5 Motor Vehicles

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

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

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

6.6 District Expectations

Employees are expected to:

1. Adhere to all District policies, procedures, safety rules and safe work practices.
2. Comply with all local, state, and federal laws and regulations.
3. Refrain from on- and off-duty conduct that interferes with the employee's ability to do their job or reflects negatively on the District.
4. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable.
5. Comply with lawful direction from supervisors and managers.
6. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.
7. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.
8. Perform assigned tasks satisfactorily according to established performance standards.
9. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor.

6.7 Use of controlled substances

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

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

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

Failure to promptly comply may be grounds for immediate termination.

6.8 Workplace Violence

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

6.9 Personal Appearance

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

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

6.10 Electronic Communication Equipment and Computer Systems

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

6.11 Public Records

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

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

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

6.12 District Provided Equipment

Employees may make limited personal use of District-provided devices.

Employees are prohibited from:

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

The Executive Director will establish administrative procedures necessary to implement this policy. 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.

CHAPTER 7: COMPLAINT/GRIEVANCE RESOLUTION

Orig Date: 01/01/82

— Latest Revision: 10/19/10

Complaint/Grievance ResolutionSPOKANE COUNTY LIBRARY DISTRICT**POLICY: HR07 – Grievance**Orig. Date: 01/01/1982Latest Revision: 05/21/2019**Purpose**To set forth the District's policy on grievances.**Scope**Applies to all District employees**7.1 Policy**

~~The District recognizes that at times problems and complaints may arise in the workplace. It is the District's intent to attempt to resolve these differences promptly.~~

7.2 Procedure

~~Any employee who has a complaint/grievance about believes there has been a misapplication or violation of District policies, procedures or practices or other issues arising in the workplace with the exception of termination of employment, should may report submit a the complaint/ grievance to his or her manager or supervisor or, if the complaint is regarding the manager or supervisor, in writing to the Chief Human Resources Officer Director or the Library Executive Director.~~

The grievance statement shall be made within five (5) calendar days of the alleged occurrence and shall include the following:

- The specific policy, procedure or practice that was misapplied or violated.
- A description of the above, including date or dates of the misapplication or violation.
- The employee(s) and/or supervisor(s) involved.
- The remedy sought by the employee.

The Human Resources Director will review the grievance and respond to the employee within five (5) business days after receipt. The response may include a request to meet to attempt to resolve the grievance, notification of the initiation of an investigation or any other response deemed appropriate by the Human Resources Director.

If the employee is not satisfied with the response of the Human Resources Director, they may file a written appeal within ten (10) business days to the Executive Director.

~~The District will promptly decide whether the complaint/grievance should be investigated and handle the matter as discreetly as practicable.~~

7.3 Retaliation

~~The District does not condone any manager, supervisor, or employee engaging in any form of retaliation against an employee who uses the complaint/ files a grievance procedure, or who participates in the complaint/grievance resolution process. Any manager, supervisor, or employee found to be engaging in such behavior 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.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR07 – Grievance

Orig. Date: 01/01/1982

Latest Revision: 05/21/2019

Purpose

To set forth the District's policy on grievances.

Scope

Applies to all District employees

An employee who believes there has been a misapplication or violation of District policies, procedures, or practices may submit a grievance in writing to the Human Resources Director.

The grievance statement shall be made within five (5) calendar days of the alleged occurrence and shall include the following:

- The specific policy, procedure or practice that was misapplied or violated.
- A description of the above, including date or dates of the misapplication or violation.
- The employee(s) and/or supervisor(s) involved.
- The remedy sought by the employee.

The Human Resources Director will review the grievance and respond to the employee within five (5) business days after receipt. The response may include a request to meet to attempt to resolve the grievance, notification of the initiation of an investigation or any other response deemed appropriate by the Human Resources Director.

If the employee is not satisfied with the response of the Human Resources Director, they may file a written appeal within ten (10) business days to the Executive Director.

The District does not condone any form of retaliation against an employee who files a grievance, or who participates in the grievance process. Any manager, supervisor, or employee found to be engaging in such behavior 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.

**~~CHAPTER 9: REPORTING IMPROPER GOVERNMENTAL ACTION
(WHISTLEBLOWER POLICY)~~**

Orig Date: 01/01/93
Latest Review: 10/20/15

POLICY: HR09 - Employee Whistleblower Protection
Orig. Date: 01/01/1993
Review date: 05/21/2019

References: RCW 42.41.010
Policy & Procedure HR10.04 Retaliation

Purpose

To set forth the District's policy regarding whistleblower protections.

Scope

Applies to all District employees

The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

Every employee has the right to report to the appropriate person or persons, information concerning an alleged improper governmental action by District officials and/or employees.

Employees who make good faith reports, following established procedures, will be protected from any retaliation for having made such reports. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

9.1 Introduction

~~The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.~~

~~The District's Board of Trustees has given the Executive Director the authority to develop, implement, and administer procedures to carry out the intent of this statute.~~

9.2 Definitions

Improper Governmental Action: any action by a District officer or employee that (a) is undertaken in the performance of her/his official duties, and (b) is in violation of any law, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. It does not include personnel actions, including employee grievances, complaints, appointments, promotions,

transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reduction in pay, dismissals, suspensions, demotions, or reprimands.

Retaliatory Action: any adverse change in an employee's employment status or the terms and conditions of employment.

Emergency: a circumstance that if not immediately changed may cause damage to persons or property.

9.3 — Reporting Procedure

~~District employees who become aware of improper governmental actions should raise the issue first with their supervisor. The employee shall submit a written report to the Chief Human Resources Officer, stating in detail the basis for the employee's belief that improper governmental action has occurred. If the report involves the Executive Director, it shall be submitted to the chairman of the District's Board of Trustees.~~

~~In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate governmental agency with responsibility for investigating the improper action.~~

~~The Chief Human Resources Officer, Executive Director, Executive Director's designee, or Board chairman, as the case may be, shall take prompt action to assist the District in properly investigating the report. District officials and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing. After the investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.~~

~~District employees may report information about alleged improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action, or that for other reasons the improper governmental action is likely to recur.~~

~~Employees who fail to make a good faith attempt to follow the District procedures in reporting improper governmental action shall not receive the protection provided by the District in these procedures.~~

9.4 — 9.3 Protection Against Alleged Retaliatory Action Retaliation

~~It is unlawful for any District official or employee to take retaliatory action against an employee because the employee provided information in good faith in accordance with the provisions of state law that an improper governmental action occurred.~~

~~See Policy & Procedure HR10.04 Retaliation~~

~~Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Chief Human Resources Officer, the Executive Director or the Executive Director's designee. District officials shall take appropriate action to investigate and address complaints of retaliation.~~

~~If the employee's complaint of retaliation is not satisfactorily resolved, the employee may obtain protection under the District's policy and pursuant to state law in the following manner set forth in RCW 42.41.040:~~

~~To seek relief for alleged retaliatory action, the employee shall provide a written notice of the charge of retaliatory action to the chairman of the Board of Trustees that: (a) specifies the alleged retaliatory action; and (b) specifies the relief requested.~~

The charge shall be delivered to the District's Executive Director no later than thirty (30) days after the occurrence of the alleged retaliatory action. The District has thirty (30) days to respond to the charge of retaliatory action and request for relief.

Upon receipt of either the District's response or after the last day upon which the District could respond, the employee may request a hearing to establish that a retaliatory action occurred and to obtain appropriate relief as defined by state law. The request for a hearing shall be delivered to the District within fifteen (15) days of delivery of the District's response or within fifteen (15) days of the last day on which the District could respond.

Within five (5) working days of the receipt of the request for hearing, the District shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The proceedings shall comply with appropriate state laws.

The employee, as the initiating party, must prove his or her claim by a preponderance of the evidence. The administrative law judge shall issue a final decision consisting of findings of fact, conclusions of law, and judgment no later than forty-five (45) days after the date the request for hearing was delivered to the District. The administrative law judge may grant specific extensions of time beyond this period of time for rendering a decision at the request of either party upon a showing of good cause, or upon his or her own motion.

Relief that may be granted by the administrative law judge consists of reinstatement, with or without back pay, and such injunctive relief as may be found to be necessary in order to return the employee to the position he or she held before the retaliatory action and to prevent any recurrence of retaliatory action.

The final decision of the administrative law judge is subject to judicial review under the arbitrary and capricious standard. Relief ordered by the administrative law judge may be enforced by petition to superior court.

9.5—Responsibilities

The Executive Director is responsible for implementing this policy/procedure (1) for reporting improper governmental action and (2) for protecting employees against retaliatory actions. This includes ensuring that the policy/procedure is available to any employee upon request, provided to all newly hired employees, and posted at all work sites. Officials, managers, and supervisors are responsible for implementing the policy/procedure within their areas of responsibility. Violations of the policy/procedure may result in disciplinary action, up to and including dismissal.

9.6—List of Agencies

The following agencies are responsible for enforcing federal, state, and local laws and investigating issues involving improper governmental action.

COUNTY, STATE AND FEDERAL ENFORCEMENT AGENCIES

SPOKANE COUNTY AGENCIES

Spokane County Commissioner's Office
1116 West Broadway Avenue
Spokane, WA 99260
(509) 477-2265

Spokane County Prosecuting Attorney
1100 West Mallon Avenue
Spokane, WA 99260
(509) 477-3662

FEDERAL AGENCIES:

Alcohol Tobacco & Firearms
Criminal Enforcement
915 Second Avenue
Seattle, WA 98104
(206) 389-5800

U. S. Attorney
800 Fifth Avenue
Seattle, WA 98104
(206) 553-7970

WASHINGTON STATE AGENCIES

Attorney General's Office

Consumer Protection Division
2000 Bank of California Center
900 Fourth Avenue, Suite 2000
Seattle, WA 98164-1012
(206) 464-6684

Auditor's Office

Legislative Building
P.O. Box 40021
Olympia, WA 98504-0021
(360) 753-5280

Government Accounting Office

Fraud Hot Line
(800) 424-5454

Environmental Protection Agency

Criminal Investigations
1200 Sixth Avenue
Seattle, WA
(206) 553-8306

Equal Employment Opportunity Commission

2815 Second, Suite 500
Seattle, WA
(206) 220-6883

WASHINGTON STATE AGENCIES

Department of Ecology

300 Desmond Drive
Lacey, WA 98503
(360) 407-6000

Human Rights Commission

1511 Third Avenue
Seattle, WA 98101
1-800-233-3247 or
(206) 464-6500

Department of Health

Health Consumer Assistance
P.O. Box 47890
Olympia, WA 98504-7890
800-525-0127

Department of Labor & Industries

315 5th Ave S # 200
Seattle, WA 98104
(206) 515-2800

Department of Social and Health Services

Community Services Office
4710 Auto Center Blvd.
Bremerton, WA 98312-3300
(360) 473-2200

FEDERAL AGENCIES:

Federal Emergency Management Agency

130 228th Street S.W.
Bothell, WA
(425) 487-4600

Department of Labor

Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, WA 98101-3212
(206) 553-5930
Office of Inspector General
Audits
(206) 553-4880
Investigations (206) 553-4504
Office of Women's Bureau
(206) 553-1534

Department of Veterans Affairs

Office of Inspector General
915 Second Avenue
Seattle, WA 98174
(800) 488-8244

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR09 - Employee Whistleblower Protection

Orig. Date: 01/01/1993

Latest Review: 04/21/2019

References: RCW 42.41.010

Policy & Procedure HR10.04 Retaliation

Purpose

To set forth the District's policy regarding whistleblower protections.

Scope

Applies to all District employees

The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

Every employee has the right to report to the appropriate person or persons, information concerning an alleged improper governmental action by Spokane County Library District officials and/or employees.

Employees who make good faith reports following established procedures will be protected from any retaliation for having made such reports. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

Definitions

Improper Governmental Action: any action by a District officer or employee that (a) is undertaken in the performance of her/his official duties, and (b) is in violation of any law, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. It does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reduction-in-pay, dismissals, suspensions, demotions, or reprimands.

Retaliatory Action: any adverse change in an employee's employment status or the terms and conditions of employment.

Emergency: a circumstance that if not immediately changed may cause damage to persons or property.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR13 – Discipline

APPROVAL DATE: 05/21/2019

REVISION DATE:

Purpose

To set forth the District's policies for progressive discipline.

Scope

Applies to all District employees

Ideally, coaching and counseling will be used to address issues with performance or behavior prior to moving to disciplinary action.

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

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

Level 1 Disciplinary Notice

A Level 1 Disciplinary Notice may be issued by a supervisor in order to address minor and/or ongoing work performance or behavior issues.

A written record will be provided to the employee, the supervisor and a copy will be placed in the employee's personnel file.

Level 2 Disciplinary Notice

For more serious work performance and behavior issues, or repeated issues, a Level 2 Disciplinary Notice may be given. This document will be written and delivered by the Human Resources Director, in collaboration with the direct supervisor.

A copy of the document will be given to the employee and the supervisor and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Pre-Disciplinary Hearing

Prior to a final determination to suspend or terminate an employee, a hearing will be held with the employee, the Human Resources Director and the Executive Director. This hearing serves as a check against mistaken decisions and provides an opportunity for an employee to furnish additional information before a final decision regarding discipline is made.

At least two business days prior to the hearing, the Human Resources Director will provide the employee with notice that the District is considering disciplinary action, the reasons for the proposed action, and the date and time for the employee to meet with the Human Resources Director.

Suspension

This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior coaching and/or discipline have failed to correct the behavior or performance issue or when the misconduct rises to such a level of seriousness that suspension is warranted.

The Executive Director has sole authority to suspend an employee.

If, following the hearing, the intent to suspend is sustained, the employee will be relieved of their job assignment and placed in Leave without Pay (LWOP) status for a specified time. The length of suspension may vary depending on the nature and severity of the offending behavior.

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

A copy of the notice of suspension and all supporting documents will be given to the employee, the supervisor and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Termination

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

The Executive Director has sole authority to terminate an employee.

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

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.

TRAVEL**BACKGROUND:**

The proposed changes to the Travel policy have undergone legal review with District counsel.

Summary of changes

The recommended changes to the Travel policy, last updated July 2017, update the language to reflect items previously contained in procedure and/or on travel-related forms.

Changes of note:

- Clarification of when receipts are required to be submitted.
- The addition of language that Trustee travel should be coordinated through the Executive Director.

Human Resources Director Toni Costa will be available to answer any questions regarding this policy.

Recommended Action: Board motion to approve the Travel policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Travel

Approval Date: 02/16/1984

Revision Date: ~~07/21/2019~~ 05/21/2019**Related Policies**

Personnel Policy

Purpose:

~~The Travel policy provides guidelines~~ To define rules for payment of employee and trustee ~~training and business~~ travel expenses.

Policy:

~~It is the policy of~~ Spokane County Library District ~~to~~ will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner. When alternative methods for travel are available, they should to be used. These could include, but are not limited to:

- Tele-conferencing.
- Video-conferencing.
- Carpooling.
- Coordinating between agencies for joint travel arrangements.

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

Travel Expenses

Approved travel expenses shall be reimbursed as follows:

Mileage

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

Meals

- Daily meal allowances shall be reimbursed at ~~a the per diem rate~~ prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- Alcoholic beverages are not included in the per diem rate and any expenses for such will not be reimbursed.

Transportation

- Air travel will be reimbursed at no more than the cost of a 14-day advance purchase ticket. For training events that publish an "early-bird" registration deadline, the District will reimburse for no more than the lowest air fare published prior to that date.

- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of a 14-day advance purchase ticket or standard mileage rate.
- On the first day of travel, the traveler will receive 75% of the rate for the city to which they will travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the rate established for the city they stayed in the previous day.
- For one day “over-and-back” trips, the traveler will receive 75% of the established rate for the city traveled to.

For other expenses incurred while traveling, see the Travel procedure for more information.

Receipts

Receipts are required for all registration fees and lodging, transportation and other expenses exceeding ten dollars (\$10).

Receipts will be required for meals only when the meal is part of a special event where registration includes both a program and a meal for one set price.

Authorization

Employees

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

Trustees

- No prior authorization is required for Trustee travel; however, it should be coordinated through the Executive Director.

Job Applicants

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

Compliance with the Americans with Disabilities Act

District employees and officials who are disabled shall be afforded equal opportunity to perform travel for official library business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the library. Examples are, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

Procedures

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

POLICY: Travel

Approval Date: 02/16/1984

Revision Date: 05/21/2019

Related Policies

Personnel Policy

Purpose:

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

CODE OF CONDUCT**BACKGROUND:**

Spokane County Library District (District) is supported by the tax paid by District property owners who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. The Code of Conduct policy was established to protect the rights and safety of library customers, volunteers, and staff, and to preserve and protect the District's materials, equipment, facilities and grounds by defining what actions and behaviors are unacceptable as well as the related consequences.

The biannual review of this policy has been undertaken by staff and the recommended revisions are currently under review by legal counsel. Should the review be completed before the meeting, the draft revised policy will be sent to the Board prior to the meeting.

Operations Director Doug Stumbough will provide a brief overview of the recommended changes and be available for questions.

Recommended Action: Board motion to approve the recommended revisions to the Code of Conduct policy.

Overview District Customer Profile: Resource Use Analysis

Operations Director Doug Stumbough and Customer Services Manager Gina Rice will provide a snapshot of how customers use the library.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE - JULY 2019***June 18, 2019: Otis Orchards Library - (4:00 p.m.)***

- Levy Election Update
- Purchasing Policy: Approval recommendation.
- Overview Literacy Outreach Programs
- Spotlight TBD/Tentative

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Monday, June 3, for inclusion in the preliminary agenda to be sent June 5. Meeting packets will be mailed June 12.

July 16, 2019: Cheney Library - (4:00 p.m.)

- Levy Election Update
- Travel Policy: Approval recommendation.
- Overview Interlocal Agreements
- Spotlight Cheney Library

SPECIAL MEETINGS/ACTIVITIES2019

Special Election Public Information Open Houses – To attend, please RSVP to Patty

Jun 11 Moran Prairie Library, 4-6pm

Jun 13 Fairfield Library, 4-6pm

Jun 18 Otis Orchards Library, 4-6pm

Jun 20 Spokane Valley Library, 4-6pm

Jun 24 Argonne Library, 4-6pm

Jun 27 BookEnd Library, 4-6pm

Jul 08 Deer Park Library, 4-6pm

Jul 11 North Spokane Library, 4-6pm

Jul 16 Cheney Library, 4-6pm

Jul 23 Medical Lake Library, 4-6pm

Jul 25 Airway Heights Library, 4-6pm

Aug 6 Special Election

Oct 14 All Staff Day, CenterPlace, Spokane Valley, 9am-5pm

Oct 24 Spokane is Reading, SV Event Center, 10514 E. Sprague Ave., 1pm, and
Downtown Spokane Public Library, 906 W. Main Ave., 7pm

EXECUTIVE DIRECTOR'S REPORT APRIL 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2019 Budget

Revenues:

- Total property tax collections received through April was 48%. With first-half property taxes due April 30, this is in line with expectations.

Expenditures:

- Total expenditures before transfers through four months was 32.3% of budget, again in line with expectations through the first third of the year.

Biennial Audit by the State Auditor's Office:

- As previously reported, the audit fieldwork was completed April 4. An exit conference is currently scheduled for Tuesday June 18, 2019, at Otis Orchards. The time is to be determined, yet expected to be just prior to the regularly scheduled Board of Trustees' meeting. When completed an exit document will be sent by email to all Trustees, along with an invitation to attend the exit conference.

Facilities Report

- Grounds maintenance is in full force at all libraries.
- The District is gathering quotes for parking lot maintenance to re-stripe and seal cracks that developed during the winter, with the expectation that this work will be completed by the end of May.
- Facilities Manager Dave Rennick and I attended a public forum presented by the Cheney Public Works Department that focused on the city's water capacity. While there, we discussed the specific water quality issue for Cheney Library, and received a promise of a follow-up discussion and potential remedies.

Human Resources – Toni Costa

In-person training provided during April included three sessions of Sexual Harassment Training in the Library and a session of New Employee Orientation. Human Resources Director Toni Costa attended the Oregon Library Association (OLA)/Washington Library Association (WLA) Conference to participate on a panel to discuss staff training days.

The Friends, Volunteer & Trustee Appreciation event was well attended, with approximately 50 individuals joining us at CenterPlace Event Center for an author panel and refreshments.

April had an even number of New Hires and Terminations at three each. There were no transfers or promotions of current staff. Of the three employees leaving the District in April, one left for retirement and two for other unspecified reasons.

Operations – Doug Stumbough

District staff had the opportunity to attend the 2019 Oregon Library Association (OLA)/Washington Library Association (WLA) Conference, April 17-20, in Vancouver, WA. A summary of highlights and select key takeaways for each attendee follow.

Danielle Marcy – Library Supervisor, Moran Prairie

Models on a variety of ways to offer self-service were presented in *Expanding Library Service to the Public: Opening the Library Beyond Traditional Hours*.

Another presentation focused on hiring practices to recruit key staff who have verified skills such as language, cultural knowledge, and connections to a minority community that the library, using demographic data, has identified as a need.

I also had key takeaways from a session on considering how to match the right person with the job, having services be a response to a request from the community instead of adding a trendy service, and provide talking points for your staff, your Board, and public officials to help with conversations.

Danielle Milton – Librarian, Business and Career Development Team, Argonne

Learning Circles/ Peer 2 Peer University (P2PU) - Learning circles are small peer-led study groups that usually meet weekly for six to eight weeks. This session went into more depth about circles, which was helpful because the District will participate in offering some learning circles. A few concepts I've thought of are budgeting, 3D printing, camera/film/editing, and crafts such as knitting and crocheting.

Expanding Library Service Beyond Traditional Hours - This session had a few great ideas, one of which I really like is self-service hours in which customers can access an unstaffed library. The library that does this has had great success with it and it is an easy way for the library to offer more service (although they are a small library, so it may be different for us). Other things mentioned in this session were library kiosks or vending machines, which are quite expensive, and a self-service system called Open+.

Other sessions: A session on "gamification" provided a good source for learning about circulating board games; two sessions highlighted different aspects of partnerships with schools and libraries; and *4 Library Leadership Secrets They Didn't Teach You* emphasized shared vision, developing leaders, creating a trusted system and understanding purpose.

Gwendolyn Haley – Public Services Manager, Education & Enrichment

I attended an interesting session with Peer 2 Peer University (P2PU), and we have some better ideas for starting this type of program/service series that facilitates learning circles.

I also attended a great session from the National Network of Libraries of Medicine (NNLM), and have several ideas to ponder for future health literacy programming for all ages—very timely considering the All of Us bus and grant programming we have coming up later this year.

The rest of my time was spent in meetings with Peer 2 Peer University, Washington State Library (WSL), and presenting two three-hour *Leap into Science Workshops* and a panel on *Library of Things* with Hillsboro Public Library (OR) and Spokane Public Library.

Stacey Goddard – Public Services Manager, Business and Career Development

In addition to attending some of the P2PU meetings with Gwendolyn in advance of implementing Learning Circles later this year, I also attended a couple of Saturday sessions before doing a presentation.

Whatcom County Library shared how it is working with some of their local school districts to give students easier access to public library resources and materials. We are already working with some of our smaller school districts to test viability and capacity for a similar program.

At the *Reflecting Community: The Importance of Equity, Diversity & Inclusion in Library Staffing* presentation, examples were shared on ways to remove barriers for potential job candidates, including signage in multiple languages, published diversity statements, and having a copy of the interview questions available for the candidate to refer to during the interview itself. They also talked about recognizing our personal biases, and how to make the workplace inclusive.

Finally, I co-presented a *Get Your Diploma at the Library* session with Timberland Regional Library and Washington State Library staff. We gave background on hosting GED and High School 21+ classes in the library, and shared ideas for making connections with local community colleges.

Erin Haight – Public Services Specialist – Lab Tech, North Spokane

I attended several sessions related to makerspaces and active learning. Important themes that were often repeated were: pay attention to what the public says it wants; simple, well-presented programs were more effective and well-received than expensive, complicated ones; don't skimp on the planning and always be updating and revising plans based on previous experiences. The use of volunteers was often discussed and while volunteers are valuable assets, they shouldn't be chosen solely on the basis of their expertise and should have significant experience working with the public, especially kids, if applicable. On a more immediate level, I got lots of great ideas for programs to run in The Lab and really enjoyed meeting and discussing goals and challenges with my colleagues in other library districts. The experience was well worth the time and effort.

Collection Services – Andrea SharpsTop Checkouts and Holds

Titles with the most checkouts occurring during the month and titles with the most holds placed during the month:

- Popular Adult Book Titles April 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (69)
 - *The Lost Girls of Paris* by Pam Jenoff (65)
 - *The Huntress: A Novel* by Kate Quinn (63)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (53)
 - *Redemption* by David Baldacci (37)
 - *Educated: A Memoir* by Tara Westover (36)

In order to assure that we have a sufficient number of copies to meet the number of holds, we regularly run 'holds ratio reports' to capture this data. For physical items, our holds ratio is 4:1 which means that we should have one copy for every four holds. Additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing and adding.

Materials Processing Change

Effective April 1, Collection Services stopped applying the District's property stamp and address labels to physical items. The reason for this change is to get new items into our customers' hands faster by filling holds and stocking shelves more quickly. This change will make item processing more efficient. As CS processes and adds an average of 5,500 physical items each month, no longer property stamping and adding address labels will save on time and supplies as well as reduce repetitive motions. Other libraries in Washington state have adopted this same approach, notably Tacoma Public Library who shared its documentation with us. Customers will still know materials belong to Spokane County Library District as our name is spelled out in full above each barcode. All music CDs, DVDs and books on CD have a donut/core label on each disc which also has Spokane County Library District spelled out on it above the barcode.

OLA-WLA Presentation

Youth Collection Development Librarian Sheri Boggs presented at the 2019 OLA-WLA Conference on behalf of the Washington State Book Awards. As one of a panel of five for the *Children's & Teen Book Award Extravaganza* conference session on April 20, Sheri and her co-panelists shared new award titles and answered questions. Awards discussed included the Beverly Cleary Children's Choice Award, Evergreen Teen Book Award, Oregon Book Awards, Oregon Reader's Choice Awards, and Washington State Book Awards. Sheri is one of three judges for books for youth serving on the 2019 Washington State Book Awards panel evaluating every book submitted by a Washington author published in 2018 and determining the list of finalists and winners.

COLLECTION MONTHLY REPORT			
APRIL 2019			
Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	23,988	21,684	11%
Interlibrary Loan Total	4,245	3,953	7%
Overdrive			
Total Checkouts	199,712	167,974	19%
Total Holds	70,624	57,373	23%
hoopla			
Total Checkouts	8,242	10,121	-19%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	312,624	315,213	-1%
Nonprint	86,594	87,242	-1%
Overdrive	87,547	77,428	13%
Grand Total	486,765	479,883	1%
NOTES: PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

Executive Director – Patrick Roewe District Activities

Leadership Team Updates:

The following are actions taken by the Leadership Team this month that weren't covered in other agenda items:

Online Facilities Maintenance Request Format

- In the District's ongoing efforts to improve communication and make workflow more efficient, we've launched an online reporting form for staff to submit building maintenance needs to our Facilities Team. This method replaces whiteboards and clipboards that were posted in each location.

Book Cart Drill Team

- The District has revived the Book Cart Drill Team, which demonstrates synchronized book cart routines at community parades throughout the summer season. Thanks to the staff who have volunteered to represent the District in this fun manner.

2019 Legislative Session Update:

The Library Capital Improvement Program mentioned in last month's report was included in the state's final Capital Budget. This grant program, administered by the Department of Commerce, would provide a \$12 million dollar fund (with a per-project maximum of \$2 million) for library capital projects throughout the state, with preference going to distressed and rural counties (Spokane County is neither). There may be an opportunity for the District to apply for consideration for some of those funds for new libraries in the future, but it's too early to anticipate the interest statewide or the process involved.

Community Engagement

I attended the following community meetings:

- Greater Spokane Valley Chamber of Commerce Government Action Committee
- Partners Advancing Character Education board and committee meetings. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- Excelerate Success Leadership Team
- Spokane is Reading Committee

Operations Report April 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our Money Smart Week programming concluded during the first week of the month, and included the last eight of our *Swanky Swine Showdown* sessions. In addition, we offered STCU workshops on a variety of financial literacy topics, and also hosted two programs on investing.
- SNAP's *Homebuyer Education* seminars continue to be one of the most successful programs we offer each month. April's was almost too successful: with 49 people attending, we were very close to the occupancy cap for the NS meeting room. We're working with SNAP to ensure we stay under that maximum for future programs.
- Spring job fair season is upon us! Librarian Tami Chapman and I represented the District at SCC's event, and spoke with 63 individuals about employment opportunities at the library.
- I spoke with a group of Whitworth MBA students and demonstrated our online business resources.

Early Learning (Mary Ellen Braks)

- We provided 112 Storytimes to 3,451 children, parents, and caregivers. Our average attendance per Storytime was 31.
- We provided 53 Storytimes to 863 children at 26 child care centers.
- We held a STARS training *Babies, Books and Bounces*. We were asked to do a training that focused on infants, as there are fewer options for that age in this area. We had an attendance of 39.
- We offered four *Family Painting Parties* this month with an attendance of 51. Families have been enjoying the combination of art and STEM for this program (STEAM).
- We took the *Leap into Science* program to the Medical Lake ECEAP.

Education and Enrichment (Gwendolyn Haley)

- The Lab and Studio continue to be busy each month. *Take It Apart Saturday* continues to draw a large group to The Lab at North Spokane with 29 in April. Emmy Award winning producer, Ken Faye, hosted a lighting workshop in The Studio at Spokane Valley, to rave reviews. Other programs in the spaces included a Video Camera Crew intensive for tweens and *Make Your Own Gobos* (stencil or template placed inside or in front of a light source to control the shape of the emitted light) for tweens and teens. *Project Memory* sessions are on the rise as word spreads. Community members are converting their old format VHS, slides and photos to digital formats. The Lab now has a Glowforge Printer and staff are developing programs around it.
- *Reading Buddies* entered the second session for spring, with 75 volunteers working with students at 10 schools around the county. We are hosting a Prime Time Family Reading program at Pope Francis Haven, a transitional housing community for families who have experienced homelessness. 10-15 families participate each week.
- April marked the launch of a Civic Lab display at North Spokane. The display provides a neutral platform for customers to learn about and engage in civil discussion on controversial topics. April featured information about refugees—how the asylum process works, alongside the Unwanted Journeys display at North Spokane featuring local refugee stories in Spokane. One customer approached staff to discuss how much she appreciates fact-based approaches to controversial issues.

Digital Projects and Resources (Carlie Hoffman)

- Highlights from Computers in Libraries conference
 - I focused on conference sessions that addressed user experience and information architecture. The importance of conducting studies with users was reiterated. Research and statistical analysis will be used to improve the online customer experience.

- There is a movement in the industry for vendors to offer integrated services for websites, catalogs, calendars, digital displays, and more.
 - The Spokane Creators website has migrated to an updated CMS. Design work is currently underway.
- Book a Librarian highlights
- This month we had an uptick in customers using the Project Memory equipment. Our customers are becoming more aware of the equipment and the kinds of projects we can help them with.
 - We also helped quite a few customers with their mobile phones, such as backing up photos, downloading eBooks, and recovering data.
 - We assisted one customer file a small claims court case and introduced another customer to our services and resources for creating a small business plan.

Information Technology (Patrick Hakes)

- CenturyLink has been to most of our buildings verifying the fiber connection and installing the needed equipment to activate our new fiber connection speeds. It appears the change to FatBeam and faster connections to our libraries is on track for July.
- Teresa has been making progress on the new BC Mobile app and getting that service ready for the library customers.
- Aaron M. spent some time configuring, supplying, and supporting a survey application on about two dozen of our older iPads to assist the Communication Department as they perform a feasibility study.

Library Reports

Airway Heights: Crystal Miller

- We had a full house for *Swanky Swine Showdown* with 33 in attendance. The kids had fun with the financial literacy activities, they were enthusiastically debating whether to spend their “money” on what was offered or save it. They showed their creative side by painting a rainbow of piggy banks.
- While helping a customer make copies, she was chatting about how she was going to checkout some crochet magazines. She remarked that she just started using the library for the first time in her life and that “The library is such a resource. The fact you can check out things other than books, like the telescopes, is keeping the library relevant. It’s amazing what you offer.”

Argonne: Pat Davis

- Librarian Danielle Milton and I attended the Orchard Center Elementary School STEM night. Danielle brought the small 3D printer which attracted parents and children. Some had never seen a 3D printer in operation and were quite intrigued. We promoted library programs and distributed Engage.
- We had 12 participants for our *Swanky Swine Showdown*. We had six colorful piggy banks left for judging which all garnered some votes from customers.

BookEnd: Caitlin Wheeler

- Our monthly rotation of giant games continues to attract attention from mall users who spot them through our windows. In April, Connect Four and checkers offered the opportunity for parents to play with and teach their children, or to browse our collection while their children played.
- Drop-in customers participated in poetry month by writing “poems for their pockets” – poetry inspired by randomly generated adjectives and nouns which could then be folded into the shape of a pocket and shared with friends and family (and strangers for the brave!).

Cheney: Catherine Nero Lowry

- *El día de los niños/ El día de los libros*, *Late Night Nerf Battle*, and *Swanky Swine Showdown* brought entertainment and delight to our customers during the month of April.
- Our art wall displayed Concept Art for our MayFest design this year. Cheney Middle School kids design art for this event, the MayFest board selected the winner and the chosen artist/ artists are listed on the advertising and receive t-shirts for themselves and their families.

Deer Park: Kris Barnes

- Librarian Ree West and I attended Riverside School District’s Literacy Night. We set up a booth next to Pend Oreille County Library. We provided bookmarks to decorate, literacy posters, and handed out Engage to the parents and children in attendance.

- 404 pounds of food was donated during *Food for Fines Forgiveness* week. At least two members brought in donated food even though they did not have fines and asked that we find worthy recipients to forgive their fines. That then prompted the recipients of the surprise food donation to bring in extra food to “pay it forward.” What a marvelous program!

Fairfield: Kristy Bateman

- We had a lovely *Family Paint Program* with parents and young children painting side-by-side with their grownups. The program prompted lots of quality discussion between children and adults about math (shapes) and science (color mixing).
- Librarian Cindy Ulrey spoke to approximately 75 people at Liberty School District’s Kindergarten Roundup. She promoted the library as an excellent resource for preparing for kindergarten by encouraging families to attend summer reading programs, check out our Easy Reader collection, and borrow our Ready for School with STEM kits.

Medical Lake: Cecelia McMullen

- Chad Pritchard, EWU geology professor, along with Larry Cebula, Professor of History, led 43 participants around the lake, pointing out geological wonders and explaining the impact on local history. After consulting with the city of Medical Lake, Dr. Pritchard ended the hike with trash-can experiments that simulated a pyroclastic eruption. Everyone cheered at seeing the water blow 29 feet into the air.
- Anderson, the award winning Medical Lake High School robot, entertained and educated 67 participants at *Medical Lake Monday*. He tossed and caught a ball and performed other high precision feats. The Circuit Breakers robotic team showed footage of their recent tournament, inspiring us with their ability to meet numerous complex requirements involving constant problem-solving and engineering skills. The Medical Lake community of all ages asked questions and cheered on the team, which had just won a spot in the upcoming global championship in Houston. The student team will partner with our LEGO Club this summer and continue the interest fostered by this event.

Moran Prairie: Danielle Marcy

- Librarian Corinne Wilson reported comments from several parents who appreciated that the *Swanky Swine Showdown* was a program that a variety of ages could do together.
- Corinne hosted the *Late Night Nerf Battle*, where kids built bunkers and played games with their friends and everyone had a great time.

North Spokane: Brian Vander Veen

- North Spokane hosted the *Unwanted Journeys* art exhibit with work by artist Ildikó Kapapács, highlighting the stories of those forced to flee their countries because of persecution, war, or violence. A related lecture, *Refugees: Myths & Realities*, with Dr. Kassahun Kebede and Dr. Fred Strange of Eastern Washington University, was attended by 32 community members.

Otis Orchards: Caitlin Wheeler

- At our *Explore Electricity with Snap Circuits* program, skills ranged from children learning for the first time what a circuit was, to one child who had tried every experiment available in the snap circuit handbook (300!). Kids who were previously strangers worked together to create circuits that powered fans, floating balls, light machines, projectors, and more.

Spokane Valley: Aileen Luppert

- The first annual *Northern vs Valley Slam* was held this month at Hemmingson Auditorium at Gonzaga. Nearly 100 poetry fans enjoyed original works from five area high schools. Teachers reported the students enjoyed hearing from one another and look forward to next year.
- *Touch-A- Recycle-Truck* was once again a huge hit despite being scheduled during spring break and it being a rainy morning. Over 300 people came and waited in line for the chance to sit in the truck. Like the last time, the representatives from Waste Management were a pleasure to work with.

District-wide Information

Food for Fines

In recognition of National Library Week, the District hosted its seventh annual Food for Fines drive, April 7-13, 2019. The District partnered with 2nd Harvest and the food banks serving Cheney, Deer Park, Fairfield and Medical Lake to make sure food collected locally stayed there. For every non-perishable item of food donated, \$2.00 was forgiven from a customer's account, up to a maximum of \$20.00 per library account. This year, we collected 5,839 pounds of food and forgave \$8,451.20 in fines. In 2018 we collected 4,575 pounds of food and forgave \$6,660.86 in fines. This year was our most successful to date in both food collected and fines forgiven.

Security Incident Report

For April 2019, there were 33 Security Incident reports filed, six less than last month (39) and 18 more than April 2018 (21). Spokane Valley had the most incidents reported with 13. The most frequently reported incidents related to Potential Problems (10). There were two one year exclusions, one due to assault and one due to sexual misconduct. To further put all of these numbers in perspective, the total door count District-wide in the month of April 2019 was 104,427.

Public Use Measures

April 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,861	113,990		-2%
Door count	104,427	116,307	409,578	-12%
Items Borrowed	222,083	220,882	891,790	0%
• Airway Heights	5,273	5,712	20,364	-9.73%
• Argonne	12,759	13,013	48,797	-7.38%
• Cheney	12,647	13,811	49,702	-7.03%
• Deer Park	12,690	13,532	51,458	-8.25%
• Fairfield	1,386	1,196	5,040	-0.83%
• Medical Lake	4,511	4,977	17,063	-17.00%
• Moran Prairie	15,805	16,928	66,484	-5.18%
• North Spokane	44,560	47,757	177,814	-8.21%
• Otis Orchards	5,720	5,609	22,132	-7.34%
• Spokane Valley	47,914	49,103	193,117	-2.62%
• The BookEnd	2,840	3,204	14,774	11.07%
• Digital	51,840	45,596	207,954	15%
Programs				
• Number	330	260	1,240	7%
• Attendance	6,727	5,885	23,984	-9%
Internet Station Use (%)	48.4%	50.1%	48.1%	
Meeting room bookings	598	497	2,317	13%
Digital Resource Use	82,560	91,665	367,493	0%

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 & Development Report April 2019

The following report is a summary of the Communication Department activities for the month of April 2019.

News Coverage

- April 1 – *The Current* – Money Smart Week delivers lessons in financial literacy
- April 1 – *The Current* – Giving Day supports museum, cultural pass programs
- April 1 – *The Current* – Food for Fines
- April 1 – *Kids Newspaper* – Together with Día
- April 1 – *Kids Newspaper* – Food for Fines
- April 2 – *The Spokesman-Review* – Food for Fines lets library patrons pay fines by donating food
- April 4 – *The Spokesman-Review* – Hopes high for first Library Giving Day
- April 5 – *Spokane Valley Herald* – SCLD streaming services
- April 5 – *The Spokesman-Review* – Go green to save green
- April 6 – *The Spokesman-Review* – Week Ahead
- April 8 – *KREM* – Pay off your fines at Spokane area libraries by donating food
- April 11 – *The Spokesman-Review* – Spokane County libraries' family painting parties prove popular for all ages
- April 11 – *The Spokesman-Review* – Earth Day Festival gets new venue – annual celebration Saturday moves to free site in Spokane Valley
- April 11 – *The Spokesman-Review* – Creative Arts Camps
- April 11 – *The Inlander* – Summer Camps
- April 12 – *Spokane Valley News Herald* – SCLD streaming services
- April 14 – *The Spokesman-Review* – Week Ahead
- April 17 – *The Spokesman-Review* – Spokane County Library District hopes for almost \$2 million from increased property tax
- April 17 – *Deer Park Tribune* – Deer Park librarian earns national recognition
- April 17 – *Deer Park Tribune* – Deer Park Library Storytime Dates
- April 17 – *KXLY* – Spokane County Library District to ask voters to approve \$2M levy
- April 18 – *The Lewiston Tribune* – Spokane County Library District will ask voters to pass levy in August
- April 18 – *The Spokesman-Review* – Riverside's Payton Green wins Grand Slam poetry event
- April 18 – *Cheney Free Press* – Geology walk, conservation talk at ML library highlight the outdoors
- April 18 – *Cheney Free Press* – Cheney book club April 23
- April 18 – *The Spokesman-Review* – Best bets: 10 under \$10; Random Fandom Trivia: Harry Potter
- April 19 – *Spokane Valley News Herald* – SCLD streaming services
- April 23 – *Deer Park Gazette* – Exploring Nature: The Library Park
- April 23 – *Deer Park Gazette* – May Community Events Calendar
- April 24 – *Deer Park Tribune* – Green slams the poetry competition again

- April 24 – *Deer Park Tribune* – Library district plans August levy lid election
- April 24 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- April 24 – *Yahoo Finance* – Fatbeam Sees Growth During 2019 E-Rate Season
- April 25 – *Cheney Free Press* – Discover Dishman Hills
- April 26 – *Spokane Valley News Herald* – Dishman Hills walk
- April 26 – *Spokane Valley News Herald* – SCLD streaming services
- April 28 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- April 28 – *The Spokesman-Review* – Week Ahead: Protect Your Credit Score

Highlights from the Development Department

- 1) The Feasibility Study Committee met twice in April making final suggested edits to the case statement and questionnaire. Interviews for May were scheduled. Over 200 invitations were sent to potential interviewees. The Feasibility Study is expected to conclude in June.
- 2) The District's first ever fundraising campaign, Library Giving Day, began on Wednesday, March 20, and ended April 16. Including hard donations and soft pledges made to the District and the Friends, \$4,349.51 was raised during the campaign.

E-Marketing (Website, Social Media, Email)

Top mention earned 49 engagements



Melissa Luck ♣

@MelissaKXLY4 · Apr 7

Few things make me happier than the next stack of **#books**. Thanks for the April reads **@SpCoLibraryDist!** **#readingissexy** **#LibrariesTransform**
pic.twitter.com/rVF3ELI5Fv



1 2

Post Details



Spokane County Library District

Published by Mo Regalado [?] · April 2 at 9:11 AM · 🌐

#tuesdaysmotivation Learn a new thing from our "Library of Things!"
 DYK (did you know) you can borrow a sewing machine from the library?
 Yup! You sure can!

The Library District has two Elna eXplore 320 sewing machines to check out for up to seven days at a time. One is available for pick up at the Spokane Valley Library and the other can be picked up at our North Spokane location.... See More



SCLD.ORG

From the Library of Things: Machine sewing at your fingertips - Spokane County Library District



Get More Likes, Comments and Shares

Boost this post for \$20 to reach up to 11,000 people.

6,196

People Reached

751

Engagements

Boost Post

👍👍👍 Gerri Lockwood, Mike Haley and 99 others

7 Comments 59 Shares

👍 Like

💬 Comment

➦ Share



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Four Months Ended April 30, 2019**

			Target 33.3%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 5,747,097	\$ 11,942,000	48.13%	\$ 6,194,903
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	261,000	25.24%	195,126
CONTRACT CITIES - SPOKANE	0	80,000	0.00%	80,000
FINES & FEES	59,157	171,500	34.49%	112,343
GRANTS & DONATIONS	11,302	33,000	34.25%	21,698
E-RATE REIMBURSEMENTS	98,321	150,000	65.55%	51,679
OTHER	22,069	22,000	100.31%	(69)
INTEREST REVENUES	20,206	107,000	18.88%	86,794
TOTAL REVENUES	\$ 6,024,026	\$ 12,766,500	47.19%	\$ 6,742,474
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,024,026	\$ 12,766,500	47.19%	\$ 6,742,474
EXPENSES				
SALARIES	\$ 2,079,843	\$ 6,422,000	32.39%	\$ 4,342,157
FRINGE BENEFITS	759,429	2,323,300	32.69%	1,563,871
SUPPLIES	49,066	150,200	32.67%	101,134
UTILITIES	148,379	351,000	42.27%	202,621
SERVICES	348,001	1,435,700	24.24%	1,087,699
INSURANCE	59,919	66,000	90.79%	6,081
EQUIPMENT & SOFTWARE	25,130	161,000	15.61%	135,870
LIBRARY MATERIALS	553,907	1,512,600	36.62%	958,693
ELECTRONIC LIBRARY MATERIALS	84,057	205,000	41.00%	120,943
LIBRARY PROGRAMS	19,614	89,700	21.87%	70,086
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 4,127,344	\$ 12,766,500	32.33%	\$ 8,639,156
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,327,344	\$ 12,966,500	33.37%	\$ 8,639,156
Net Excess of Revenues Over/(Under) Expenses	\$ 1,696,682	\$ (200,000)		
BEGINNING CASH	5,033,478			
NET FROM ABOVE	1,696,682			
ENDING CASH	\$ 6,730,160			

Number of months cash on hand 6.3