

MISSION

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Board of Trustees Regular Meeting

November 19, 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 October 15, 2019, Regular Meeting Minutes [4:00-4:03]
- B. Approval of October 2019 Payment Vouchers [4:03-4:05]
- C. Unfinished Business [4:05-4:35]
 - 1. 2020 Preliminary Budget Update
 - a. Cost of Living Adjustment (COLA) for 2020: Approval Recommendation.
 - b. Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 19-05): Approval Recommendation.
 - c. Authorizing 2019 Property Tax Levy Increase for Collection in 2020 (Resolution No. 19-06): Approval Recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2020 (Resolution No. 19-07): Approval Recommendation.
 - e. Board Direction to Staff
- D. New Business [4:35-5:05]
 - 1. 2020 Board Meeting Schedule and Locations: Discussion.
 - 2. Personnel Policy: Approval Recommendation.
 - 3. Library Meeting Room Use Policy: Approval Recommendation.
 - 4. Proposal from Catholic Charities for Temporary Use of Portion of the Conklin Property: Discussion.
 - 5. Trustee Interviews Procedure: Discussion.
- E. Overview Spokane County Library District Mobile App [5:05-5:15]

IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:15-5:20]

- A. Future Board Meeting Agenda Items

V. REPORTS

- A. Trustees [5:20-5:25]
- B. Executive Director [5:25-5:30]
 - Administrative
 - Community Activities
- C. Operations [5:30-5:35]
- D. Communication & Development [5:35-5:40]
- E. Fiscal [5:40-5:45]
- F. Spotlight Argonne Library [5:45-5:55]

VI. PUBLIC COMMENT

VII. ADJOURNMENT

[Estimated meeting length: One hour and 55 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. 11/19/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 15, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., Tuesday, October 15, 2019.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Sheri Boggs, Youth Collection Development Librarian; Mary Ellen Braks, Public Services Manager; Diane Brown, Librarian; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Dana Mannino, Librarian; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

Approval of Sept. 17, Regular, and Sept. 30, 2019, Special Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the September 17, regular, and September 30, 2019, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	56271-56387 and W00720-W00728	\$651,862.30	\$651,862.30
	09102019PR and 09252019PR	\$380,279.40	\$380,279.40
L01		Total	\$1,032,141.70

Mr. Teterud asked if the payment to Ager Consulting, LLC, covered the total cost of the recently conducted capital campaign feasibility study. In response, Mr. Roewe said the payment was a scheduled installment and did

**Approval of
Payment Vouchers,
Sept. 2019
(Item III.B.)**

not cover the full cost of the study. Development Director Jill Nunemaker further said the contract cap was \$42,000 and the project came in under budget. Mr. Teterud expressed concern about the potential for moving forward with a future capital campaign based on the limited amount of data gathered from 65 respondents to the survey.

There was no further discussion.

The motion was approved.

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

NONE.

**New Business
2020 Preliminary
Budget
(Item III.D.2a-d.)**

2020 PRELIMINARY BUDGET. Via PowerPoint, CFO Rick Knorr summarized development of the preliminary budget for 2020. He noted the preliminary budget for next year was formulated on the approved 2019 budget, as well as the anticipated final budget results for 2019 and previous years. Mr. Knorr distributed a handout of revenue and expenditure comparative summaries for 2019 and 2020. Revenue for 2020 is comprised of property taxes, contract city payments, fines and fees, E-rate, Interest earnings and Other, and grants and donations. He noted the budget was based on a levy rate of .50, which will be paid in 2020, noting in accordance with an interlocal agreement, the city of Airway Heights' contract fee will be assessed at the same rate. Discussion ensued, with detailed reporting involving various revenues and expenses cost increases or decreases, which will impact the 2020 budget.

PUBLIC HEARING ON AUTHORIZED 2019 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the Public Hearing on Authorized 2020 Property Tax Revenue and Other Revenues to order at 4:06 p.m. and called for public testimony. There was no testimony. The hearing closed at 4:07 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Ms. Carlson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2020 General Operating Fund. The list of organizational memberships included two new additions, the Association of County and City Information Systems (ACCIS) and Inland Northwest Planning Giving Council (INWPGC). In response to Mr. Teterud's query, Mr. Knorr will provide a breakdown of costs for all memberships at the November meeting.

There was no further discussion.

The motion was approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning for the 2020 budget as discussed. By request, next month staff will provide a comparative cost breakdown of a cost-of-living (COLA)

New Business
2020 Preliminary
Budget
(Item III.D.1a-d.)

salary adjustment of 1.53 percent, as defined by CPI-W in August 2019, as well as for COLAs of 1.75 and 2 percent. Mr. Johnson noted he was in favor of awarding staff a higher COLA than defined by CPI-W, yet does not want to set a precedent. In regard to the now statewide Washington state Paid Family and Medical Leave program, the Board approved the District to continue payment for both employer and employee premiums for 2020, with payment of future employee premiums undecided. In response to Mr. Craig, Mr. Roewe said this coverage by the District is considered an additional employee benefit. In response to Mr. Teterud's query, Mr. Knorr will report the percentage of Public Employees' Retirement Services funding next month. In response to Mr. Johnson's query regarding future projects, Mr. Roewe said the District will utilize the bid process according to policy, and noted the new library van(s) project will require board involvement based upon projected costs.

New Business
Courier Services
Contract Award
(Item III.D.2.)

COURIER SERVICES CONTRACT AWARD. Mr. Teterud moved and Ms. Carlson seconded approval of the Courier Services contract award to DeVries Business Services for one year, effective January 1, 2020, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published August 30, 2019, Mr. Knorr reported the only bid received was submitted by the District's current vendor, DeVries Business Services. Mr. Knorr noted the District has been pleased with courier services provided by DeVries, and its costs will not increase for 2020.

There was no further discussion.

The motion was approved.

New Business
Grounds
Maintenance and
Snow Removal
Services Contract
Award
(Item III.D.3.)

GROUND MAINTENANCE AND SNOW REMOVAL SERVICES CONTRACT AWARD. Mr. Johnson moved and Ms. Carlson seconded approval of the Grounds Maintenance and Snow Removal Services contract award to Greenleaf Landscaping for one year, effective January 1, 2020, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published September 13, 2019, Mr. Knorr reported the only bid received was submitted by the District's current vendor, Greenleaf Landscaping, of which the District has been pleased with services. For discussion, Mr. Knorr distributed a comparative summary of services and costs for an overall increase of 24.3 percent for 2020, with a one-year price lock. Mr. Knorr said although state minimum and prevailing wages increases impacted costs for next year, staff recommended accepting the bid. Discussion ensued among the Board and staff regarding the bid and moving forward, and agreed that the one-year contract be approved, with an analysis of any price increases proposed for a second year to be a factor in determining if the District will go out to bid again in the fall of 2020.

There was no further discussion.

The motion was approved.

**Overview –
Preschool and
Toddler Book Bags
(Item III.E.)**

PRESCHOOL AND TODDLER BOOK BAGS. Mary Ellen Braks, public services manager for early learning, and Sheri Boggs, youth collection development librarian, presented book bags for youth. Book bags began in 2006, with the intention to create bags that were developmentally appropriate. Mses. Braks and Boggs led Trustees in an interactive demonstration of the various bags now curated for pre-school to toddler, as well as early learning STEM bags, which were added via a Thrive Washington grant. Content selections were to enable any caregiver to be able to check out bags and expect the contents to represent community, be read-aloud and appropriate. Book bags also enable busy parents to grab a bag to go after Storytime, Bags created for staff also enable a read aloud at Storytime. Ms. Boggs reported on the collaborative roles between Public Services and Collection Services to create the various bags. A new Baby Mix bag will debut in November. Each bag will feature a rhyme booklet and six baby-approved board books that foster elements of infant development. Ms. Braks noted particularly for STEM bags, activities reduce barriers and demonstrate math can be easy. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting November and December meetings will be held at Argonne Library. Among other items for November, the agenda will include an update on the 2020 preliminary budget, review of Personnel and Customer Privileges and Responsibilities policies, an overview of the Spokane County Library District mobile app, and spotlight on Argonne Library. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Sept. 2019
(Item V.B.)**

The Executive Director's written report for September 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 on progress made toward plans to hire overnight security patrols at North Spokane (NS) and Spokane Valley (SV) libraries. Finance Director Rick Knorr and Operations Director Doug Stumbough met with a potential vendor and following review of its processes and cost, considered the vendor's methodology a fit for the District. Staff also consulted with the District insurance provider and legal counsel. Because this is a new direction for the District, Mr. Roewe asked Trustees for their feedback, questions or concerns. Chair Craig said his concerns had been addressed. There was no further discussion.

**Operations Report,
Sept. 2019
(Item V.C.)**

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

**Communication
Report, Sept. 2019
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for September 2019 communication activities. Ms. Baker had nothing further to report, and there was no further discussion.

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

Revenue and Expenditure Statement through September 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 8,012,099
Expenditures	\$ 9,641,384
Ending Fund Balance	\$ 3,402,848
Fund Budget Expended	74.36%

Mr. Knorr noted the current budget balance is meeting expectations. Mr. Roewe said next month could include an additional resolution to transfer funds into the Capital Projects Fund. There was no further discussion.

**Spotlight
Spokane Valley
Library
(Item V.F.)**

Managing Librarian Aileen Luppert and librarians Diane Brown and Dana Mannino provided a spotlight on recent events and highlights of Spokane Valley Library (SV). Ms. Brown reported on SV's participation in a grant partnership that resulted in a Hagen Foundation Grant and subsequent purchase of six FLEXCARTs that rotate through six area partners each month. These movable carts enhance student learning by offering affordable STEM education experiences to K-12 participants who can explore and perform science-related controlled experiments. Ms. Luppert reported on the second annual Valley Slam poetry event held at University High School last March. District Friends then sponsored the winners to go on to compete at the first ever Grand Slam held at Gonzaga University. Ms. Mannino reported on a new summer event at Spokane Valley Farmers Market, where the library had a booth and staff was able to meet and talk library services with approximately 200 people each month. These events were considered so successful, staff plans to go more often next summer. Ms. Mannino also reported on monthly live demonstrations by area artists and craftspeople held the first Saturday of the month at SV. October demonstrations were presented in conjunction with National Arts and Humanities month, and dovetailed with the District's Spokane Creators website launch. Ms. Luppert reported on the second Greater Spokane Valley Connect held in September at Opportunity Presbyterian Church. Ms. Luppert is chair of the organizing committee and the District is a sponsor of this event that provides a wide variety of resources—this year from 63 onsite services providers—to families in need, as well as forgiveness of library fines. Other highlights this year included Voter Registration Day, the start of Project Memory, which began in January and by April had 100 visits to transfer media memories to digital format, and in November, the National Network of Libraries of Medicine awarded grant funding will kick off with a health project for students at Dishman Hills High School. Students who complete the classes will receive a free bus pass for next summer and a year-long membership at the YWCA.

**Spotlight
Spokane Valley
Library
(Item V.F.)**

Finally, Ms. Brown reported SV will house a seed library next spring in the children's area to help inspire family activity and the next generation of Spokane Valley gardeners. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

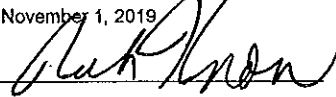
Chair Craig adjourned the meeting at 5:34 p.m. The next Board Meeting is scheduled for Tuesday, November 19, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.


John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,167,652.78 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2019
 SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056388	AVISTA UTILITIES	MONTHLY UTILITIES	\$ 7,187.45
056389	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	64.86
056390	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	305.09
056391	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	116.61
056392	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	71.71
056393	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,185.86
056394	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	993.17
056395	CITY OF DEER PARK	WATER & SEWER - DEER PARK	181.84
056396	COMMUNITY COLLEGES OF SPOKANE	LIBRARY PROGRAMS - PLANETARIUM SHOWS	150.00
056397	CUDAHY LIBRARY INTERLIBRARY LOAN	INTERLIBRARY LOAN FEES	20.00
056398	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	855.99
056399	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	729.63
056400	EDNETICS	48-PORT SWITCH AND COMPONENTS	9,361.04
056401	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	54.00
056402	GALE/CENAGE LEARNING	LIBRARY MATERIALS	688.43
056403	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	62.11
056404	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,226.07
056405	KRONOS INCORPORATED	TIMESHEET SOFTWARE: ANNUAL SUPPORT RENEWAL	3,597.01
056406	MIDWEST TAPE	LIBRARY MATERIALS	4,851.12
056407	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
056408	NORTH BEND PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	22.95
056409	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,240.07
056410	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	349.95
056411	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	27.20
056412	RECORDED BOOKS, LLC	LIBRARY MATERIALS	48.95
056413	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
056414	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	457.57
056415	DIANA LYNN TAYLOR	LIBRARY PROGRAMS	50.00
056416	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,637.86
056418-056452	***Void Check***	***VOID CHECK***	-
056453	509 PEST CONTROL	QUARTERLY SPRAY SERVICE	6,765.04
056454	BALTIMORE COUNTY LIBRARY ILL	INTERLIBRARY LOAN FEES	12.99
056455	BOOKS IN MOTION	LIBRARY MATERIALS	68.88
056456	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	656.94
056457	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	301.32
056458	CITY OF SPOKANE VALLEY	ANNUAL STAFF DAY VENUE RENTAL	2,331.00
056459	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	22.92
056460	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,752.00
056461	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	17,674.13
056462	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
056463	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	1,067.22
056464	GALE/CENAGE LEARNING	LIBRARY MATERIALS	267.01
056465	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	54.27
056466	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,830.59
056467	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,589.96
056468	KIDS NEWSPAPER	ADVERTISING	800.00
056469	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	93.69

056470	MIDWEST TAPE	LIBRARY MATERIALS	2,415.40
056471	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,145.64
056472	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056473	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,827.64
056474	PLYMOUTH ROCKET, INC.	TIXKEEPER ANNUAL SOFTWARE SUBSCRIPTION	1,800.00
056475	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	951.02
056476	RECORDED BOOKS, LLC	LIBRARY MATERIALS	518.34
056477	SIRSIDYNIX	BLUE CLOUD MOBILE MODULE	3,618.75
056478	SINGLEWIRE SOFTWARE, LLC	INFORMACAST ANNUAL SOFTWARE MAINTENANCE	2,103.95
056479	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	292.01
056480	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
056481	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	726.50
056482	US BANK	MPLCFA BOND MANAGEMENT FEE YEARLY	300.00
056483	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	433.61
056484	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,213.16
056485	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	208.65
056486	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056487	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	485.50
056488	509 PEST CONTROL	QUARTERLY SPRAY SERVICE	1,932.19
056489	AMERICAN ADVERTISING FEDERATION SPOKANE	PROGRAM REGISTRATION 2 EMPLOYEES	50.00
056490	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY MONITORING	4,717.65
056491	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	527.42
056492	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PREMIUMS	728.41
056493	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	290.89
056494	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	607.01
056495	CENTURYLINK	ANALOG TELEPHONE LINES	58.30
056496	VERONICA CUEVAS	LIBRARY PROGRAMS	55.00
056497	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	230.00
056498	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	3,382.04
056499	GALE/CENAGE LEARNING	LIBRARY MATERIALS	159.91
056500	DAVID GEORGE GORDON	LIBRARY PROGRAMS	2,050.00
056501	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,120.00
056502	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,969.65
056503	INLAND PUBLICATIONS	LIBRARY PROGRAMS	1,127.00
056504	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	860.08
056505	EAT GOOD LLC	CATERING FOR ANNUAL STAFF DAY	3,131.10
056506	MIDWEST TAPE	LIBRARY MATERIALS	5,267.22
056507	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
056508	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,674.99
056509	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - N Spokane	566.28
056510	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
056511	PRISMHR, INC.	HR SOFTWARE SUPPORT - PERFORMANCE MGMT	1,633.50
056512	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,010.14
056513	RAPID7 LLC	ANNUAL INSIGHT VM SOFTWARE SUPPORT	3,471.19
056514	SKILLPATH/NST SEMINARS	WORKSHOP REGISTRATION FOR EMPLOYEE	199.00
056515	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
056516	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056517	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,560.79
056518	UPS	SHIPPING	19.81
056519	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	883.05
056520	ALLISON ZEMAN	LOST/PAID MATERIAL REFUND	10.20
056521	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	19,101.90
056522	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	100.68
056523	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	4,000.00
056524	DASHER PRINTING SERVICES, INC	LIBRARY CARDS	9,447.18
056525	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	49.10
056526	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.80
056527	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,515.79
056528	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,564.58
056529	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.24
056530	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,873.43
056531	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	349.89
056532	KELLY KNOUFF-BURK	LIBRARY PROGRAMS	50.00
056533	MIDWEST TAPE	LIBRARY MATERIALS	5,469.00
056534	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00

056535	NORTH CENTRAL REGIONAL LIBRARY - ILL	INTERLIBRARY LOAN FEES	23.00
056536	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,061.35
056537	PRESSWORKS	PRINTING	2,588.55
056538	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,150.85
056539	KENNETH SPROTT	LOST/PAID MATERIAL REFUND	6.40
056540	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,101.82
056541	AVISTA UTILITIES	MONTHLY UTILITIES	7,583.92
056542	JOHN BLADEK	LIBRARY PROGRAM	200.00
056543	ASA MARIA BRADLEY	LIBRARY PROGRAM	300.00
056544	POLLY BUCKINGHAM	LIBRARY PROGRAM	200.00
056545	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	104.96
056546	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	827.73
056547	EDNETICS	CISCO 3560CX 12 PORT AND 8 PORT SWITCHES	3,648.00
056548	ELK GROVE VILLAGE PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	17.98
056549	MARY FARRELL	LIBRARY PROGRAMS	200.00
056550	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,147.99
056551	KELLY MILNER HALLS	LIBRARY PROGRAMS	100.00
056552	KAILEE HAONG	LIBRARY PROGRAMS	100.00
056553	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,199.66
056554	KREM.COM	ADVERTISING	1,500.00
056555	MAUREEN MCQUERRY	LIBRARY PROGRAMS	100.00
056556	MIDWEST TAPE	LIBRARY MATERIALS	5,353.22
056557	JAMES MUNCASTER	LOST/PAID MATERIAL REFUND	12.80
056558	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,826.79
056559	RECORDED BOOKS, LLC	LIBRARY MATERIALS	428.81
056560	MEGAN ROWE	LIBRARY PROGRAMS	100.00
056561	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE FOR SV	2,482.92
056562	SPOKANE COUNTY TREASURER	ELECTION COST	107,370.70
056563	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	2,283.99
056564	PHOEBE BRINKLEY SPITZENBERGER	LIBRARY PROGRAMS	100.00
056565	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
056566	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
056567	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,098.61
056568	ERIN TOUNGATE	LIBRARY PROGRAMS	200.00
056569	STEPHEN WALLENFELS	LIBRARY PROGRAMS	100.00
056570	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	30.00
056571	CAROLYNE WRIGHT	LIBRARY PROGRAMS	300.00
056572	***Void Check***	***VOID CHECK***	-
056573	POUKONG MANIKOTH	CODING CARD-BASED TEMPLATES	540.00
W00729	VOID TRANSFER	VOID TRANSFER	-
W00730	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00731	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,543.13
W00732	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,624.71
W00733	VOID TRANSFER	VOID TRANSFER	-
W00734	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	15,008.73
W00735	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	86,975.60
W00741	STATE OF WASHINGTON	3RD QUARTER PAID FAMILY AND MEDICAL LEAVE TAX	5,315.61
W00742	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,728.00
W00743	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,806.80
W00744	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,238.63

Total Non-Payroll General Operating Fund \$ 777,279.48

PAYROLL VOUCHERS

10102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 193,475.59
10252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	196,897.71

Total Payroll General Operating Fund \$ 390,373.30

TOTAL GENERAL OPERATING FUND \$ 1,167,652.78

September/October
Paid in October 2019
Voucher #056540

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,972.99
Maintenance	845.42
Travel	5,333.14
Acquisitions	4,130.81
Information Technology	1,781.51
Outreach	37.95
General Fund Purchases	<u>\$19,101.82</u>

2020 Preliminary Budget Update

Budget Elements

The 2020 Preliminary Budget is comprised of five necessary elements, as outlined in the meeting agenda:

- a. Cost of Living Adjustment (COLA) for 2020**
- b. Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 19-05)**
- c. Authorizing 2019 Property Tax Levy Increase for Collection in 2020 (Resolution No. 19-06)**
- d. Levying the Regular Property Taxes for Spokane County Library District for Collection in 2020 (Resolution No. 19-07)**
- e. Board Direction to Staff**

Background

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2019.

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- Motion to authorize the District to use a 1.53% cost of living adjustment per District Personnel Policy 3.15 for the 2020 budget.
- Motion to adopt Resolution No. 19-05 - Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners.
- Motion to adopt Resolution No. 19-06 - Authorizing 2019 Property Tax Levy Increase for Collection in 2020.
- Motion to adopt Resolution No. 19-07 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2020.
- Board Direction to staff

Item C.1.a.: Cost of Living Adjustment (COLA) for 2020: Approval Recommendation

Background

The initial budget presented at the October meeting included a tentative annual cost of living adjustment based on August CPI-W year-over-year increase, which was published at 1.53%. The CPI-W is an all U.S. urban wage earners consumer price index, and the August year-to-date published rate is used by the state of Washington for the annual adjustment to the state minimum wage.

Based on direction from the October meeting, staff have calculated the additional salary costs for three cost of living adjustments:

Percentage	Additional Cost	Difference from 1.53%
1.53%	\$94,573	0
1.75%	\$108,297	\$13,724
2.00%	\$123,836	\$29,263

The budget presented for adoption includes the recommendation of a 1.53% cost of living adjustment, matching the published index. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment between 0% and 4%, and may alter the percentage amount accordingly.

Recommended Action

- Motion to authorize the District to use a 1.53% cost of living adjustment per District Personnel Policy 3.15 for the 2020 budget.

Item C.1.b.: Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 19-05): Approval Recommendation.

Background

The General Fund Budget, Exhibit A to Resolution No. 19-05, has changed from the initial budget presented in October as follows:

	October Initial Budget	November Preliminary Budget	Variance
REVENUES			
TAX REVENUE, NET OF TIFs	15,350,000	15,315,000	(35,000)
CONTRACT CITIES	420,000	439,000	19,000
FINES & FEES	155,000	155,000	-
E-RATE REIMBURSEMENTS	198,000	198,000	-
INTEREST, GRANTS AND OTHER	136,000	145,100	9,100
	<u>16,259,000</u>	<u>16,252,100</u>	<u>(6,900)</u>
EXPENSES			
SALARIES	7,082,400	6,955,400	(127,000)
PAYROLL TAXES & BENEFITS	2,405,000	2,441,000	36,000
LIBRARY MATERIALS	2,307,800	2,307,000	(800)
SERVICES	1,919,100	1,935,600	16,500
CAPITAL EQUIPMENT EXPENDITURES	1,490,000	1,490,000	-
CONTINGENCY	50,000	100,000	50,000
OTHER	257,550	263,100	5,550
TRANSFERS TO CAPITAL PROJECT FUND	747,150	760,000	12,850
	<u>16,259,000</u>	<u>16,252,100</u>	<u>(6,900)</u>

Comments on variances from the initial budget presentation at the October meeting are as follows.

- Forecasted property tax collections are lower by \$35,000, further explained in the table below.

2020 BUDGET			
	<u>Oct Report</u>		<u>Final Bgt</u>
Existing Real Property	28,355,584,434		28,355,584,434
Existing Personal Property	766,000,000		790,082,479
All State Assessed Property	1,029,500,000		1,100,000,000
New Construction	709,384,000		711,421,026
Total Assessed Values	30,860,468,434		30,957,087,939
Levy at 50 cents / thousand	\$ 15,430,000	\$	15,478,000
Estimated TIF	(80,000)		(163,000)
Net After TIF	\$ 15,350,000	\$	15,315,000

- Discussed, but not included in the October report, was the fact that the Amazon distribution center was considered new in 2019 and thus included in the total new construction for 2019. In addition, this building is also part of the Medical Lake tax increment financing area (TIF). The TIF reduction has been increased from \$80,000 to \$163,000 in this version in order to compensate for the impact of the distribution center. The TIF reduction is offset by higher assessed valuations reported for personal property and state-assessed values.
- Contract cities revenue increased by \$19,000, also based on higher amounts reported for personal property and state-assessed values for the contracted jurisdictions.
- Total salaries budget is lower than the preliminary amount reported at the prior meeting, following additional review.
 - Total budgeted employee FTE will be 141.8 and actual employee count will be 176. The same number of new employees are included in both amounts. Each current employee was reviewed for their band and step, scheduled hours and benefit eligibility, then forecasted for all of 2020, and a budget was established of \$6,955,400. This budget includes typical usage of temporary hours for vacation and sick leave coverage, but no reduction for turnover.
- Payroll taxes and benefits are higher by \$36,000 from the previous presentation, attributed to individual review for each current employee's enrollment in the District's comprehensive employee medical, dental, and vision insurance plans. The monthly premium paid by the District for Kaiser Permanente increased from \$620.20 per month to \$631.98 per month, a 1.9% increase. The Kaiser plan will remain the fully funded option. Total medical enrollment for 2020 is 122 employees, compared to the current count of 115.

- As discussed at the previous meeting, the District intends to again pay for the entire portion of the new Paid Family and Medical Leave in 2020.
- Total services expense, little changed from October, is more elaborately explained in the following table.

	October Initial Budget	November Preliminary Budget	Variance
SERVICES			
JANITORIAL	232,000	232,000	-
HVAC MAINTENANCE	87,500	87,500	-
GROUPS MAINTENANCE	41,000	49,000	8,000
COURIER	70,000	70,000	-
UTILITIES	204,000	204,000	-
CONSULTING AND PROF FEES	171,000	146,000	(25,000)
BROADBAND AND INTERNET	247,400	260,900	13,500
SOFTWARE SUPPORT - SIRSIDYNIX	165,000	165,000	-
SOFTWARE SUPPORT - ALL OTHERS	123,500	123,500	-
ADVERTISING, ENGAGE MAGAZINE	128,500	128,500	-
TRAINING, TRAVEL, MILEAGE	120,800	120,800	-
INSURANCE	63,000	67,000	4,000
OTHER	265,400	281,400	16,000
	<u>1,919,100</u>	<u>1,935,600</u>	<u>16,500</u>

- As previously discussed, library materials increase is based on 14% of the total tax revenues, including revenues from contract cities, plus an additional \$100,000 specifically to be used for an increase in the District's digital collection.
- Total capital equipment and major maintenance projects did not change from the previous meeting. Further information on the details of this project list will be discussed during the meeting.
- Transfers to the Capital Projects Fund is approximately the same, and represents a contribution toward major projects to be undertaken in 2021.

The Capital Projects Fund Budget, Exhibit B to Resolution No. 19-05, also accompanies. For 2020, we do not forecast any activity within the Capital Projects Fund at this time, with the exception of interest earnings on the fund balance and transfers from the General Fund. The fund balance for 2020 is expected to be approximately \$2,840,000 by year-end.

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 19-05 - Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners.**

**Item C.1.c.: Authorizing 2019 Property Tax Levy Increase for Collection in 2020
(Resolution No. 19-06): Approval Recommendation.****Background**

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

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 19-06 - Authorizing 2019 Property Tax Levy Increase for Collection in 2020.**

Item C.1.d.: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2020 (Resolution No. 19-07): Approval Recommendation.**Background**

The third and final resolution establishes the actual levy amount to be submitted to Spokane County Board of Commissioners for collection in 2020. A standard Levy Certification form created by the Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution itself when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 19-07 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2020.**

Item C.1.e: Board Direction to staff**Background**

The Board may direct staff to complete other budget-related tasks, including the preparation of a final 2020 Budget for the December meeting.

RESOLUTION NO. 19-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2020 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2020 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

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

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

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

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2020 maintenance and operation of the District, which is reflected in a 2020 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2020 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2020 PRELIMINARY BUDGET

The Board adopts 2020 Preliminary Budgets as follows:

General Operating Fund (001-661):	\$ 16,252,100
Capital Projects Fund (008-661):	\$ --0--

Section 2: CERTIFICATION OF 2020 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2020 Preliminary Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2020 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19th day of November 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees



Exhibit A

**Spokane County Library District
2020 General Operating Fund Budget
Preliminary**

REVENUES

PROPERTY TAXES	\$ 15,478,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(163,000)
CONTRACT CITIES - AIRWAY HEIGHTS	339,000
CONTRACT CITIES - SPOKANE	100,000
FINES & FEES	155,000
E-RATE REIMBURSEMENTS	198,000
GRANTS & DONATIONS	39,000
INTEREST REVENUES AND OTHER	106,100
TOTAL REVENUES BEFORE TRANSFERS	<u>16,252,100</u>

TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 16,252,100</u></u>

EXPENSES

SALARIES	6,955,400
FRINGE BENEFITS	2,441,000
SUPPLIES	150,200
UTILITIES, INTERNET & BROADBAND	480,900
SERVICES	1,454,700
LIBRARY MATERIALS	2,057,000
ELECTRONIC LIBRARY MATERIALS	250,000
LIBRARY PROGRAMS	112,900
CAPITAL EXPENDITURES	1,490,000
OPERATIONAL CONTINGENCIES	100,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>15,492,100</u>

TRANSFERS TO CAPITAL PROJECTS FUND	760,000
TOTAL EXPENSES & TRANSFERS OUT	<u><u>\$ 16,252,100</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>-</u></u>
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Estimated Beginning Fund Balance: January 1, 2020	\$ 5,043,000
Net Excess of Revenues over Expenses	-
Estimated Ending Fund Balance: December 31, 2020	<u><u>\$ 5,043,000</u></u>

EXHIBIT B

**Spokane County Library District
2020 Capital Projects Fund Budget
Preliminary**

REVENUES

Interest Earnings	\$ 32,000
Transfers in From General Fund	760,000
TOTAL REVENUES	<u>\$ 792,000</u>

EXPENSES

Capital Projects for 2020	-
TOTAL EXPENSES	<u>\$ -</u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ 792,000</u>
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Estimated Beginning Fund Balance: January 1, 2020	\$ 2,048,000
Net Excess of Revenues over (under) Expenses	792,000
Estimated Ending Fund Balance: December 31, 2020	<u>\$ 2,840,000</u>

RESOLUTION NO. 19-06**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2019 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2020 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.****SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$12,118,724; and

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 15, 2019, to consider the District’s current expense budget for the 2020 fiscal year, pursuant to RCW 84.55.120; and

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

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2019 levy to be collected in 2020 in the amount of \$3,359,276, which is a percentage increase of 27.720% from the previous year.

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

Section 2: **EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of November 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

RESOLUTION NO. 19-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2020 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2020 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

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

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

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

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2020 maintenance and operation of the District, which is reflected in the 2020 Preliminary General Operating Fund budget adopted by Resolution No 19-05;

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 15, 2019, to consider the District’s current expense budget for the 2020 fiscal year, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR
THE 2020 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2019 property tax levy for collection in 2020 in the amount of \$15,478,000.

Section 2: CERTIFICATION OF 2019 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2019 property tax levy for collection in 2020.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19th day of November 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

2020 Board Meeting Schedule and Location Discussion

Background

Historically, the Board has established the regular meeting schedule for the following year via a motion and voice vote.

In the course of reviewing the Board of Trustees bylaws with the District's general legal counsel, it was recommended that the Board establish the annual schedule (date, time, location) of its regular meeting via a resolution.

Following that recommendation, staff felt it would be efficient to discuss a proposed 2020 regular meeting schedule at the November meeting, with Board direction to staff to prepare a resolution for final action on the 2020 schedule at the December meeting.

Proposed 2020 Regular Meeting Schedule

Based upon prior Board direction, the schedule includes meetings at all libraries that have meeting room spaces (the exception being The BookEnd). The proposed 2020 schedule is as follows. The Board may alter the proposed meeting locations if it so chooses.

DATE	LOCATION
January 21, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane
February 18, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 17, 2020	Airway Heights Library, 1213 S. Lundstrom St., Airway Heights
April 21, 2020	Moran Prairie Library, 6004 S. Regal St., Spokane
May 19, 2020	Deer Park, 208 S. Forest Ave., Deer Park
June 16, 2020	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
July 21, 2020	Cheney Library, 610 1 st St., Cheney
August 18, 2020	Medical Lake Library, 321 E. Herb St., Medical Lake
September 15, 2020	Fairfield Library, 305 E. Main St., Fairfield
October 20, 2020	Spokane Valley Library, 12004 E. Main Ave., Spokane Valley
November 17, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane
December 15, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane

Recommended Action: Board direction to prepare a resolution for the December 2019 meeting which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2020.

PERSONNEL POLICY REVISIONS**BACKGROUND:**

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

Human Resources Director Toni Costa recommends the following revisions be approved to Personnel Policy. She will be available to answer questions.

- HR02 – Hiring and Employment
 - Update Section 2.04
 - Add Section 2.18
- HR05 – Leave
 - Renumber all Sections
 - Update Related Policy/Procedure & Sections 5.01, 5.02, 5.03, 5.04, 5.05, 5.06, 5.07, 5.09, 5.12
 - Delete Section 5.14
- HR07 – Grievance
 - Update first paragraph

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 Change language from *Motor Vehicle Record* search to *driver's record*.
 - 2.18 Add language regarding performance evaluations, on the advice of District counsel.
- HR05 – Leave
 - Renumber all Sections – due to addition/deletion of sections and to ensure numbering consistency.
 - Add Section - Related Policy Procedure
 - Add reference to Procedure 100.120
 - Section 5.01
 - Update title
 - Move designated holidays to beginning of section
 - Remove procedural language
 - Section 5.02
 - Update terminology - Introductory period instead of Probationary period
 - Remove procedural language
 - Remove restriction on use of Vacation leave (third paragraph)
 - Section 5.03
 - Update language for clarity
 - Expand use of Sick leave
 - Section 5.04
 - Update language for clarity
 - Expand ability to request use of Shared leave to care for someone to be the same as for Sick leave
 - Section 5.06
 - Update language for clarity, add procedural reference
 - Section 5.07
 - Expand ability to take Bereavement leave
 - Update language for clarity

- Section 5.12
 - Update language for clarity
 - Add limit of twenty-four (24) months total of Leave without Pay (previously unlimited)
- Section 5.14
 - Delete Section, language moved to Section 5.06.
- HR07 – Grievance
 - Add language for clarity regarding when a grievance may be filed, and by whom.

Please note:

Content underlined = new, clarification or revised.

Strikeout = removed.

Recommended Action: Board motion to approve revisions to Personnel Policies.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/24/2019~~ 11/19/2019**Purpose**

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

ScopeApplies 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~~ driver's 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 basis for current staff, every three years from the date of the initial background check. For those subject to ~~MVR~~ driver's record 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.

2.18 Performance Evaluation

Performance evaluations will be conducted for all staff on an annual basis.

The Board of Trustees shall evaluate the Executive Director's job performance annually and concur in the setting of yearly goals for the Executive Director. This evaluation shall occur in executive session as per RCW 42.30.110.

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: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/19/2019

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.

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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.

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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.

2.18 Performance Evaluation

Performance evaluations will be conducted for all staff on an annual basis.

The Board of Trustees shall evaluate the Executive Director's job performance annually and concur in the setting of yearly goals for the Executive Director. This evaluation shall occur in executive session as per RCW 42.30.110.

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: HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~11/20/2018~~ 11/19/2019**Purpose**

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

Scope

Applies to all District employees

Related Policy/ProcedureProcedure 100.120 Holidays and other closures

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

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

5.01 Paid Holiday Leave

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

NEW YEAR'S DAY January 1MARTIN LUTHER KING JR DAY January - third MondayPRESIDENTS' DAY February - third MondayMEMORIAL DAY May - last MondayINDEPENDENCE DAY July 4LABOR DAY September - first MondayVETERANS DAY November 11THANKSGIVING DAY November - fourth ThursdayDAY AFTER THANKSGIVING November - Friday after fourth ThursdayCHRISTMAS EVE DAY December 24CHRISTMAS DAY December 25

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

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

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

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

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

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

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

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

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

5.02 Vacation Leave

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

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

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

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

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

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

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

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. ~~If the e~~Employees may not submits vacation leave in excess of their accrued balance.~~;~~

~~the Business Office will charge the excess leave to leave without pay (LWOP) and notify the employee's supervisor and Human Resources (See Section 5.14 Leave Without Pay)~~

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

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

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

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

5.03 Sick Leave

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

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted and may be used in minimum units of one-quarter hour.

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

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. ~~Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it.~~ If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.5 Shared Leave and 5.14 Leave Without Pay)

General Sick Leave Rules

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

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

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

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

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

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

~~Sick leave may be used in increments of one-quarter hour.~~

Sick Leave Cash Out

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

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

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

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

5.04 Shared Leave

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

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

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

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

~~An employee may be eligible for request Shared Leave under the following conditions: for injury, illness, disability or medical care of the employee or the employee's family or household member (See Section 5.03) under the following conditions:~~

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

- The names of those who donated sick leave will be kept confidential.
- Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

5.05 Wage Replacement Benefits (Time-Loss)

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

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

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

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

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

5.06 Administrative Leave

Administrative leave is available to all District employees.

Administrative Leave is paid leave authorized at the discretion of the Executive Director, or designee. It may be used in ~~extraordinary~~ circumstances not covered by other defined leave benefits, such as a District-wide emergency closure. (See District Procedure 100.115)

5.07 Bereavement Leave

Bereavement leave is available to all District employees.

Employees are allowed up to four (4) paid work days of bereavement leave per instance. Paid
~~Bereavement leave may be taken by employees for the death of an immediate family member or household member.~~

~~Employees may be allowed up to four consecutive calendar days (regularly scheduled hours) of bereavement leave per occurrence, subject to the approval of their supervisor.~~

~~Documentation may be required at the discretion of the supervisor.~~

~~Bereavement Leave may be:~~

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

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

5.08 Court-Related Leave

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

Court-related Leave is allowed when:

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

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

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

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

5.09 Military Leave

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

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

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

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

5.10 Washington State Family Military Leave

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

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

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

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

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

5.11 Leave for Victims of Domestic Violence

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

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

- A police report indicating the employee or employee's family member was a victim.

- A court order providing protection to the victim.

- Documentation from a healthcare provider, advocate, clergy, or attorney.

- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

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

5.12 Leave without Pay

~~The Executive Director may approve~~ Employees may request up to twelve (12) consecutive months of leave without pay (LWOP). Such requests are limited to up to twenty-four (24) total months during the employee's time with the District.

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

The Executive Director has sole authority to approve LWOP requests.

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

An employee requesting leave without pay must submit a written request to ~~their supervisor~~ the Human Resources Director as far in advance as possible, preferably at least 60 days before the leave is to begin. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

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

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

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

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

5.13 Federal & State Family and Medical Leave

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

For purposes of this policy, the following definitions apply:

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

Continuation of Pay and Benefits while on FMLA

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

5.14 Emergency Leave

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: 11/19/2019

Purpose

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

Scope

Applies to all District employees

Related Policy/Procedure

Procedure 100.120 Holidays and other closures

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

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

5.01 Paid Holiday Leave

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

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

Eligible employees will be compensated for eight (8) hours holiday time on designated holidays. This time shall be prorated for part-time eligible employees.

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

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

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

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

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

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

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

5.02 Vacation Leave

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

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

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

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

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

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.12 Leave Without Pay).

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

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

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

5.03 Sick Leave

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

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted and may be used in minimum units of one-quarter hour.

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

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.04 Shared Leave and 5.12 Leave Without Pay).

Sick leave may be taken for the following reasons:

- Injury, illness, disability or medical care of the employee.
- Injury, illness, disability or medical care of the employee's family or household member.

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

whenever:

- The employee has missed three or more consecutive work days due to illness or injury.
- The employee requests sick leave to care for a family or household member as referenced above.
- There appears to be a pattern of sick leave usage.

Sick Leave Cash Out

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

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

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

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

5.04 Shared Leave

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

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

An employee may request Shared Leave for injury, illness, disability or medical care of the employee or the employee's family or household member (See Section 5.03) under the following conditions:

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee must submit a request for Shared Leave to the Human Resources Director accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave.
- The Executive Director has final approval authority for Shared Leave requests.
- Donations of sick leave must be made in one-hour increments.
- Recipient:
 - Use of Shared Leave will be limited to a maximum of 480 hours per calendar year for full-time employees and this limit will be prorated for part-time employees.
- Donor:
 - Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
 - The names of those who donated sick leave will be kept confidential.

- Shared Leave compensation is ineligible earnings for calculating PERS contributions and service credit for the recipient, pursuant to WAC 415-108-468.

5.05 Wage Replacement Benefits (Time-Loss)

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

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

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

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

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

5.06 Administrative Leave

Administrative leave is available to all District employees.

Administrative leave is paid leave authorized at the discretion of the Executive Director, or designee. It may be used in circumstances not covered by other defined leave benefits, such as a District-wide emergency closure. (See District Procedure 100.115)

5.07 Bereavement Leave

Bereavement leave is available to all District employees.

Employees are allowed up to four (4) paid work days of bereavement leave per instance. Bereavement leave may be taken for the death of a family or household member.

Documentation may be required.

5.08 Court-Related Leave

Court-related Leave is allowed when:

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

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

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

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

5.09 Military Leave

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

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

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

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

5.10 Washington State Family Military Leave

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

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

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

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

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

5.11 Leave for Victims of Domestic Violence

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

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

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

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

5.12 Leave without Pay

Employees may request up to twelve (12) consecutive months of leave without pay (LWOP). Such requests are limited to up to twenty-four (24) total months during the employee's time with the District.

The Executive Director has sole authority to approve LWOP requests.

Leave without pay may also be granted, as required by federal or state law.

An employee requesting leave without pay must submit a written request to the Human Resources Director as far in advance as possible, preferably at least 60 days before the leave is to begin. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

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

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

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

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

5.13 Federal & State Family and Medical Leave

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

For purposes of this policy, the following definitions apply:

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

Continuation of Pay and Benefits while on FMLA

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

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.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR07 – Grievance

Orig. Date: 01/01/1982

Latest Revision: ~~04/21/2019~~ 11/19/2019**Purpose**

To set forth the District's policy on grievances.

Scope

Applies to all District employees

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

The grievance statement shall be made within five (5) business 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 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: 11/19/2019

Purpose

To set forth the District's policy on grievances.

ScopeApplies to all District employees

An employee who believes that they have been the subject of a misapplication or violation of District policies, procedures, practices by management, may submit a grievance in writing to the Human Resources Director.

The grievance statement shall be made within five (5) business 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 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.

LIBRARY MEETING ROOM USE

BACKGROUND

The primary motivation of the revisions is to place additional guidelines that would aid in further distinguishing public use of meeting room facilities from District planned and sponsored activities.

The most significant revisions include:

- An expanded background statement affirming the open access to and public purpose of meeting rooms, as well as the District's imposition of time, place, and manner restrictions.
- Requiring promotion or advertisement of activities by members of the public to include a disclaimer that use of the facilities does not constitute endorsement by the District, and to prohibit the use of District images in that promotion or advertisement.

Additional revisions for updating and clarification purposes were made as well.

The recommended revisions have also been reviewed by the District's legal counsel.

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

Recommended Action: Board motion to approve the revised Library Meeting Room Use policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 15, 2019 NOVEMBER 19, 2019

RELATED POLICIES:

Access to Library Services

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, gender, ethnicity, age, religion, political ideology, national origin, sexual orientation, and/or physical, mental, or sensory disability.

General Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities.

The District will allow use of meeting and conference rooms by members of the public when they are not being used by the District, ~~subject to these restrictions:~~

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

Use of District meeting and conference rooms by members of the public is subject to the following conditions:

1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about ~~meetings or~~ activities.

2.) All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.

3.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance; ~~the Library Supervisor may make an exception to allow more frequent use of the meeting room based upon availability.~~

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$100.00) will be charged if the room is left in unsatisfactory condition.

~~Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of law.~~

~~The District may co-sponsor programs or exhibits with other agencies, organizations, institutions or individuals, including those that require a fee for attendance for cost recovery purposes.~~

The District may provide preferential scheduling for the Friends of the Library groups or for government agencies using the room for government purposes.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to, creating a situation that ~~limits~~ inhibits District ~~activities~~ operations or public access to the library or its services.

The District's Code of Conduct policy applies to any and all activities occurring anywhere in District facilities and/or on District grounds.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

~~The 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

Draft Policy**POLICY: LIBRARY MEETING ROOM USE**

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: NOVEMBER 19, 2019

RELATED POLICIES:

Access to Library Services

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, gender, ethnicity, age, religion, political ideology, national origin, sexual orientation, and/or physical, mental, or sensory disability.

General Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities.

The District will allow use of meeting and conference rooms by members of the public when they are not being used by the District.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

Use of District meeting and conference rooms by members of the public is subject to the following conditions:

- 1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about activities.
- 2.) All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- 3.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance.

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$100.00) will be charged if the room is left in unsatisfactory condition.

The District may provide preferential scheduling for the Friends of the Library or for government agencies using the room for government purposes.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.

The District's Code of Conduct policy applies to any and all activities occurring anywhere in District facilities and/or on District grounds.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

CATHOLIC CHARITIES OF SPOKANE—PROPOSAL**Background:**

District staff were contacted by Catholic Charities of Spokane staff in late spring of 2019, regarding potential temporary use of a portion of the District's Conklin Road property. The area would be used for a playground for the residents of its Pope Francis Haven property that sits adjacent to the District's property. Discussions continued through the year, and the proposal is now before the Board for discussion and consideration.

Attached are a draft version of a Memo of Understanding (MOU) governing the temporary use of the land, as well as an approximate visual image of the portion of property in question.

Given the likelihood of the District's property to remain empty for the next three to five years while funding options for new District libraries are finalized, this proposal represents a positive partnership opportunity in the community. The terms in the draft MOU are favorable to the District and its future plans, and District staff are supportive of the partnership, pending Board discussion and direction.

Pending Board direction, staff would ask District legal counsel to review the MOU and provide feedback. Initial feedback from District staff regarding potential revisions to the MOU includes:

- Item 2: Clarified to state that it's limited to "a portion" of the Library Property.
- Item 4.C:
 - Geographical descriptor changed from "southern portion" to "northeast portion."
 - A more formal definition of the portion of the property in question, which is currently identified by Catholic Charities of Spokane in separate correspondence as "108ft by 134ft or 14,000 sq. ft."
- Item 4.B: The requirement that the playground area be fenced in and accessible only from the Pope Francis Haven property.
- Item 7: Expansion of insurance coverage to \$1,000,000 per occurrence and \$2,000,000 annual aggregate, and the inclusion of a provision that a certificate of insurance be provided to the District upon request.

Recommended Action: This item is for discussion, with no action required. Trustees may direct staff to continue discussions with Catholic Charities of Spokane and arrange for a presentation by Catholic Charities of Spokane at a future Board of Trustees meeting.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of the last of the dates written below between and among Catholic Charities of Spokane, dba Catholic Charities of Eastern Washington ("Catholic Charities") and Spokane County Library District ("the Library District"). Catholic Charities and the Library District are individually referred to as "a Party" and collectively as "the Parties."

WHEREAS, Catholic Charities (through affiliates) owns and operates a housing project, known as Pope Francis Haven ("PFH"), in the City of Spokane Valley, Washington; and

WHEREAS, PFH is designed to provide housing to families who have experienced homelessness; as a result, PFH is home to a significant number of children; and

WHEREAS, Catholic Charities wishes to provide recreational opportunities to the children who reside at PFH; and

WHEREAS, the Library District owns property that is adjacent to PFH ("the Library Property"); and

WHEREAS, the Library District is holding the Library Property for future development, but the Library Property is not presently being used, nor does the Library District have any concrete plans for the Library Property's development.

NOW THEREFORE, the Parties agree to the following terms and conditions:

1. THE LIBRARY PROPERTY. The Library Property is located to the east of South Conklin Road, to the immediate south of PFH. The Library Property is identified as Spokane County tax parcel number 45241.9011. The Library Property is comprised of approximately 100,000 square feet.

2. LICENSE TO USE LIBRARY PROPERTY. The Library District hereby grants Catholic Charities a license to use the Library Property for the construction and maintenance of a park for the residents of PFH.

3. TERM OF MOU & LICENSE. This MOU and the license granted by this MOU shall remain in force and effect until terminated by one of the Parties, pursuant to Paragraph 10, below. The Parties anticipate that this MOU and the license granted by this MOU will remain in force and effect until the Library Property becomes necessary for the Library District's use.

4. PROVISIONS PERTAINING TO THE LICENSE.

A. Catholic Charities shall use the Library Property for the construction and maintenance of a park for the residents of PFH ("PFH Park").

B. PFH Park shall be a private park, available for residents of PFH and their guests, but

not open to the public. Catholic Charities shall post appropriate signage to identify PFH Park as a private park.

C. PFH Park is anticipated to consist of a playground (with playground equipment) and a grass area. PFH Park will occupy only the southern portion of the Library Property. Nonetheless, this MOU and the license granted by this MOU will cover the entirety of the Library Property. The approximate size and location of the PFH Park is delineated in Exhibit A. The final size and design will be determined and mutually agreed to prior to construction of the PFH Park.

D. Upon the termination of this MOU and the license granted by this MOU, Catholic Charities will remove any playground equipment or other property installed upon or left upon the Library Property.

5. CONSIDERATION. The license granted by this MOU is granted without monetary payment. In consideration of the license granted by this MOU, Catholic Charities will provide periodic maintenance for the entire Library Property throughout this MOU's term, which shall include weed control and mowing consistent with the Library Property's condition as a vacant field.

6. NO PARTNERSHIP, JOINT VENTURE, OR AGENCY. The Parties agree and acknowledge that the only legal relationships that exist between them are those provided for by this MOU. The Parties agree that nothing about this MOU or the Parties' relationship is intended to or may be interpreted to create a partnership, joint venture, agency, or other such relationship between Catholic Charities and the Library District and/or any of the Parties' employees or agents. The Parties further agree that nothing about this MOU or the Parties' relationship is intended to or may be interpreted to create any employment or independent contractor relationship between Catholic Charities and the Library District and/or any of the Parties' employees or agents. Neither Party's employees nor agents shall hold themselves out as employees or agents of the other Party. Each Party is responsible for paying all employment, worker's compensation, and other applicable taxes and fees concerning its employees and/or agents, and each Party hereby agrees to indemnify and hold the other Party harmless concerning the same.

7. INSURANCE. Catholic Charities shall maintain in full force and effect, at its own expense, comprehensive general liability insurance (naming the Library District as an additional insured) against claims of bodily injury, death, property damage or personal injury in amounts not less than one million dollars (\$1,000,000 USD).

8. INDEMNITY. Catholic Charities will at all times indemnify and hold the Library District harmless against any and all costs (including reasonable attorneys' fees), actions, claims of liability, demands, liabilities, and damages (collectively "Claims") that may in any manner be imposed on or incurred by the Library District as a consequence of, or arising out of (i) any act, default, or omission by Catholic Charities, any of its employees, any of its agents, or any of its clients; (ii) the use of or infringement of any other person/entity's property; or (iii) the operation of the Library Property.

9. AGAINST ASSIGNMENT. The Parties acknowledges that all benefits afforded by this MOU are personal and specific; the Parties shall not have any right or ability to assign any rights, benefits, or portion thereof under this MOU.

10. TERMINATION. Either Party may terminate this MOU on ninety (90) days' notice to the other Party. The ninety (90) day period provided for by this Paragraph is intended to give Catholic Charities time to remove any equipment or property attached to the Library Property.

11. NOTICES. All notices required by this MOU or reasonably necessary to effectuate this MOU shall be given in writing to the following addresses:

A. All notices to be given to Catholic Charities shall be sent to Rob McCann via US Mail and electronic mail. Electronic mail shall be sent to: rob@cceasternwa.org. US Mail shall be sent to:

Catholic Charities of Eastern Washington
c/o Rob McCann
12 East Fifth Avenue
Spokane, Washington 99202

B. All notices to be given to the Library District shall be sent to _____ via US Mail and electronic mail. Electronic mail shall be sent to: _____. US Mail shall be sent to:

SIGNED, at Spokane, Washington this ____ day
of Month, Year.

CATHOLIC CHARITIES OF SPOKANE

By Robert J. McCann, Ph.D, its President

SIGNED, at Spokane, Washington this ____ day of
Month, Year.

By _____, its _____

EXHIBIT A



TRUSTEE CANDIDATE(S) INTERVIEW PROCESS REVIEW**Background:**

The Spokane County Board of Commissioners makes all final decisions regarding the selection of new Spokane County Library District Trustees. The Commissioners have historically provided District Trustees the opportunity to interview interested candidates and make a recommendation for the Commissioners' consideration.

Based on Trustee availability, the special meeting to conduct interviews has been tentatively scheduled for Monday, December 2, from 4-7 p.m.

The District has been informed by the Commissioners' office that the position will close on Friday, November 15. District staff will provide Trustees with copies of all application materials once they are made available to the District. These applications may not be made available to the District prior to the November 19 Board of Trustees meeting.

Trustees may wish to discuss interview dates and procedures.

Recommended Action: This item is for discussion, with no action required. Trustees may direct staff to facilitate the scheduling of candidate interviews or other tasks related thereto.

Overview Spokane County Library District Mobile App

Public Services Manager Carlie Hoffman and Integrated Library System Administrator Teresa Nelson will provide an overview of the Spokane County Library District Mobile App.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER '19 - JANUARY '20***December 17, 2019: Argonne Library - (4:00 p.m.)***

- 2020 Budget
 - Adopting a 2020 Final Budget (Resolution No. 19-08): Approval Recommendation.
- Award HVAC Maintenance Services Contract: Approval Recommendation.
- 2019 Work Plan—Year in Review
- 2020 Work Plan
- Holiday Refreshments Break
- Board of Trustees Bylaws Review: Approval Recommendation.
- 2020 Meeting Schedule/Locations (Resolution No. 19-09) and Policies Review: Approval Recommendation.
- 2020 Board of Trustees' Officers Election: Action Required.
- Recognition of Retiring Trustee Sonja Carlson (Resolution No. 19-10): Approval Recommendation.

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, December 3, for inclusion in the preliminary agenda to be sent Dec. 4. Meeting packets will be mailed Dec. 11.

January 21, 2020: Argonne Library (location tentative until approved) - (4:00 p.m.)

- Welcome Incoming Trustee (Tentative)
- Public Records Policy: Approval recommendation.
- Overview TBD
- Spotlight The BookEnd

SPECIAL MEETINGS/ACTIVITIES2019

- Nov20 GSI Economic Forecast (7:30-9:30am, Spokane Convention Center)
Dec2 Special Meeting – Trustee Candidate Interviews (4-7pm, Argonne Library)

2020

- Feb5 WLA Library Legislative Day (All day, Olympia, WA)
Oct12 Staff Day (8:30am-5pm, CenterPlace)

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2019

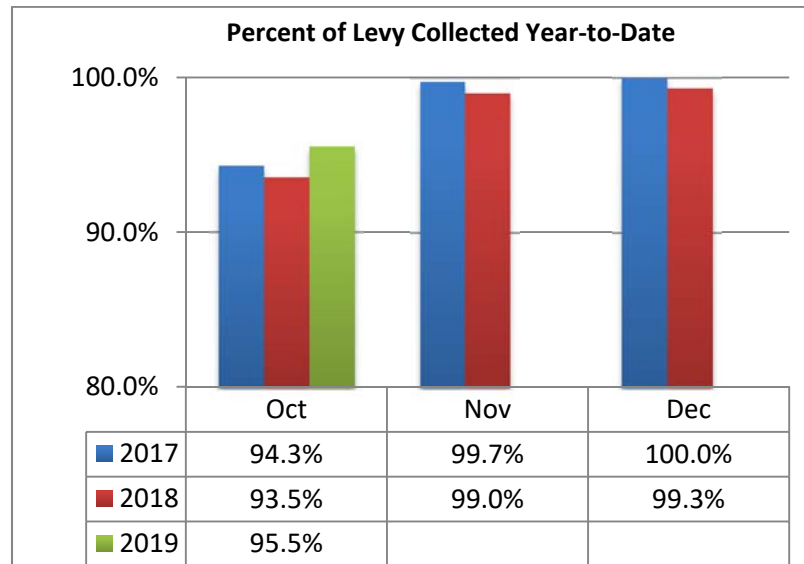
Business Office, Finance and Facilities – Rick Knorr

Finance Report

Included is the District financial report as of October 31, 2019. Total revenues are 97.1% of total budget, which is ahead of schedule. Total expenses, including transfers to the Capital Projects Fund, are 83.4% of budget, which is also on schedule. Further discussion follows.

Revenues

- Total 2019 tax levy collections are 95.5%, which is 2% more than 2018 at this point in time, depicted in the chart below. With only 2 months remaining, it can be expected that collections will remain ahead of expectations and exceed the levy by up to 1%, primarily attributed to catching up with what was not collected in 2018.



- E-rate reimbursements are over budget by a large amount. There are three reasons for this situation, further illustrated by the chart below:
 - The reimbursement for the second half of 2017, budgeted and expected in June of 2018, was over 8 months late and received early in 2019. We did not budget for this revenue for 2019.
 - Our current broadband and internet provider, which began providing internet services to the District in July 2018, and broadband services in July 2019, performs all the billing and collecting of the 80% E-rate reimbursements and invoices the District only for the remaining net amount due. The budget was initially established to match the net payments, yet subsequent information required the District to record the full cost of broadband service and the full value of the E-rate reimbursement separately as revenue.
 - The District purchased E-rate eligible infrastructure network equipment this year, and this reimbursement was also not included in the adopted 2019 revenue budget.

E-Rate Reimbursement		
	Actual Receipts	Budget
BROADBAND / WAN		
2017 July thru Dec	79,840	-
2018: Jan thru Jun	-	
2018: Jul thru Dec	60,855	75,000
2019: Jan thru Jun	67,252	75,000
2019: Jul thru Oct	50,301	-
INTERNET		
2018: All	12,505	-
2019: Jan thru Oct	18,936	-
EQUIPMENT PURCHASES	39,250	-
	328,939	150,000

Expenses

- Total expenses are 83%, including transfers to the Capital Projects Fund, and are closely meeting expectations through 10 months. Salaries and benefits, still two-thirds of total expenses, are also as expected, going into slightly higher costs in the last two months of the year due to extra coverage needed for vacation and holidays.
- Total utilities are 115% of budget, thus needing further explanation in the table below. The actual costs paid for all utility categories shown are as expected, but the budget amounts for broadband and internet services were low for the same reason that E-rate reimbursement were over budget, explained above. Water, sewer, and refuse costs are higher than target due to the concentration of irrigation costs in the summer.

Utilities Expense	YTD		
	Actual	Budget	% used
Broadband / WAN Expense	195,406	121,000	161%
Internet	23,670	6,000	395%
Phone	16,748	23,000	73%
Heat, Lights, Power	121,291	152,000	80%
Water, Sewer, Refuse	47,083	49,000	96%
	404,198	351,000	115%

County Elections Office - Expenses

The amount owed to the Spokane County Elections Office for the cost of the District levy lid lift election was \$107,371. Discussions with Elections Office staff resulted in the following, which compares the cost of the 2015 election with the most recent.

Analysis of District Election Cost		Aug-15	Aug-19
Total Voter-Issue Count		457,027	1,120,442
District Voter Count (SVLCFA in 2015, District Wide in 2019)		74,778	187,767
		16%	17%
Total Reported Cost of the Elections Office for the August primary			
		Aug-15	Aug-19
Direct Costs		234,602	433,005
Indirect Costs		35,498	65,511
Capital Equipment Replacement Costs		-	128,145
Total Report Election Office Costs		270,100	626,661
Actual Invoice Amount		49,283	107,371
District Percentage of the Total Reported Costs		18.2%	17.1%

There were three significant changes from the 2015 election to the 2019 election:

1. Total registered voters, thus ballots mailed, were more than double from the SVLCFA in 2015, to the full Districtwide issue in 2019.
2. Total direct costs were 85% higher in 2019 than in 2015. Most of this would be attributed to the increased number of ballots mailed and issues processed.
3. Total costs in 2019 included equipment replacement costs. Per inquiry, these costs were allocated at 13 cents per registered voter, and represents depreciation on the ballot processing equipment, much of which is fairly new. The Elections Office stated this allocation will remain for all future year elections.

Total Costs of the Election

Along with the costs billed to the District by the Spokane County Elections Office, the total direct costs of the election has been identified and tallied below.

- Information Campaign costs: \$ 28,767
- Legal Fees: \$ 4,331
- Grand Total, including Elections Office costs:\$140,469

Human Resources – Toni Costa

Staff Training:

- Our biggest event in October was Staff Day, with almost all staff in attendance. Every session received high praise from the attendees polled, and overall feedback was positive. Our entertainment portion of the afternoon was a hit – we hope to have Don and Geral-deen back again sometime!
- The Leadership Academy held its third session, focusing on mindset and leadership values.
- A number of webinars and self-paced trainings were added to the learning management system (LMS), for staff to access during their dedicated monthly training time.

Staffing Changes:

The District welcomed four new staff in October, two Systems Administrators in IT, one Technology Assistant at SV and one Public Services Associate at AR. There were two transfers for October, both Public Services Associates: one from SV to AH and one from BE to SV. One employee promoted from Library Supervisor to Librarian in October as well. Two employees separated from service, both Library Pages.

Operations – Doug Stumbough**Conference Report**

This month, as part of the preparation for expanded mobile library services made possible by the successful levy lid lift, Amber Williams, Managing Librarian - Strategic Initiatives, had the opportunity to attend the 2019 Association of Bookmobile and Outreach Services annual conference in Omaha, Nebraska. Her summary of highlights and select key takeaways are below:

The Association of Bookmobile and Outreach Services annual conference was held in Omaha, NE, in October. Overall, it was an amazing conference. Everything I did and learned is immediately applicable to the planning and implementation of a mobile library at SCLD. Some small things, like awnings, are probably not worth the money, and bigger things like how production timelines are being affected by Amazon ordering so many delivery vehicles. Highlights included touring seven vehicles onsite (they're roomier than I thought), meeting with specialty vehicle manufacturers, and connecting with dozens of people working in bookmobiles and learning from their years of experience.

Phishing and Other Cyber Threats

One of the challenges in communicating inside and outside of organizations such as the District these days is the proliferation of emails that initially appear to be from legitimate contacts but are actually attempts to trick staff into revealing passwords or account information, inject malicious code into our network, or even encrypt our data until a ransom is paid.

Mid-sized entities such as hospitals, school districts, town governments, and even library districts have become a more frequent target of such attacks. According to the National Security Agency, the reason for this is because smaller administrations are the least likely to have updated their defenses, provided training, or backed up their data.

Some of the ongoing efforts to protect our network and data from such attacks are included in the IT sections of the monthly Operations Report, but one also worth mentioning is the non-technological aspect – people. Specially, staff who can be one of the main vectors of infiltration if they happen to open fraudulent emails. This can be a challenging trap for most of us as they can often appear to come from a colleague with whom we might be expecting correspondence, contain a brief urgent request, and a link or attachment.

To raise awareness among staff, over the past year our IT department has implemented an informational campaign, along with testing and training to help identify and deal with such attacks. As a result, several attempts have been thwarted by District staff who recognized suspicious emails, did not click on any links or open any attachments, and promptly forwarded the email to IT for investigation. While it is expected that these attempts will only increase in frequency and sophistication, it is through this continued diligence and caution that the District can maintain a healthy and safe network.

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 October 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (71)
 - *One Good Deed* by David Baldacci (50)
 - *The Clockmaker's Daughter: A Novel* by Kate Morton (48)
 - Holds:
 - *A Pilgrimage to Eternity: From Canterbury to Rome in Search of a Faith* by Timothy Egan (58)
 - *The Guardians* by John Grisham (57)
 - *The Butterfly Girl: A Novel* by Rene Denfeld (54)

To ensure that we have a sufficient number of copies to meet the number of holds, we regularly run 'holds ratio reports' to capture this data. Additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing, and adding.

The District received one *Request for Review of Library Materials* form in October regarding a movie in the adult collection. I sent the initial written response within 14 days of receiving the request as required by the Collection Development policy.

Spokane Is Reading Author Events

Spokane Is Reading selected bestselling author Madeline Miller as the 2019 author for its 18th annual community-wide reading event. Ms. Miller was in Spokane on October 24 for two free events to discuss her book *Circe*, a retelling of Homer's classic narrative *The Odyssey* told from the perspective of the witch Circe best known for turning Odysseus's sailors into swine. A total of 447 people attended the two events. The District had many copies of *Circe* in multiple formats, which checked out a total of 1,686 times in the eight-month period the District captured the circulation figures. A nonprofit organization, Spokane Is Reading is sponsored by Spokane County Library District, Spokane Public Library and Auntie's Bookstore, with funding generously provided by each library system's Friends of the Library groups and by Humanities Washington.

COLLECTION MONTHLY REPORT

OCTOBER 2019

	Select Transaction Count		
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	57,310	56,652	1%
Interlibrary Loan Total	10,407	10,134	3%
Overdrive			
Total Checkouts	515,157	436,539	18%
Total Holds	156,657	151,746	3%
hoopla			
Total Checkouts	20,125	28,242	-29%
	Total Items in Collection		
Material Type	YTD 2019	YTD 2018	CHANGE
Print	315,491	313,576	1%
Nonprint	85,506	87,228	-2%
Overdrive	91,139	82,557	10%
Grand Total	492,136	483,361	2%

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:

Standards of Conduct:

- The Leadership Team revised the employee standards of conduct document that is intended to reflect our existing culture of professional behavior so that our staff and customers can enjoy the same level of respect. It covers topics such as customer service expectations, working on a team, and accepting and giving feedback.

Overnight security patrols of North Spokane and Spokane Valley

As discussed at the October Board of Trustees Special Meeting, staff have hired a 3rd-party private security company to perform overnight patrols of North Spokane and Spokane Valley, effective

November 1, 2019. Prior to signing the contract, Leadership Team consulted with the District's insurance carrier and legal counsel, and met with the company.

Board of Trustees Bylaw Revisions

As discussed, revisions to the Board of Trustees bylaws are slated for the December 17, 2019, meeting agenda. District legal counsel has reviewed the bylaws and recommended changes. Two items of note regarding the bylaws:

- The bylaws themselves require that Trustees "receive copies of the proposed change(s) at least one week prior to that meeting." To that end, the revisions will be sent separately in advance of the Board packet to all Trustees, in addition to inclusion in the regular packet.
- As part of the review process, the question of a conflict of interest statement applicable to the Trustees was discussed. Counsel recommends a separate policy rather than inclusion in the bylaws of this statement. The Board has options for how to approach this question, including forming a committee to draft the policy, or directing staff to revise the existing Employee Conduct policy (HR6) to be applicable to Trustees, for review and discussion by the Board at a future date.

Community Engagement

I attended the following community meetings and events:

- Greater Spokane Incorporated's K-12 Roundtable meeting
- Spokane is Reading: planning meetings and two public events

Operations Report October 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarian Danielle Milton and I represented the District at the Access Spokane Job Fair, where we talked with 118 attendees about our open job postings as well as our digital resources for job seekers. Later in the month, Rose Guegel and I attended SCC's fall job fair. We spoke with 54 job seekers.
- Another successful *Shred Day* is in the books, with 161 people availing themselves of this free service at North Spokane and Spokane Valley. DeVries reports that between the two locations, 5.5 tons of paper was dropped off during the three-hour event.
- In support of the Spokane Creators website launch, we offered two professional development workshops for artists this month. *Photographing 3D Artwork* took place in the Studio, and *How to Apply for an Artist Grant* met at the Lab.

Early Learning (Mary Ellen Braks)

- We provided 123 Storytimes to 3604 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 35 Storytimes to 767 children at 17 child care centers.
- We presented a STARS class this month for child care providers called *Get Up and Go: Movement Activities*. We had 30 attend the class.
- This month we partnered with KSPS on a grant that celebrates Sesame Street's 50th Anniversary. The grant was specific to rural communities. We had a Sesame Street Storytime at Cheney, Airway Heights, and Deer Park. Each Storytime featured a Sesame Street story, a visit from a Sesame Street character, and activities.

Education and Enrichment (Gwendolyn Haley)

- 1,565 people participated in library programs this month. Highlights included annual *Slightly Spooky Storytimes*, the *5th Annual Spokane Writers Conference*, and programs for all ages exploring the mysteries of Cryptids with authors David George Gordon and Kelly Milner Halls.
- We are partnering with Evergreen Elementary to provide a *Prime Time Family Reading* program at the North Spokane library
- Librarians and staff visited nine different schools during the month, providing STEM activities, promoting the library, and introducing students to library resources.

Digital Projects and Resources (Carlie Hoffman)

- I conducted user experience sessions with staff to evaluate the new Spokane County Libraries app.
- We are looking for software to manage our Library of Things. This software would allow requests by date. We will begin evaluating and testing products next month.
- An initial draft of the information architecture and site map for the website redesign was created.
- We are trialing Value Line Library, an online version of the print product that reports on investment products.

Information Technology (Patrick Hakes)

- At the end of October, we hired two people to fill our vacant positions: David Vestal joins us and De Griffith returns to the District. Both offer the District great experience that will augment the excellent talent currently on staff.
- Progress continues to be made to decrease the District's potential of being victimized by Ransomware. Part of the steps to protect and mitigate attacks, the District's IT Department worked with an outside consultant to update equipment and services through the E-rate federal program for schools and libraries. The funds are allowing IT to perform and install the following this fall:

- Increased District wide connection from 45-100Mbps to 1,000Mbps, a more than ten-fold speed increase.
- Increased District connectivity to Spokane Valley from 100Mbps to 2,000Mbps.
- Increased District Internet from 1,000Mbps to 5,000Mbps.
- Installed new core switches and access points at Spokane Valley, BookEnd, Otis Orchards, and Moran Prairie.

Library Reports

Airway Heights: Alison Johnson

- Librarian Alison Johnson participated in the Airway Heights Trunk or Treat on Halloween handing out color-changing pencils.
- Customers came to the library for a special Storytime to celebrate Sesame Street's 50th Anniversary. Children enjoyed reading and dancing with the familiar Sesame Street characters.

Argonne: Pat Davis

- Librarian Danielle Milton and I attended the West Valley Kindergarten Center's Literacy Night and connected with 107 parents and children. We also issued 28 new library cards to students.
- Our *Slightly Spooky Celebration* attracted 14 participants who came in costume and enjoyed a scavenger hunt in the library, bean bag toss, and various other activities.

BookEnd: Caitlin Wheeler

- We connected with 1,399 people at the Valley Mall's annual "Mall-o-Ween," and handed out candy and SCLD branded color-changing pencils to approximately 750 children.
- Children loved librarian Cindy Ulrey's *Slightly Spooky Celebration*, especially the book "Don't Touch the Button," in which Cindy gave each child an opportunity to press the "button" and make a silly noise.

Cheney: Catherine Nero Lowry

- The art feature, *The Presidential Collection*, has received rave reviews and inspired conversations.
- Elmo and other characters with Sesame Street's 50th Anniversary Celebration were a huge hit and 93 attended the event.

Deer Park: Kris Barnes

- Our *Slightly Spooky Celebration* was well attended with 39 costumed participants. The spooky spider craft was especially popular. My favorite activity was the spooky scavenger hunt. I enjoyed watching kids and parents work in teams to find all the spooky pictures hidden all over the library. The children appreciated the fact that PSA Mandy and I embraced the event by dressing up as pirates.
- Mandy and I attended the Deer Park Chamber-sponsored Pumpkin Lane event. The amount of children that attended this event was estimated to be between 3,500 and 4,000. The day was cold and windy, the participants were happy and costumed. We handed out about 1,911 pencils and despite being a tad chilly, we thoroughly enjoyed the enthusiasm exhibited by families.

Fairfield: Kristy Bateman

- Librarian Cindy Ulrey dropped off student library cards for 7th and 8th graders at the Liberty School.
- Despite the weather, customers participated in *Slightly Spooky Celebration* with costumes, crafts, and activities.

Medical Lake: Cecelia McMullen

- Librarian Diane Brown guided a roomful of senior citizens to use Libby on their personal devices. This class, inspired by a request from *The Friends of Medical Lake Library*, was attended by participants eager to build digital confidence by learning alongside others.

Moran Prairie: Danielle Marcy

- Librarian Corinne Wilson reported the *Moran Prairie Grange's First Annual Trunk or Treat* had excellent attendance despite freezing temperatures. Kids engaged by playing the giant Snakes and Ladders game.
- Corinne hosted the *Slightly Spooky Celebration* where kids drew chalk pumpkins, families laughed at stories, and kids of all ages enjoyed the scavenger hunt and creating hand monsters. Most

participants tried the Oreo flavor challenge. One preschooler tried a mint Oreo and guessed its flavor was toothpaste.

North Spokane: Brian Vander Veen

- We concluded our final day this year of leading weekly educational activities at the Fairwood Farmers Market as part of Catholic Charities' KERNEL ("Kids Eating Right—Nutrition and Exercise for Life") program. Over the course of the market season this year, we had nearly 3,000 visits from children who received for each activity a \$2 voucher they could spend on fresh produce and plant starters at the farmers market.
- This month, we began *Prime Time Family Reading* for families from Evergreen Elementary. Prime Time is a six-week program for families that combines dinner, stories, and book discussion. Each week, participating families also get to take home books, provided through funding from Humanities Washington, to read together at home.

Otis Orchards: Caitlin Wheeler

- I handed out color-changing pencils and copies of Engage at Otis Orchards Elementary's *Super Family Literacy Night*. We connected with 172 children and parents, all dressed in superhero gear.
- We assisted with National Takeback Day, hosted by the East Valley Community Coalition and S.C.O.P.E. We collected 84.2 pounds of unwanted and expired prescription drugs. Several community members thanked us for the opportunity to dispose of old medications and receive lockboxes for their current medication.
- We have completed our second year of separated *Toddler and Preschool Play and Learn Storytimes*. This month, parents raved about librarian Tammy Henry's clear investment in their toddlers.

Spokane Valley: Aileen Luppert

- October was filled with creatures of all kinds. *Cryptozoology: Magic or Myth?*, a program presented by the always entertaining Kelly Milner Halls, challenged audience members to explore evidence and decide for themselves if Bigfoot and Loch Ness Monster are real. We also brought back last year's popular Halloween Headband Station so kids could adorn themselves as Frankensteins, bats, spiders, or pumpkins.
- 80 middle school students from City School visited the library this month too. They were working on research projects about famous inventors. Librarians Dana Mannino and Danielle Milton demonstrated how to use digital resources for their research and let them loose in the library to find their materials.

Security Incident Reports

For October 2019, there were 39 Security Incident reports filed, 15 more than last month (24) and 15 more than October 2018 (24). Spokane Valley had the most incidents reported with 21. The most frequently reported incidents related to General Code of Conduct violations (13). To further put all of these numbers in perspective, the total door count District-wide in October 2019 was 101,529.

Public Use Measures

October 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,939	113,329		-1%
Door count	101,529	114,912	1,028,151	-12%
Items Borrowed	222,646	223,016	2,245,544	0%
• Airway Heights	6,184	6,002	53,224	-7.93%
• Argonne	11,876	11,963	122,355	-6.02%
• Cheney	13,077	12,454	127,098	-4.95%
• Deer Park	12,512	13,224	126,032	-6.62%
• Fairfield	1,112	1,530	11,627	-15.45%
• Medical Lake	3,976	4,362	42,082	-10.31%
• Moran Prairie	18,059	15,827	171,474	0.33%
• North Spokane	43,253	46,408	452,448	-6.38%

• Otis Orchards	5,733	5,937	53,011	-10.20%
• Spokane Valley	46,524	48,899	481,940	-3.15%
• The BookEnd	3,732	3,325	37,923	16.68%
• Digital	53,099	47,287	535,622	15%
Programs				
• Number	323	297	3,133	8%
• Attendance	11,271	8,759	80,034	10%
Internet Station Use (%)	44.2%	51.0%	46.7%	
Meeting room bookings	569	560	5,533	15%
Digital Resource Use	79,973	47,176	866,416	3%

Public Use Measure Definitions

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

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

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

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

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

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

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

Communication & Development Report October 2019

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

News Coverage

- October 1 – *Kids Newspaper* – The mysteries of cryptids!
- October 1 – *Kids Newspaper* – Slightly Spooky Fun at the library
- October 1 – *The Current* – Citizen of the Month: Aileen Luppert
- October 1 – *The Current* – Valley planning, development, infrastructure are focus of library program
- October 1 – *The Current* – Learning Circles bring a new way of learning
- October 1 – *The Current* – Spokane Writers Conference
- October 1 – *KXLY* – New opportunities for local artists through Spokane County libraries
- October 3 – *Cheney Free Press* – Discover Bigfoot, Yeti, Loch Ness Monster
- October 6 – *The Spokesman-Review* – Week Ahead: How to Write a Business Plan
- October 6 – *The Spokesman-Review* – Week Ahead: Retirement Income Planning
- October 6 – *The Spokesman-Review* – Week Ahead: Social Media Basics for Business
- October 6 – *KXLY* – NYT bestselling author visits Spokane to present “Circe”
- October 7 – *Spokane Public Radio* – Spokane Valley Council Candidate Tim Hattenburg
- October 9 – *Health & Home* – Reading with kids may be just about the best thing you can do
- October 11 – *Spokane Valley News Herald* – Plenty on the page: Spokane Valley Library Book Sale
- October 14 – *KXLY* – All Spokane county libraries closed Monday
- October 18 – *UW Information School* – Read-a-Rama branches out to Spokane Library
- October 18 – *The Spokesman-Review* – Markle’s example: New parents, it’s OK to not be OK
- October 22 – *The Spokesman-Review* – 4 for 4: Getting to know Spokane Valley City Council candidate Tim Hattenburg
- October 23 – *Deer Park Tribune* – Library district has board opening
- October 24 – *Cheney Free Press* – Cheney Library Storytime
- October 24 – *American Libraries* – How states are performing on library measures
- October 24 – *The Spokesman-Review* – Slightly Spooky Storytime
- October 25 – *Spokane Valley News Herald* – Workshops at libraries help with Medicare open enrollment
- October 31 – *The Spokesman-Review* – Cryptid Trivia caps lively session at library
- October 31 – *The Inlander* – Hanford in Spokane

The Spokesman-Review - 10/25/2019 - Copy Reduced to 94% from original to fit better page(s)

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CRYPTID TRIVIA CAPS LIVELY SESSION AT LIBRARY



Nine-year-old Jordan Warner wears a mask from a 1987 episode of "Star Trek" during a cryptid-themed presentation at the Spokane Valley Library on Oct. 25.

Creatures and curiosity

By Cindy Neal
newspaper reporter

A recent opening of *Star Trek* at the Spokane Valley Library last week has been followed by a new book series called *Cryptid Trivia*. The series is a collection of books about mythical creatures from the Black Lagoon and Gory, from "Star Trek" to "Star Wars".

Admittedly, *Star Trek* was in a car, and the *Cryptid Trivia* series was a book series that the crowd of children and adults gathered for. Early on, the author, who is a reality of mythical creatures, is at least to consider the possibility that creatures like the Loch Ness Monster might exist.

When a college student named Miller, who had a new book out this fall, Spokane County Library District Librarian Alison Johnson knew she wanted to host a program featuring the series. Johnson said, "I know the kids would be fascinated." It doesn't get more historical than *Cryptid Trivia: A Field Guide* by Miller.

"The books explain things that I was never shown as a kid or thought I was wrong about," Miller said. "I was a big fan of *Star Trek* and *Star Wars*. Right now, with my dad, and when I asked him if they were real, he said, 'I don't know.'"

See CREATURES, 6

If you go
CRYPTID TRIVIA: MYSTIC OR MYTH?
Author Kelly Miller will present her new book on mythical creatures at area libraries.

- Saturday, 8 a.m. to 1 p.m., Fairfield
- Tuesday, 4 p.m. to 6 p.m., Spokane
- Nov. 2, 2 p.m. to 4 p.m., North Spokane
- Nov. 3, 2 p.m. to 4 p.m., Deer Park
- Nov. 5, 2 p.m. to 4 p.m., Oroville
- Nov. 14, 4 p.m. to 6 p.m., Cheney
- Nov. 20, 2 p.m. to 4 p.m., Priest Rapids
- Nov. 25, 2 p.m. to 4 p.m., Post Falls

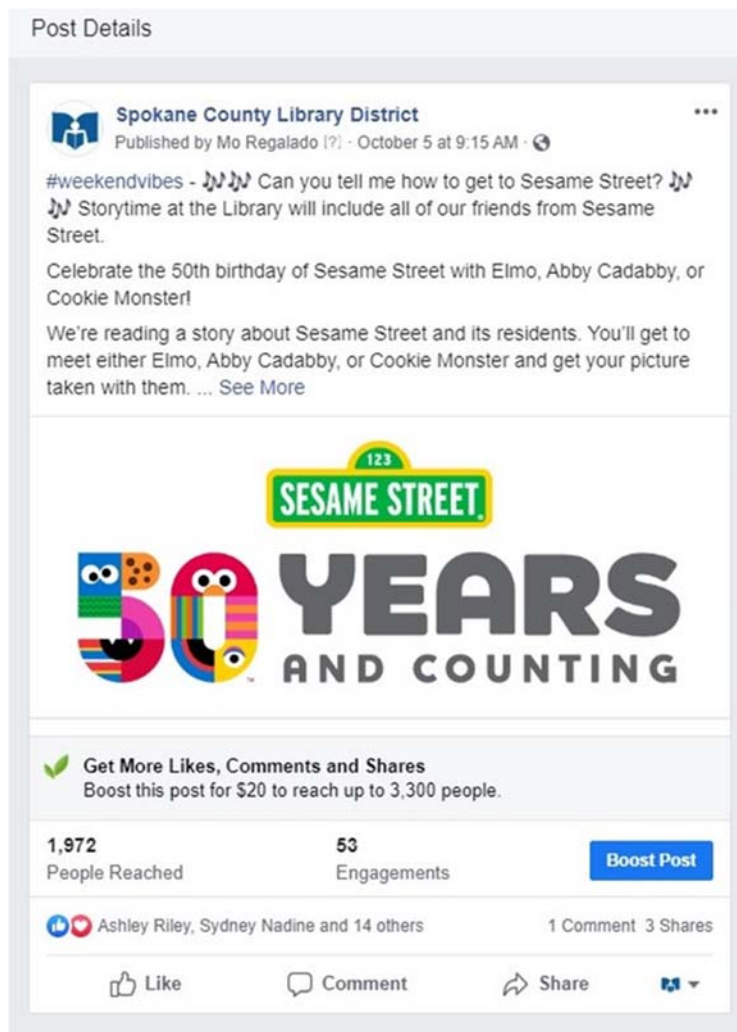
Information: 509.339.2222

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Highlights from the Development Department

- 1) Attention was given to the initial steps in setting up a foundation to support the Library District. Interaction with potential board members and the drafting of potential foundational documents were of primary focus.
- 2) Next steps were communicated to library supervisors, managing librarians, and respective Friends groups in regard to District expectations for Friends of the Library groups moving forward.
- 3) In conjunction with leadership, a Friends Handbook, Memorandum of Understanding, and Friends of the Library Organization Recognition Form were drafted and are in the editing phase.

E-Marketing (Website, Social Media, Email)



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Ten Months Ended October 31, 2019**

			Target 83.3%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 11,530,015	\$ 11,942,000	96.55%	\$ 411,985
CONTRACT CITIES - AIRWAY HEIGHTS	197,621	261,000	75.72%	63,379
CONTRACT CITIES - SPOKANE	41,374	80,000	51.72%	38,626
FINES & FEES	137,828	171,500	80.37%	33,673
GRANTS & DONATIONS	43,756	33,000	132.59%	(10,756)
E-RATE REIMBURSEMENTS	328,939	150,000	219.29%	(178,939)
LEASEHOLD & TIMBER TAX, REBATES, OTH	47,734	22,000	216.97%	(25,734)
INTEREST REVENUES	69,209	107,000	64.68%	37,791
TOTAL REVENUES	\$ 12,396,476	\$ 12,766,500	97.10%	\$ 370,024
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,396,476	\$ 12,766,500	97.10%	\$ 370,024
EXPENSES				
SALARIES	\$ 5,267,609	\$ 6,422,000	82.02%	\$ 1,154,391
FRINGE BENEFITS	1,885,390	2,323,300	81.15%	437,910
SUPPLIES	126,983	150,200	84.54%	23,217
UTILITIES	404,197	351,000	115.16%	(53,197)
SERVICES	1,259,793	1,435,700	87.75%	175,907
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	100,180	161,000	62.22%	60,820
LIBRARY MATERIALS	1,296,626	1,512,600	85.72%	215,974
ELECTRONIC LIBRARY MATERIALS	129,448	205,000	63.15%	75,552
LIBRARY PROGRAMS	84,713	89,700	94.44%	4,987
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 10,615,034	\$ 12,766,500	83.15%	\$ 2,151,466
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,815,034	\$ 12,966,500	83.41%	\$ 2,151,466
Net Excess of Revenues Over/(Under) Expenses	\$ 1,581,442	\$ (200,000)		
BEGINNING CASH	5,032,133			
NET FROM ABOVE	1,581,442			
ENDING CASH	\$ 6,613,575			

Number of months cash on hand 6.2

Spotlight Argonne Library

Library Supervisor Pat Davis and Librarian Danielle Milton will share recent highlights of Argonne Library and the community it serves.

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