MISSION
Providing resources, experiences, and places that empower people to learn, explore and succeed.

Board of Trustees Regular Meeting
February 18, 2020   4:00 p.m.   North Spokane Library Public Meeting Room

AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. ACTION ITEMS
A. Approval of January 21, 2020, Regular Meeting Minutes [4:00-4:02]
B. Approval of January 2020 Payment Vouchers [4:02-4:05]
C. Unfinished Business
   None.
D. New Business [4:05-4:35]

IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:35-4:40]
A. Future Board Meeting Agenda Items

V. REPORTS
A. Trustees [4:40-4:45]
B. Executive Director [4:45-4:50]
   • Administrative
   • Community Activities
C. Operations [4:50-4:55]
D. Communication & Development [4:55-5:00]
E. Fiscal [5:00-5:05]
F. Spotlight North Spokane Library [5:05-5:15]

VI. PUBLIC COMMENT

VII. ADJOURNMENT

[Estimated meeting length: One hour and 15 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.

2/18/2020
The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, January 21, 2020.

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

Excused: Kristin Thompson - Trustee

Also Present: Jennie Anderson, Library Supervisor; Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Stacey Goddard, Public Services Manager; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; 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 4:00 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 Dec. 17, 2019, Regular Meeting Minutes (Item III.A.)

Mr. Craig called for corrections to the December 17, 2019, regular meeting minutes. The minutes stand approved as corrected.

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

Mr. Teterud moved and Mr. Johnson seconded approval of the December 2019 bill payment vouchers as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Voucher/Payroll Numbers</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. L01</td>
<td>56671-56828 and W00752-W00761</td>
<td>$727,930.56</td>
<td>$727,930.56</td>
</tr>
<tr>
<td></td>
<td>12102019PR and 12232019PR</td>
<td>$391,894.24</td>
<td>$391,894.24</td>
</tr>
<tr>
<td>L01</td>
<td>Total</td>
<td></td>
<td>$1,119,824.80</td>
</tr>
</tbody>
</table>

There was no further discussion.

The motion was approved.
Unfinished Business
None
(Item III.C.1)

New Business
Welcome Incoming Trustee
WELCOME INCOMING TRUSTEE. Mr. Craig welcomed Ami Calvert to her first meeting and start of a five-year term on the Board of Trustees. Members of the Board of Trustees, District Leadership Team and staff introduced themselves and welcomed Ms. Calvert. In response, Ms. Calvert said she was glad for her appointment. There was no further discussion.

Liberty Lake TIF
LIBERTY LAKE TIF DISCUSSION: POTENTIAL AMENDMENT TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA. Mr. Roewe reiterated that he and Mr. Knorr attended a meeting on December 20, 2019, with representatives from Spokane County, city of Liberty Lake, and the Spokane Valley Fire Department, regarding a potential extension of the Liberty Lake TIF agreement for the purpose of funding additional infrastructure improvements. Via PowerPoint, Messrs. Roewe and Knorr provided an overview of TIFs in general, as well as specific details and the financial impact of the Liberty Lake TIF, of which the District became a participant in 2005. The original duration of the TIF was 15 years. It was scheduled to expire on December 31, 2020. Regarding next steps, Mr. Roewe said more information would be shared as terms of the amendment are finalized by Spokane County, and then the Board of Trustees would need to pass a resolution to approve the TIF extension. He also noted representatives of the city of Liberty Lake expressed willingness to attend a future board meeting to present more information to trustees. By consensus, trustees asked that the City be invited to present at a future meeting. In response to Mr. Craig’s query, Mr. Roewe said the purpose of the planned extension was to complete the Henry Road overpass, which is part of the Harvard bridge revision improvement project. Mr. Craig expressed concern about future annexation, to which Mr. Roewe said annexation is always a possibility, though not imminent. Mr. Roewe stated that no board action was required until the County completes the documents for the extension and follows up with the District. At that point, Mr. Roewe would contact the city of Liberty Lake regarding a presentation. There was no further discussion.

Friends of the Library Policy
FRIENDS OF THE LIBRARY POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the Friends of the Library policy, as revised. Ms. Baker said the policy was updated to reflect changes and establish criteria for Friends of the Library organizations since dissolution of the District Friends in 2019. Mr. Roewe noted that use of a Memorandum of Understanding will formalize the status of each organization.

There was no further discussion.

The motion was approved.
Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for February at North Spokane Library will include review of the Facility Use for Political Purposes and Public Records policies, overview of the Open Public Meetings Act, and a spotlight on North Spokane Library. There was no further discussion.

There were no reports.

The Executive Director’s written report for December 2019 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Discussion ensued among Trustees and staff regarding an update provided by Mr. Roewe in his monthly report on a future conflict of interest statement for the Board of Trustees. By consensus it was determined a statement acknowledging RCW 42.23 Code of Ethics for Municipal Officers—Contract Interests will be included in a future Personnel Policy update. In response to Mr. Craig’s request, Mr. Roewe will provide a comparison of the policies created for staff and the Board. On an unrelated topic regarding camping on public property, Mr. Roewe responded to a previous question asked by Mr. Teterud earlier this month by email. He stated that local jurisdictions have laws in place that prohibit camping on public property. Mr. Johnson expressed appreciation for the customer Positive Interactions report provided by Operations Director Doug Stumbough in the monthly report. There was no further discussion.

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

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

Revenue and Expenditure Statement through December 31, 2019.

<table>
<thead>
<tr>
<th>Fund 001</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$ 12,314,623</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 12,459,612</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$ 5,034,633</td>
</tr>
<tr>
<td>Fund Budget Expended</td>
<td>100.23%</td>
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</tbody>
</table>

Mr. Knorr said he expects to have final budget figures for 2019 to report at the February meeting. In response to Ms. Calvert’s query about the SCLD app, Mr. Stumbough said it was launched two months ago and has been fairly well-received. There was no further discussion.
Public Comment
(Item VI.)

There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 4:38 p.m. The next Board Meeting is scheduled for Tuesday, February 18, 2020, at 4:00 p.m., in the public meeting room at North Spokane Library.

________________________________________
John Craig, Chair

________________________________________
Patrick Roewe, Secretary to the Board of Trustees
## PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.160 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 January 31, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $1,239,355.74 for the general fund and $0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

<table>
<thead>
<tr>
<th>VOUCHER NUMBER</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>VOUCHER AMOUNT</th>
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<td>056829</td>
<td>VOID CHECK</td>
<td>VOID CHECK</td>
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<td>056830</td>
<td>ALLIED FIRE &amp; SECURITY BY VYANET</td>
<td>QUARTERLY ALARM MONITORING</td>
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<td>ASSOC. OF WASHINGTON CITIES</td>
<td>ANNUAL ASSESSMENT FEES AND DUES</td>
<td>7,508.74</td>
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<td>056832</td>
<td>CAVENDISH SQUARE</td>
<td>LIBRARY MATERIALS</td>
<td>711.72</td>
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<td>CONSOLIDATED IRRIGATION DIST19</td>
<td>WATER - OTIS ORCHARDS</td>
<td>22.00</td>
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<td>056834</td>
<td>CITY OF AIRWAY HEIGHTS</td>
<td>WATER &amp; SEWER - AIRWAY HEIGHTS</td>
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<td>CITY OF CHENEY</td>
<td>WATER, SEWER, ELECT - CHENEY</td>
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<td>CITY OF DEER PARK</td>
<td>WATER &amp; SEWER - DEER PARK</td>
<td>76.24</td>
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<td>CULLIGAN SPOKANE WA</td>
<td>BOTTLED WATER SERVICE - CH</td>
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<td>056838</td>
<td>DEVICES INFORMATION MGMT</td>
<td>MONTHLY COURIER SERVICE</td>
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<td>EMPIRE DISPOSAL INC</td>
<td>MONTHLY SOLID WASTE - FAIRFIELD</td>
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<td>EXCELLENCE IN ENTERTAINMENT</td>
<td>LIBRARY PROGRAMS</td>
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<td>FATREAM, LLC</td>
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<td>BUILDING REPAIR &amp; MAINTENANCE</td>
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<td>HILLSBORO BROOKWOOD LIBRARY - ILL</td>
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<td>OVERDRIVE, INC.</td>
<td>LIBRARY MATERIALS - e-Books</td>
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<td>PRONUNCIATOR LLC</td>
<td>ELECTRONIC LIBRARY SERVICES</td>
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<td>056856</td>
<td>MICHAEL ROSS</td>
<td>TRAVEL REIMBURSEMENT FOR CANDIDATE</td>
<td>318.00</td>
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<td>056857</td>
<td>SMSU MCFARLAND LIBRARY-ILL</td>
<td>INTERLIBRARY LOAN FEES</td>
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<td>LIBRARY PROGRAMS - SYMPHONY PASSES</td>
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<td>TOWN OF FAIRFIELD</td>
<td>WATER, SEWER - FAIRFIELD</td>
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<td>MONTHLY CELL PHONES (20)</td>
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<td>WHITWORTH WATER DISTRICT</td>
<td>WATER - NORTH SPOKANE</td>
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<td>MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC</td>
<td>530.58</td>
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<td>MONTHLY CUSTODIAL SERVICES</td>
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<td>MEDICAL, DENTAL, VISION &amp; LIFE INS.</td>
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<td>BERNARDO WILLS ARCHITECTS, PC</td>
<td>ARCHITECTURAL DRAWINGS NS RESTROOM REMODEL</td>
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<td>BOOKJUST</td>
<td>LIBRARY MATERIALS</td>
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<td>CENTURYLINK</td>
<td>ANALOG TELEPHONE LINE SV ELEVATOR</td>
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<td>THE CHILD'S WORLD, INC.</td>
<td>LIBRARY MATERIALS</td>
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<td>COLE INFORMATION</td>
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<td>DUES AND MEMBERSHIPS</td>
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<td>Description</td>
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<td>H S A CONTRIBUTIONS</td>
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<td>ICMA EMPLOYEE 457 CONTRIBUTIONS</td>
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<td><strong>Total Non-Payroll General Operating Fund</strong></td>
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<td>PAYROLL VOUCHERS</td>
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<td><strong>Total Payroll General Operating Fund</strong></td>
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<td><strong>TOTAL GENERAL OPERATING FUND</strong></td>
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<td>Card Category</td>
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<tr>
<td>---------------------------------</td>
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<tr>
<td>General Purchases</td>
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<td>Travel</td>
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<td>Information Technology</td>
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<td><strong>General Fund Purchases</strong></td>
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**Top Individual Charge**

- UPLIFT DESK - STANDING DESK FOR COMMUNICATIONS 792.79
- OVERSTOCK.COM - 8 LAPTOP BAR STOOLS FOR NS 696.87
- TIRE RAMA - BRAKES AND FUEL FILTER ON F250 599.43
- MAILCHIMP - EMAIL BLAST TO CARD HOLDERS 587.08
- SPICEWORKS - SOFTWARE SUPPORT/RENEWAL 495.00
FACILITY USE FOR POLITICAL PURPOSES

BACKGROUND:
The purpose of this policy is to define the extent to which Spokane County Library District (District) facilities may be used for political purposes.

The primary purpose of the revisions was to improve the organization of the policy and to update the standard boilerplate regarding procedures and appeals to the most recent version.

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

Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve the revised Facility Use for Political Purposes policy.
SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: FACILITY USE FOR POLITICAL PURPOSES
Approval Date: April 15, 2003
Revision Date: February 20, 2018

RELATED POLICIES:
Code of Conduct
Library Meeting Room Use
Bulletin Boards and Community Interest Publications

STATUTORY REFERENCES:
RCW 29A.84.510
RCW 42.17A.555
WAC 390-05-271
WAC 434-250-100
WAC 434-250-105

Purpose:
To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. The District provides a welcoming environment that encourages all members of the public to use its facilities, services and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve. This policy recognizes that some portions of library grounds may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public’s use of the library.

Background:
The District encourages all members of the public to use its facilities, services and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.
District libraries may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

**General Policy:**

It is the District policy to allow use of designated parts of its facilities and premises for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political or partisan purposes, subject to the District’s Library Meeting Room Use Policy.

The District allows petition signature gatherers and electioneers outside on library premises as long as they do not interfere with the public’s access to, entry into, or exit from the building. In addition, petition signature gathering and electioneering activities:

- May be outside the library building only, and may not be in the foyer, lobby or interior of the facility, except as allowed by the District’s Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the library building.
- Are not permitted within twenty-five feet of a ballot deposit box on library premises during an election voting period.
- Are not permitted anywhere on election days at libraries designated as voter service centers.

The District’s Code of Conduct policy applies to any and all activities occurring anywhere on District grounds.

The provision of District premises for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and organizations using the space.

District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

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 Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action and/or decision may be made in writing to the Board of Trustees. The District will make a good faith effort to implement this policy in a fair and consistent manner.
POLICY: FACILITY USE FOR POLITICAL PURPOSES
Approval Date: April 15, 2003
Revision Date: February 18, 2020

RELATED POLICIES:
Code of Conduct
Library Meeting Room Use
Bulletin Boards and Community Interest Publications

STATUTORY REFERENCES:
RCW 29A.84.510
RCW 42.17A.555
WAC 390-05-271
WAC 434-250-100
WAC 434-250-105

Purpose:
To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. This policy recognizes that some portions of library grounds may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public’s use of the library.

Background:
The District encourages all members of the public to use its facilities, services and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District libraries may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.
General Policy:

The District allows use of designated parts of its facilities and premises for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District’s Library Meeting Room Use Policy.

The District allows petition signature gatherers and electioneers outside on library premises as long as they do not interfere with the public’s access to, entry into, or exit from the building. In addition, petition signature gathering and electioneering activities:

- May be outside the library building only, and may not be in the foyer, lobby or interior of the facility, except as allowed by the District’s Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the library building.
- Are not permitted within twenty-five feet of a ballot deposit box on library premises during an election voting period.
- Are not permitted anywhere on election days at libraries designated as voter service centers.

The District’s Code of Conduct policy applies to any and all activities occurring anywhere on District grounds.

The provision of District premises for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and organizations using the space.

District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

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.
PUBLIC RECORDS – RESOLUTION NO. 20-01

BACKGROUND:
The purpose of this policy is to articulate Spokane County Library District compliance with Washington state’s Public Records Act, RCW 42.56.

The Public Records Act is a complex and multifaceted part of state law. In recognition of that complexity, this policy has undergone a complete rewrite by Attorney Thad O’Sullivan of Witherspoon Brajcich McPhee, PLLC, legal counsel for the District. The revised policy addresses key elements of the District’s compliance with state law in a manner that is accessible to the public via the published policy.

The revised policy includes a non-exhaustive list of records that are exempt from public inspection and copying as per cited RCW (Item 6 in the policy).

It also adopts a fee schedule (Exhibit A) for copies of public records that is consistent with the statutory amounts established by state law, RCW 42.56.120. This fee schedule would apply to all requests that include providing copies of public records. There is no fee to locate or inspect public records, as per the RCW.

This policy is adopted via a resolution so that, in compliance with RCW 42.56.070(4)(a) and WAC 44-14-03003, the District has issued a formal order (resolution) specifying the reasons why maintaining a records index would unduly burden or interfere with agency operations (Item 3.b. in the policy).

Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Following are an unaltered copy of the current policy, as well as a copy of the recommended policy that would be effective upon approval of the resolution.

Recommended Action: Board motion to adopt Resolution 20-01, approving the revised Public Records policy.
SPOKANE COUNTY LIBRARY DISTRICT

POLICY: PUBLIC RECORDS
APPROVAL DATE: July 15, 2008
REVISION DATE: January 16, 2018

RELATED POLICIES:
Confidentiality of Library Records

STATUTORY REFERENCES: RCW 42.56; WAC 44-14

Purpose
To affirm Spokane County Library District's commitment to making public information available upon request as determined by law, while maintaining confidentiality of customer records.

Background
Spokane County Library District (District) follows the requirements of the Washington State Public Records Act.

General Policy
The public may request access to District records in accordance with state law. Records pertaining to confidential customer records are exempt by law and shall not be made available (RCW 42.56.310). The Public Records Act Model Rules shall serve as the basis for how the District responds to public records requests. The Executive Director shall designate a Public Records Officer to review requests.

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

The District will make a good faith effort to implement this policy in a fair and consistent manner.
RESOLUTION NO. 20-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING AND ADOPTING RULES GOVERNING PUBLIC INSPECTION AND COPYING OF THE PUBLIC RECORDS; 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 library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the Legislature updated the Public Disclosure Act (Chap. 42.17 RCW) and re-codified it under Chapter 42.56 RCW, the Public Records Act;

WHEREAS, RCW 42.56.580 directs the District to identify its Public Records Officer; and

WHEREAS, the Board of Trustees of Spokane County Library District ("Board") desires to adopt rules for public inspection and copying of District public records in order to comply with the Public Records Act;

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

Section 1:  APPROVAL AND ADOPTION OF PUBLIC RECORDS ACT POLICY

The Board hereby approves and adopts the District’s “Public Records Act policy,” a copy of which is attached hereto as Attachment A and incorporated herein by this reference.

Section 2:   SEVERABILITY

If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.
Section 3: REPEALER

All ordinances and resolutions, laws, regulations, guidelines, or policies, or parts thereof relating to public records procedures or otherwise in conflict with this Resolution are, to the extent of said conflict, hereby repealed and superseded to be in accordance with the provisions of this Resolution.

Section 4: 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 18th day of February 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Attachments:
Attachment “A”- Public Records Act Policy
ATTACHMENT A
Public Records Act Policy

AUTHORITY AND PURPOSE.

a. Public Records Act. The Public Records Act, Chapter 42.56 RCW ("Act") requires the Spokane County Library District ("District") to make identifiable, non-exempt, public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.

b. Purpose of Rules. The purpose of these Rules is to establish the procedures the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requesters and District staff that are designed to assist members of the public in obtaining such access.

c. Full Access. The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

CONTACT INFORMATION - PUBLIC RECORDS OFFICER.

a. District Administrative Offices. The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.

b. Public Records Officer. The District has designated the Executive Assistant as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Spokane County Library District
Public Records Officer
4322 N Argonne Road
Spokane, WA 99212
Phone: 509.893.8200/Fax: 509.893.8472
publicrecords@scld.org

c. Duties and designee. The Public Records Officer shall oversee compliance with the Act, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.
AVAILABILITY OF PUBLIC RECORDS.

a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.

b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities.

c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.

d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

Any person wishing to inspect or copy public records of the District shall make the request in writing on the District’s request form, or by letter, fax, or e-mail addressed to the Public Records Officer that includes the following information:

1. The date and time of the request;
2. Name, mailing address, telephone number, and email address of the requester;
3. Identification of the public records requested adequate for the Public Records Officer to locate the records; and
4. Whether the requester is seeking to inspect the record(s) or if copies are being requested.

e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

f. **Request for copies.** If the requester wishes to have copies made of the records instead of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.
g. **Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.

h. **Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requester if they intend to use the records for a commercial purpose. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8).

**PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL.**

a. **Providing access and assistance.** These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the District, provide fullest assistance to requesters, and provide the most timely possible action on public records requests. All assistance necessary to help requesters locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.

b. **Order of processing requests.** The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.

c. **Acknowledging and fulfilling requests.** Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

   (1) Provide the records available for inspection or copying;
   (2) Provide an internet address and link on the District’s website to the specific records requested;
   (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
   (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
   (5) Deny the request.

d. **Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify the request, the District need not respond to it.
e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.

f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.

g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.

h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.

i. **Consequence of failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District’s notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.

j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.

k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or
more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for the remaining records and close the request.

l. Completion of search. When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

m. Closing request. When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request.

n. Later discovered records. If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.

o. Consequence of disclosing record in error. The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.

p. No duty to create records. The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

q. No duty to supplement responses. The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

PROCESSING OF PUBLIC RECORDS REQUESTS—ELECTRONIC RECORDS.

a. Processing electronic records. The process for requesting electronic public records is the same as for requesting paper public records.

b. Format. When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available. The District has no duty to scan paper copies of records into electronic
documents. If the District elects to do so, however, it may charge the requester according to the fee schedule set forth in Exhibit A.

EXEMPTIONS FROM DISCLOSURE - EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES.

The Act provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requesters should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

1. Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.

2. Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.

3. Library records: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.

4. Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.

5. Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.

6. Preliminary drafts, notes, recommendations, and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.
(7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.

(8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.

(9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).

(10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.


Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). A current list of other statutes that prohibit or exempt disclosure is incorporated into this policy as Exhibit B and may be updated occasionally. The District’s failure to list all possible bases for exemption in Exhibit B shall not affect the District’s ability to rely on such an exemption.

**COSTS OF PROVIDING COPIES OF PUBLIC RECORDS.**

- **Location/Inspection of records.** There is no fee to locate or inspect public records.

- **Fees; Statutory Limits.** The District finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: (1) quantifying certain necessary resources (ink, electricity, “wear and tear” on equipment) is inherently difficult; (2) funds were not allocated for performing a study to calculate actual costs, and the District’s established priorities do not include funding for this particular effort; (3) staff resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

The fees for copies of public records are as stated in the District’s current fee schedule attached hereto as Exhibit A. Fees are consistent with the statutory amounts established by state law. RCW 42.56.120. The District may also charge for the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges.

- **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication.
If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.

d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.

e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.

f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar ($1.00) may be applied to cover the additional expense and time required for certification.

g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

**RETENTION OF RECORDS.**

The District shall retain its records in accordance with retention schedules approved by the state Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending.

**REVIEW OF DENIALS OF PUBLIC RECORDS.**

a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.

b. **District response to petition.** The Public Records Officer shall promptly provide the petition and any other relevant information to the District’s attorney. The District’s attorney shall promptly consider the petition and provide the requester a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District’s attorney and the requester.

c. **Judicial review.** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.
EXHIBIT A
PUBLIC RECORDS FEES – See RCW 42.56.120

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<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records</td>
<td>$0.15 per page</td>
</tr>
<tr>
<td>Public records scanned into electronic format or for the use of District equipment to scan</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery</td>
<td>$0.05 per every four electronic files</td>
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<tr>
<td>Electronic transmission of public records</td>
<td>$0.10 per gigabyte</td>
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<tr>
<td>Digital storage media or device provided by District</td>
<td>Actual cost</td>
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<tr>
<td>RCW Code</td>
<td>Description</td>
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<tr>
<td>2.64.111</td>
<td>Judicial conduct commission investigations of judges and initial proceedings</td>
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<tr>
<td>4.24.550</td>
<td>Information on sex offenders</td>
</tr>
<tr>
<td>4.24.601</td>
<td>Trade secrets and confidential research, development or commercial information re products or business methods</td>
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<td>5.60.060</td>
<td>Privileged communications</td>
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<td>5.60.070</td>
<td>Mediation records</td>
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<td>7.16.140</td>
<td>Victims’ compensation claims</td>
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<td>7.69A.030</td>
<td>Name, address and photograph of child victim or child witness</td>
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<td>7.69A.050</td>
<td>Child victims and witnesses of certain crimes – protection of address</td>
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<td>7.75.050</td>
<td>Records of Dispute Resolution Centers</td>
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<td>9.02.100</td>
<td>Reproductive privacy</td>
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<tr>
<td>9.41.097</td>
<td>Mental health information re persons buying pistols or applying for CPLs</td>
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<tr>
<td>9.41.129</td>
<td>Concealed pistol license applications</td>
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<td>9.73.230</td>
<td>Name of confidential informants in written report on wire tapping</td>
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<tr>
<td>9.51.050</td>
<td>Disclosing transaction of grand jury</td>
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PERSONNEL POLICY

BACKGROUND:
Policy HR05 – Leave sets forth the District’s rules for the accrual and use of District leave and the application of state and federal leave laws. For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District’s legal counsel. Human Resources Director Toni Costa will be available to answer any questions.

Key Revisions
- Opening statement: Revised to remove blanket statement regarding eligibility for leave; moves eligibility statement to beginning of each section. With the Washington Family Care Act, the expansion of sick leave rules and the implementation of Washington Paid Family & Medical Leave, this change provides more clarity.
- Section 5.02: Separates Unpaid Holidays for Reasons of Faith or Conscience from Section 5.01, as a state-mandated provision, rather than District.
- Section 5.04:
  - Adds two (2) reasons for the use of sick leave, per RCW 49.12.265-295 Washington Family Care Act.
  - Clarifies payment of sick leave upon separation from the District.
  - Adds language regarding reinstatement of any remaining sick leave balance if an employee returns to the District less than 12 months following separation, per RCW cited above.
- Section 5.05 Shared Leave:
  - Adds provision that an employee cannot be receiving state Paid Family & Medical Leave benefits at the same time as this leave, and the consequences of such.
  - Reduces the calendar year maximum for receipt of this leave from 480 to 240.
- Section 5.09 Leave without Pay:
  - Moved section higher in policy to group it with other District-governed leave and to make it easier to locate.
  - Adds language for compliance with state Paid Family & Medical Leave regarding when an employee must use all other leave before taking this type of leave, and if benefits would be continued during Leave without Pay.
- Section 5.10 Washington State Military Leave: This section was removed, as this RCW had a sunset date of December 31, 2019.
- Section 5.12: This section was reworded and restructured for clarity and to better reflect RCW 49.76.030, domestic violence leave.
- Section 5.13:
  - Language regarding Washington State Family Leave Act was removed to reflect the sunset date for this RCW of December 31, 2020.
  - Language regarding typical eligibility for this leave was added for clarity.
  - The District’s FMLA year designation was added to policy.
  - The practice of requiring an employee to use paid leave while on FMLA was added to policy. Language citing the exception for this under state Paid Family & Medical Leave was added.
  - The practice of the District designating leave as FMLA when information received from the employee indicates the leave would be covered (and the employee qualifies) was added to policy.
Language regarding the potential for repayment of benefit premiums should an employee not return to District employment following this leave was added.

- Section 5.14: This section was added to confirm and clarify our ongoing compliance with the Washington Family Care Act, RCW 49.12.265.
- Section 5.15: This section was added to confirm and clarify our compliance with Washington State Paid Family & Medical Leave. A statement was included in the Premiums section to clarify that the District is currently paying both portions of the premium for this state-mandated benefit.
- Section 5.16: This section was added to confirm and clarify our ongoing compliance with RCW 49.12.460, Volunteer Emergency Services Leave.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve the revised Personnel Policy section, HR05-Leave.
HR05 – Leave

APPROVAL DATE: 01/01/1982
REVOLUTION DATE: 11/19/2019 02/18/2020

Purpose
To set forth the District’s policies for the accrual and use of District leave for all employees, and the application of state and federal leave law.

Scope
Applies to all District employees

Related Policy/Procedure
District Procedure 100.120 Holidays and other closures
Washington State Paid Family and Medical Leave
Washington Family Care Act RCW 49.12.265-295
Family & Medical Leave Act

Applicable sections of this policy are in compliance with the Washington Family Care Act, RCW 49.12.265-295.

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
Employees working twenty (20) or more hours or more per week are eligible to receive paid holiday leave.

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

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
President’s Day February - third Monday
Memorial Day May - last Monday
Independence Day July 4
Labor Day September - first Monday
Veteran’s 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.

5.02 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.

5.023 Vacation Leave

Employees working twenty (20) or more hours per week and who have successfully completed their Introductory period are eligible to use Vacation leave. The leave will begin accruing beginning with their first full payroll cycle.

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 5.42.09 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.

**5.034 Sick Leave**

All employees are eligible to 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. Sick leave balances will carry over from one calendar year to the next, up to a maximum of 960 hours.

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 5.045 Shared Leave and 5.1209 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.
- When the employee’s child’s school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12).

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

Sick leave cash out is based on years of employment with the District, as defined in this section.

When an employee, who has been with the District for three (3) years or longer, separates from the District employment, accrued sick leave, up to a maximum of 960 hours, may be cashed out will be paid 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 paid for every three (3) hours of available leave.
- Fifteen (15) years of eligible service and greater – one (1) hour will be cashed out paid for every two (2) hours of available leave.
Following this payment, the sick leave balance will be eliminated.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

Per RCW 49.12.265, any sick leave balance not paid as above will be available for use for employees who return to District employment less than 12 months following their separation.

5.045 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 District-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 5.034, Sick Leave) under the following conditions:

- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee is not receiving benefits under the Washington state Paid Family and Medical Leave. If such benefits are found to have been used at the same time as District Shared Leave, the employee will be responsible reconciling for any overpayment by the state plan.

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:
  - Donations of sick leave must be made in one-hour increments.
  - 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.
The Executive Director has final approval authority for Shared Leave requests.

5.056 Dept. of Labor & Industries Time Loss Payments 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 to 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.

5.067 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)

5.078 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.

5.1209 Leave without Pay

Leave without Pay is available to all employees.

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 approved for reasons such as: educational, military, personal, professional (job-related), child rearing, or legal requirements, when such leave will not operate to the detriment of the service or operation of 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.

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, 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, not covered by state or federal leave programs, 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). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

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.

5.0810 Court-Related Leave

All employees are eligible for 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.
5.0911 Military Leave

The District will comply with Washington state law regarding military leave for public employees (RCW 38.40.060), as well as the provisions of the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the federal Family and Medical Leave Act (FMLA).

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).

This leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of status or pay.

During the period of military leave, the employee shall receive their regular pay for the days they are scheduled to work, up to the twenty-one (21) days entitlement.

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, whenever possible.

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.

5.1112 Leave for Victims of Domestic Violence (RCW 49.76.30)

All employees shall be allowed to take reasonable leave from work, intermittent leave, or work on a reduced schedule, with or without pay, to:
• Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee’s family members;

• Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking; or attend to health care treatment for a victim who is the employee’s family member;

• Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;

• Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking;

• Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members from future domestic violence, sexual assault, or stalking (RCW 49.76.030).

Such leave may be paid or unpaid depending on available paid leave and applicable federal, state, and local law.

Employees should give advance notice for the need for leave whenever 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.

For the purposes of this section, RCW 49.76 states that 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.

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 (FMLA)
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).—Typically, an employee will be eligible for FMLA after 12 months of employment and
a minimum of 1,250 work hours for the District. Use of leave such as vacation and sick does not
count toward the minimum work hours requirement.

For purposes of this policy section, 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.

• **Spouse**: a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

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**Continuation of Pay and Benefits while on FMLA**

The District calculates an employee’s FMLA year as the 12-month period measured forward from the date of the first FMLA leave usage.

Employees will be required to use accrued paid leave concurrently with FMLA leave, unless their leave also qualifies for Washington State Paid Family and Medical Leave.

FMLA will run concurrent with Worker’s Compensation leave.

If an eligible employee notifies the District of an illness or health condition that could qualify for FMLA coverage, the District will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless the District receives credible medical information that the employee does not qualify for FMLA leave.

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

Should an employee fail to return to work at the conclusion of FMLA leave, the District is entitled to recover from the employee any health benefit premiums paid under this section, unless the reason is the continuation, onset or recurrence of a serious health condition.

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**5.14 Washington Family Care Act – RCW 49.12.265**

In accordance with the Washington Family Care Act (FCA), all employees with accrued paid leave such as sick, vacation, or holiday may take FCA leave to care for a family member with a
serious health issue. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

Under RCW 49.12.265,

- Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild or grandparent.
- “Child” includes a child under the age of eighteen (18) years, and an adult child with a disability.

Because the District definitions regarding who leave may be taken to care for are more generous than those in RCW 49.12.265, the definitions shown in the applicable sections of District policy will apply.

5.15 Washington State Paid Family & Medical Leave

Paid Family and Medical Leave (PFML) is a statewide insurance program administered by the Employment Security Department (ESD) that provides eligible Washington employees with paid time off to give or receive care. Under this program, qualified employees are allowed to take up to 12 weeks, as needed:

- To welcome a child into your family (through birth, adoption or foster placement)
- If an employee:
  - Experiences a serious illness or injury
  - Needs to care for a seriously ill or injured relative
  - Needs time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

Employees who face multiple events in a year may be eligible to receive up to 16 weeks, and up to 18 weeks if for a serious health condition during pregnancy that results in incapacity.

Payment of premiums

The program is funded by premiums that may be paid by both employees and employers. Employers can choose to either withhold a portion of the premium from their employees or pay the full premium. At this time, the District pays the full premium for this benefit.

Taking leave

Effective January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, employees are entitled to partial wage replacement. That means an employee will receive a portion of their average weekly pay. The benefit is generally up to 90 percent of the weekly wage, with a minimum of $100 per week and a maximum of $1,000 per week. Employees will be paid by the Employment Security Department rather than the District.
Protections

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

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

The District is prohibited from discriminating or retaliating against employees for requesting or taking Washington State Paid Family & Medical leave.

5.16 Volunteer Emergency Services Leave

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm or emergency service operation prevents them from being on time for their scheduled shift, leaving early during a scheduled shift or for missing a scheduled shift.

An employee shall make every reasonable effort to notify their supervisor and/or follow absence reporting procedures regarding the need to take leave.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency for this section of policy HR05 to apply.

A member of the Civil Air Patrol must be involved in an emergency service operation as defined in RCW 49.12.460 for this section of policy HR05 to apply.

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.
HR05 – Leave
APPROVAL DATE: 01/01/1982
REVISION DATE: 02/18/2020

Purpose
To set forth the District’s policies for the accrual and use of District leave and the application of state and federal leave law.

Scope
Applies to all District employees

Related
District procedure 100.120 Holidays and other closures
Washington State Paid Family and Medical Leave
Washington Family Care Act RCW 49.12.265-295
Family & Medical Leave Act

Applicable sections of this policy are in compliance with the Washington Family Care Act, RCW 49.12.265-295.

5.01 Holiday Leave
Employees working twenty (20) or more hours or more per week are eligible to receive paid holiday leave.

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

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
President’s Day February - third Monday
Memorial Day May - last Monday
Independence Day July 4
Labor Day September - first Monday
Veteran’s 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

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.

5.02 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.

5.03 Vacation Leave

Employees working twenty (20) or more hours per week and who have successfully completed their Introductory period are eligible to use Vacation leave. The leave will begin accruing beginning with their first full payroll cycle.

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 5.09 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.

5.04 Sick Leave
All employees are eligible to accrue 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. Sick leave balances will carry over from
one calendar year to the next, up to a maximum of 960 hours.

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 5.05 Shared Leave and 5.09
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.
- When the employee’s child’s school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12)

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

Sick leave cash out is based on years of employment with the District, as defined in this section. When an employee, who has been with the District for three (3) years or longer, separates from District employment, accrued sick leave, up to a maximum of 960 hours, will be paid as follows:
- Three (3) to fifteen (15) years of continuous service – one (1) hour will be paid for every three (3) hours of available leave.
- Fifteen (15) years of continuous service and greater – one (1) hour will be paid for every two (2) hours of available leave.

Following this payment, the sick leave balance will be eliminated.

An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum years of work requirement.

Per RCW 49.12.265, any sick leave balance not paid as above will be available for use for employees who return to District employment less than 12 months following their separation.

5.05 Shared Leave

Shared Leave is available to all employees who have successfully completed their Introductory period.

All District-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 5.04, Sick Leave) under the following conditions:
- The employee is not eligible for wage replacement benefits due to a workplace injury under RCW 51.32. If such benefits are approved at a later time, any donated leave shall be returned to the donors, and the employee will return any and all overpayments to the District.
- The employee is not receiving benefits under the Washington state Paid Family and Medical Leave. If such benefits are found to have been used at the same time as District Shared Leave, the employee will be responsible reconciling for any overpayment by the state plan.
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.

Recipient:
- Use of Shared Leave will be limited to a maximum of 240 hours per year for full-time employees and this limit will be prorated for part-time employees.

Donor:
- Donations of sick leave must be made in one-hour increments.
- 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.

The Executive Director has final approval authority for Shared Leave requests.

5.06 Dept. of Labor & Industries Time Loss Payments

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 to 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.

5.07 Administrative Leave

Administrative leave is available to all 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)

5.08 Bereavement Leave

Bereavement leave is available to all 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.
5.09 Leave without Pay

Leave without Pay is available to all employees. 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 approved for reasons such as: educational, military, personal, professional (job-related), child rearing, or legal requirements, when such leave will not operate to the detriment of the service or operation of the District.

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.

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, 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, not covered by state or federal leave programs, 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). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

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.

5.10 Court-Related Leave

All employees are eligible for 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.

5.11 Military Leave

The District will comply with Washington state law regarding military leave for public employees (RCW 38.40.060), as well as the provisions of the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and the federal Family and Medical Leave Act (FMLA).

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.

This leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of status or pay.

During the period of military leave, the employee shall receive their regular pay for the days they are scheduled to work, up to the twenty-one (21) days entitlement.

Employees should provide at least five (5) days’ notice of their intent to take leave and present a copy of their military orders to their supervisor before commencing their military leave, whenever possible.

5.12 Leave for Victims of Domestic Violence (RCW 49.76)

All employees shall be allowed to take reasonable leave from work, intermittent leave, or work on a reduced schedule, with or without pay, to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking; or attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking (RCW 49.76.030).

Such leave may be paid or unpaid depending on available paid leave and applicable federal, state, and local law.

Employees should give advance notice for the need for leave whenever 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.

For the purposes of this section, RCW 49.76 states that 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.

5.13 Federal Family and Medical Leave Act (FMLA)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA). Typically, an employee will be eligible for FMLA after 12 months of employment and a minimum of 1,250 work hours for the District. Use of leave such as vacation and sick does not count toward the minimum work hours requirement.

For purposes of this section, 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.
• **Spouse**: a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

The District calculates an employee’s FMLA year as the 12-month period measured forward from the date of the first FMLA leave usage.

Employees will be required to use accrued paid leave concurrently with FMLA leave, unless their leave also qualifies for Washington State Paid Family and Medical Leave.

FMLA will run concurrent with Worker’s Compensation leave.

If an eligible employee notifies the District of an illness or health condition that could qualify for FMLA coverage, the District will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless the District receives credible medical information that the employee does not qualify for FMLA leave.

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

Should an employee fail to return to work at the conclusion of FMLA leave, the District is entitled to recover from the employee any health benefit premiums paid under this section, unless the reason is the continuation, onset or recurrence of a serious health condition.
5.14 Washington Family Care Act – RCW 49.12.265

In accordance with the Washington Family Care Act (FCA), all employees with accrued paid leave such as sick, vacation, or holiday may take FCA leave to care for a family member with a serious health issue. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

Under RCW 49.12.265,

- Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild or grandparent.
- “Child” includes a child under the age of eighteen (18) years, and an adult child with a disability.

Because the District definitions regarding who leave may be taken to care for are more generous than those in RCW 49.12.265, the definitions shown in the applicable sections of District policy will apply.

5.15 Washington State Paid Family & Medical Leave

Paid Family and Medical Leave (PFML) is a statewide insurance program administered by the Employment Security Department (ESD) that provides eligible Washington employees with paid time off to give or receive care. Under this program, qualified employees are allowed to take up to 12 weeks, as needed:

- To welcome a child into your family (through birth, adoption or foster placement)
- If an employee:
  - Experiences a serious illness or injury
  - Needs to care for a seriously ill or injured relative
  - Needs time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

Employees who face multiple events in a year may be eligible to receive up to 16 weeks, and up to 18 weeks if for a serious health condition during pregnancy that results in incapacity.

Payment of premiums

The program is funded by premiums that may be paid by both employees and employers. Employers can choose to either withhold a portion of the premium from their employees or pay the full premium. At this time, the District pays the full premium for this benefit.

Taking leave

Effective January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, employees are entitled to partial wage replacement. That means an employee will receive a portion of their average weekly pay. The benefit is generally up to 90 percent of
the weekly wage, with a minimum of $100 per week and a maximum of $1,000 per week. Employees will be paid by the Employment Security Department rather than the District.

**Protections**
Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

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

The District is prohibited from discriminating or retaliating against employees for requesting or taking Washington State Paid Family & Medical leave.

**5.16 Volunteer Emergency Services Leave**
In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm or emergency service operation prevents them from being on time for their scheduled shift, leaving early during a scheduled shift or for missing a scheduled shift.

An employee shall make every reasonable effort to notify their supervisor and/or follow absence reporting procedures regarding the need to take leave.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency for this section of policy HR05 to apply.

A member of the Civil Air Patrol must be involved in an emergency service operation as defined in RCW 49.12.460 for this section of policy HR05 to apply.

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.
North Spokane Library Restroom Remodel Contract Award

BACKGROUND:
In 2017, the District remodeled the North Spokane Library, with the exception of the public and staff restrooms, which was considered an alternate item and ultimately postponed pending sufficient funding. Upon the successful passing of the levy lid lift, the District revisited this remaining component of the North Spokane remodel, reviewed and refreshed the design and created the invitation to bid document.

An Invitation to Bid for the District’s North Spokane Library Restroom Remodel project was made available to the general public on January 31, 2020. The purpose of this document was to invite qualified bidders to submit bids for the project. The District published a legal notice as required, and the full complement of documents was made available on the District’s website as well.

The formal bid opening is scheduled for Friday, February 14, at 2:00 p.m. Staff expects to analyze the results of the bids received for qualifications and responsiveness and to make a recommendation of the most responsible low bidder, and bring such recommendation to the Board of Trustees meeting for review and approval. A summary of the bids received will be presented at the meeting as well.

In the possibility that the District does not receive a responsible bid or otherwise cannot arrive at a recommendation, the contract award may be rescheduled for a later date.

Recommended Action: District staff will present a recommendation at the meeting for a motion to award the contract for performing the North Spokane Library Restroom Remodel to the most responsible low bidder.
North Spokane Library Restroom Remodel Contract Award: Discussion

**BACKGROUND:**
A total of three (3) bids for the restroom remodel project were received by the deadline of 2 p.m., on Friday, February 14, 2020, and are listed below.

- Modern Construction and Consulting Services $  99,310
- M. E. Uphus Construction, Inc. $127,764
- Western States Construction, Inc. $132,000

Modern Construction and Consulting Services, the apparent lowest bidder, was reviewed in further detail for full compliance with the requirements of the bid document. The response was reviewed for required bidder criteria, such as, but not limited to, sufficient public work experience, valid construction licensing, and liability insurance. Consequently, Modern Construction and Consulting Services was deemed responsible.

Due to the variance between the lowest bidder and the next closest, a follow-up informational meeting with Modern Construction and Consulting Services, the District, and Bernardo Wills Architects (BWA), the architect for the project, has been recommended by BWA prior to recommending the issuing of the Notice of Award. Therefore, staff will not present a recommendation to award the contract at the Board of Trustees regular meeting on February 18, 2020.

As listed in Agenda Item IV.A., the potential for a Special Meeting by Teleconference to award the contract has been tentatively identified to occur in the first week of March. Pending the outcome of the follow-up informational meeting, staff will coordinate with Trustees to schedule that meeting. Trustees will have the option to attend in person or via telephone.

**Recommended Action:** This item is for discussion. No action is required at this time.
EXECUTIVE DIRECTOR’S REPORT JANUARY 2020

Business Office, Finance and Facilities – Rick Knorr

Finance Report

General Fund 2019 Final Report
The final financial report for 2019 will be presented this month. Consistent with expectations discussed last month, there have been only two minor changes. The following commentaries for property tax revenues and salaries and benefits expenses—financial lines of the most significance—are repeated from the previous meeting below.

Revenues
Total property tax collections ended the year at $12,102,370, or $160,370 higher than expected, further analyzed as follows.

- The refund levy for 2019 was $74,724. Historically the District does not budget for refund levies, as they are typically under $10,000.
- We budgeted $50,000 to be allocated to the Kaiser TIF in 2019. The closure of the TIF in December 2018 meant the allocation did not occur.
- All Kaiser TIF county treasurer accounts were closed in November 2019, and unexpended amounts were returned pro-rata to the entities that had allocated funds to this TIF. The unanticipated District’s portion was approximately $20,000.

Expenses
Total expenses were reported at 99.38% of total budget. In dollar amounts, total expenditures were $13,084,801, compared to the amended budget of $13,166,500.

- Total salaries are 98.76% of budget, or $6,342,573, versus the budget of $6,422,000. Only $62,000 of the $92,000 temporary-hours budget was used in 2019, and the remainder can be attributable to time gaps following vacancies.
- Total benefits are 97.23% of the benefits budget, mirroring salaries, combined with slightly lower employee medical premiums due to the average employee medical insurance enrollment of 116 employees versus the budgeted enrollment of 122.

Capital Projects Fund
The Capital Projects Fund ended the year at $2,047,339, the result of annual interest earnings of $38,370, and transfers of $400,000 from the General Fund.

January 2020 Update
A January financial report will not be presented, primarily because of 2019 year-end analysis and closing and preparation of year-end reports, routine practices for this month of the year. Monthly financial reports will resume for February.

Insurance Summary
The District recently received a summary of insurance coverages for the 2020 calendar year. Following is a brief recap of key components of the policies.

- General Liability Coverage is $1,000,000 per occurrence/$2,000,000 annual aggregate limit.
• Property Insurance Coverage for $26,600,000 for all District-owned buildings and real property combined. This includes all vacant land held for future use.
• Property Insurance Coverage for $6,450,000 for all District-owned personal property combined.
• Umbrella coverage for an additional $10,000,000. This is an increase from $8,000,000 in 2019.
• Directors and Officers Liability Coverage of $2,000,000 per occurrence/$4,000,000 annual aggregate limit.
• Employment Practices Liability Coverage of $2,000,000 per occurrence/$4,000,000 annual aggregate limit.
• Internet Liability (Cyber) Insurance Coverage of $1,000,000 annual aggregate limit.

The total premium for 2020 is $60,558, which is approximately the same as the total premium paid in 2019.

Facilities Report
North Spokane Restroom Remodel
• The plan documents were published on Friday Jan. 31, with bids due Friday, Feb. 14. Results of bids received will be reviewed at the meeting, and potentially a contract will be awarded.

Human Resources – Toni Costa

Staff Training:
• Leadership Academy held its final session in January, which focused on building trust on teams.
• A number of webinars and self-paced trainings were added to the learning management system for staff to access during their dedicated monthly training time.

Staffing Changes:
The District welcomed two new staff in January, a Technology Assistant at The Studio and a Library Page at SV. There were two transfers, a Public Services Assistant transferred from DP to the PSA Float position, and a Librarian from SV to NS. Two promotions happened this month, a Library Assistant was promoted to a Public Services Assistant and a Library Page to Library Assistant. No employees separated from service in January.

Operations – Doug Stumbough

Strategic Project Manager Amber Williams had the opportunity to attend the 2020 American Library Association (ALA) Mid-Winter Conference, January 24-28, in Philadelphia, PA. Following is her summary of highlights and select key takeaways.

This is my first time attending ALA as an elected councilor and several hours of each morning and evening were spent in council meetings. Overall it was an immensely interesting experience to see how ALA rallies around issues like privacy for library customers as they interact with vendors, which is a national concern. I attended several sessions, including Framing the Design of Future Public Libraries, which spoke to the process of incorporating elements of strategic planning into remodeling and new building designs. I also attended a Public Library Association meeting to hear about conversations between the PLA board of directors and John Sargent of Macmillan Publishers about the topic of limiting library purchases of e-books. Generally, it doesn’t look great, yet PLA is still optimistic that Macmillan will come to a better agreement regarding limiting library purchases of eBooks to one copy in the first eight weeks after publication.
Collection Services – Andrea Sharps

Top 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 January 2020:
  - Checkouts:
    - *Nine Perfect Strangers* by Liane Moriarty (61)
    - *Blue Moon: A Jack Reacher Novel* by Lee Child (57)
    - *Just Mercy: A Story of Justice and Redemption* by Bryan Stevenson (56)
  - Holds:
    - *American Dirt* by Jeanine Cummins (76)
    - *Where the Crawdads Sing* by Delia Owens (53)
    - *A Very Stable Genius: Donald J. Trump’s Testing of America* by Philip Rucker (51)

To ensure 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.

Flipster Magazine Service Now Available
As of January 9, District residents have access to a new digital magazine service called ‘Flipster,’ which is available in the Digital Library at https://www.scld.org/digital-library/. These magazine titles can be used on a computer or a mobile device. There are 95 popular interest titles offered including People, Entertainment Weekly, Sports Illustrated, Sports Illustrated Kids and Time. With a selection of magazines for kids and teens also included, there is something for everyone to choose from and enjoy flipping through from cover to cover.

“Picking the Page Turners” Article
Youth Collection Development Librarian Sheri Boggs was interviewed by a reporter for The Spokesman-Review about how books are selected by library staff for a story that was published January 25. The article was called “Picking the Page Turners,” and was paired with a story about the Spokane area public libraries 2019 top checkouts for which the District contributed circulation statistics along with Spokane Public Library. The most circulated book in 2019 for both library systems was Circe by Madeline Miller, which was the 2019 Spokane Is Reading selection. The photograph that accompanied the article was taken at the District’s North Spokane Library.
COLLECTION MONTHLY REPORT

JANUARY 2020

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<th>YTD 2019</th>
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<td>Total Checkouts</td>
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<td><strong>Grand Total</strong></td>
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**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 majority of actions taken by the Leadership Team this month were addressed in other agenda items, so no supplementary updates were necessary this month.

**2020 Legislative Session**
With the commencement of the Washington state legislative session this year, Public Libraries of Washington is tracking several pieces of legislation that have the potential to impact the efficient conduct of the public business of the District. There is proposed legislation that would:

- Extend the maximum term of nonvoter approved general obligation bonds for library districts from six to 20 years.
• Combine the establishment of an LCFA (library capital facilities area) and the authority to finance the LCFA in a single ballot proposition approved by a supermajority vote.
• Require that special purpose districts (including library districts) post the agenda for every regular and special meeting of its governing body online at least 72 hours prior to the meeting.
• Require Washington State Parks to provide at least two library Discover Passes (passes needed to access state parks), once each calendar year, to any library that submits a request.

As January is still early in the session, outcomes for these bills, and a myriad of others that have the potential to impact the District, are yet to be determined.

Community Engagement

I attended the following community meetings and events:
• Greater Spokane Incorporated K-12 Roundtable meeting.
• Spokane is Reading planning meeting.
• Greater Spokane Valley Chamber of Commerce Government Action Committee meeting.
Operations Report January 2020
Doug Stumbough and Kristy Bateman

Service Priority Teams
Business and Career Development (Stacey Goddard)
- After an average start to winter-quarter classes, Cheney Library’s GED classes saw a marked increase in enrollments by the end of the month.
- Librarian Crystal Miller and I attended SCC’s Winter Job Fair. We talked with 61 individuals about what it’s like to work at SCLD. We also promoted our digital resources for job seekers.

Early Learning (Mary Ellen Braks)
- We provided 111 Storytimes to 3,006 children, parents, and caregivers. Our average attendance per Storytime was 27. We saw 1,077 more people this month than last month.
- We provided 55 Storytimes to 923 children at 28 child care centers.
- We had one STARS class this month for child care providers, Sensory Play: Messy Fun and Learning.
- We participated in the local ECEAP (Early Childhood Education and Assistance Program) conference providing six out of the nine workshops at Spokane Community College. This was the first year for this conference. We led workshops on Leap into Science, Block Play, New Picture Books of 2019, and Multicultural Literacy. Attendance for all six sessions was 146 ECEAP teachers.

Education and Enrichment (Gwendolyn Haley)
- 1,354 people participated in Education and Enrichment programs this month.
- Instant Pots were a tremendous hit with the public; 627 people attended the programs. We are scheduling a second round of programs for September.
- STEM programs continue both in and out of the library. 53 youth (ages 10+) participated in library programs to learn coding with Micro:bits. Staff also presented a variety of STEM programs at Cheney schools after-school programs, The HUB, and Airway Heights Recreation Center.

Digital Projects and Resources (Carlie Hoffman)
- Based on user feedback, we will be making some adjustments to the Spokane County Libraries app. We are also requesting some product enhancements from the vendor.
- I worked with Drew to complete the backlog of website requests to complete updates to the Digital Library. We also worked on updates to the Innovation Team form.
- I am testing software to manage reservations for the Library of Things.
- We started a trial for Entrepreneurial Mindset Training, a digital resource that includes modules for the business community.
- Staff provided feedback on history digital resources.

Information Technology (Patrick Hakes)
- Work continues on replacing our aging network servers. Some of the major servers include our internal and public domain controllers, mail archive, and Internet/App servers. Work on replacing the ILS (Integrated Library System) servers has commenced and will take several months due to the complexity and coordination of time between District and SirsDynix staff.
- The transition from our old web filter to a new web filter has been completed for District staff. The next phase will be to transition the public internet use to the new filter.
- The Spokane Valley server room now has a temperature monitoring system that can also capture activity in the server room outside of normal business hours.
Library Reports

**Airway Heights: Jennie Anderson**
- 23 eager attendees learned how to prepare four simple dishes in their Instant Pots, with the help of presenter Meegan Ware.

**Argonne: Pat Davis**
- 82 people attended our *Instant Pot Cooking* program. Several remarked they appreciated the program. Many were delighted by the timeliness of the event having recently received Instant Pots.
- Our *Home Buyer Education Seminar* was also popular, with 20 in attendance to learn the best ways to prepare to purchase a home for the first time.

**BookEnd: Caitlin Wheeler**
- Customers enjoyed our art wall display, which featured letterpress, relief prints, and other ink art from the Spokane Print and Publishing Center, including a 4'x4' relief illustration of the Spokane River.

**Cheney: Catherine Nero Lowry**
- Our *Instant Pot Cooking* class was popular, with 20 in attendance to learn the best ways to prepare to purchase a home for the first time.
- The Knotty Knitters created a display of lovely yarn creations in our display case.

**Deer Park: Kris Barnes**
- Our *Instant Pot Cooking* class was well attended with 58 attendees at this standing-room-only program. Meegan Ware gave an engaging, knowledgeable, and humorous presentation. Meegan offered cooking tips, taste testing and a few cleaning tips.
- Deer Park Winterfest was a snowy affair. The Deer Park Friends of the Library once again sponsored the *LEGO Competition*. Librarian Ree West and I were on hand to oversee the event. 99 folks attended the LEGO program and 53 structures were built.

**Fairfield: Kristy Bateman**
- A small group of kids enjoyed *Programming with Micro:bits*, where they learned to code and control the microcomputer.
- During a snow storm customers came to learn more about *Instant Pot Cooking*. They learned a few basic tips and were given recipes to try at home.

**Medical Lake: Cecelia McMullen**
- New confidence and courage reflects the comments heard after the popular *Instant Pot Cooking* class. One person said he could finally use the pot his children gave him at Christmas. Everyone appreciated the detailed instructions and enticing aromas from five different recipes.
- Over 100 whimsical salt and pepper shakers filled our display case this month. Customer response was delightful as each person tried to find their favorite.

**Moran Prairie: Danielle Marcy**
- Attendees of the *Instant Pot Cooking* class were impressed by the quality of the presentation. After the program, customers commented they had never used their Instant Pot and were excited to give it a try.

**North Spokane: Brian Vander Veen**
- Librarian Corinne Wilson and Operations Specialist Jonathan went to Midway Elementary’s program *Cozy Up To Reading* to promote library programs and create library cards for attendees.
- Corinne also provided a tour of the library for Whitworth University students enrolled in a children’s literature class.
- Our art wall featured an alphabet of illuminated initials by local artist Hannah Charlton. Hannah also led two workshops, one for adults and another for children, in which participants created medieval-inspired illustrations.
• Our display case featured items created by Public Services Specialist Abra using the library’s Glowforge 3D laser printer. Public Services Specialist Erin also ran a workshop in which participants learned to use the Glowforge to create custom garden plant markers.

Otis Orchards: Caitlin Wheeler
• 74 customers showed up to learn Instant Pot Cooking recipes from presenter Meegan Ware, breaking Otis records for adult education and enrichment programs. Despite the tight quarters, attendees gave glowing reports and praised Meegan’s good humor and cooking know-how.

Spokane Valley: Aileen Luppert
• Librarian Danielle Milton returned to Mica Peak High School’s School to Life Program to begin a four-session class. This is a post-high school transition program. Danielle, with the help of Public Service Specialist Renee, will work with the students to create their first resume and learn interview skills.
• Public Service Specialist Morgan returned for SCLD’s annual visits to the four sites that make up the HUB 360 After School Program. She brought Squishy Circuits to the middle schoolers so they could use conductive and insulating play dough to understand the basics of electrical circuits.

Security Incident Reports
For January 2020, there were 23 Security Incident reports filed, eight more than last month (15) and three less than January 2019 (26). Spokane Valley had the most incidents reported with 13. The most frequently reported incidents related to General Code of Conduct violations with six incidents. To further put all of these numbers in perspective, the total door count District-wide in January 2020 was 98,482.

Public Use Measures

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<th>Measure</th>
<th>This year</th>
<th>Last year</th>
<th>YTD</th>
<th>Last YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Month</td>
<td>This Month</td>
<td>This year</td>
<td>Comparison</td>
</tr>
<tr>
<td>Cardholders</td>
<td>111,750</td>
<td>113,356</td>
<td></td>
<td>-1%</td>
</tr>
<tr>
<td>Door count</td>
<td>98,482</td>
<td>105,297</td>
<td>98,482</td>
<td>-6%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>223,913</td>
<td>232,337</td>
<td>223,913</td>
<td>-4%</td>
</tr>
<tr>
<td>Airway Heights</td>
<td>5,851</td>
<td>5,571</td>
<td>5,851</td>
<td>5.03%</td>
</tr>
<tr>
<td>Argonne</td>
<td>11,700</td>
<td>12,313</td>
<td>11,700</td>
<td>-4.98%</td>
</tr>
<tr>
<td>Cheney</td>
<td>12,794</td>
<td>12,357</td>
<td>12,794</td>
<td>3.54%</td>
</tr>
<tr>
<td>Deer Park</td>
<td>13,024</td>
<td>13,539</td>
<td>13,024</td>
<td>-3.80%</td>
</tr>
<tr>
<td>Fairfield</td>
<td>921</td>
<td>1,306</td>
<td>921</td>
<td>-29.48%</td>
</tr>
<tr>
<td>Medical Lake</td>
<td>3,572</td>
<td>4,066</td>
<td>3,572</td>
<td>-12.15%</td>
</tr>
<tr>
<td>Moran Prairie</td>
<td>17,173</td>
<td>17,163</td>
<td>17,173</td>
<td>0.06%</td>
</tr>
<tr>
<td>North Spokane</td>
<td>46,025</td>
<td>45,182</td>
<td>46,025</td>
<td>1.87%</td>
</tr>
<tr>
<td>Otis Orchards</td>
<td>5,327</td>
<td>5,883</td>
<td>5,327</td>
<td>-9.45%</td>
</tr>
<tr>
<td>Spokane Valley</td>
<td>45,797</td>
<td>50,825</td>
<td>45,797</td>
<td>-9.89%</td>
</tr>
<tr>
<td>The BookEnd</td>
<td>4,416</td>
<td>3,926</td>
<td>4,416</td>
<td>12.48%</td>
</tr>
<tr>
<td>Digital</td>
<td>56,884</td>
<td>53,871</td>
<td>56,884</td>
<td>6%</td>
</tr>
</tbody>
</table>

Programs

<table>
<thead>
<tr>
<th>Measure</th>
<th>This year</th>
<th>Last year</th>
<th>YTD</th>
<th>Last YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Month</td>
<td>This Month</td>
<td>This year</td>
<td>Comparison</td>
</tr>
<tr>
<td>Number</td>
<td>293</td>
<td>278</td>
<td>293</td>
<td>5%</td>
</tr>
<tr>
<td>Attendance</td>
<td>6,259</td>
<td>5,736</td>
<td>6,259</td>
<td>9%</td>
</tr>
<tr>
<td>Internet Station Use (%)</td>
<td>47.4%</td>
<td>50.2%</td>
<td>47.4%</td>
<td></td>
</tr>
<tr>
<td>Meeting room bookings</td>
<td>557</td>
<td>576</td>
<td>557</td>
<td>-3%</td>
</tr>
<tr>
<td>Digital Resource Use</td>
<td>89,108</td>
<td>100,593</td>
<td>89,108</td>
<td>-11%</td>
</tr>
</tbody>
</table>

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 January 2020
The following report is a summary of the Communication Department activities for the month of January 2020.

**News Coverage**

- January 1 – *The Current* – FAFSA important for your educational future
- January 1 – *The Current* – In-demand library books lead to Instant Pot Cooking class
- January 1 – *The Current* – Winter warm-up at the library
- January 1 – *Kids Newspaper* – Winter warm-up at the library
- January 2 – *The Spokane Exchange* – Instant Pot Cooking
- January 2 – *The Spokesman-Review* – Nonprofits, libraries get surprise cash gifts from STCU
- January 16 – *Cheney Free Press* – Library facilities closed Jan. 20
- January 19 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit World
- January 19 – *The Spokesman-Review* – Week Ahead: Protect Your Credit Score
- January 19 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- January 22 – *The Spokesman-Review* – Pasadena Park Elementary School library uses grant to buy audiobooks, enhancing students’ literacy
- January 23 – *Cheney Free Press* – Book club meets Jan. 28
- January 25 – *The Spokesman-Review* – Visiting authors dominate Spokane library checkouts in 2019
- January 26 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- January 28 – KXLY – Spokane County Libraries expanding its Take and Give: Seed Library program

**eNews**

Tuesday, January 7, 2020, at 12pm

Top link clicked: Instant Pot Cooking

# of times clicked: 4,409

(Top 3 links, Instant Pot Cooking, Micro:bit, Learning Circles Polls)
Thursday, January 23, 2020, at 4pm

Top link clicked: Genealogy: Researching Your Family History

# of times clicked: 3,228

(Top 3 links, Genealogy: Researching Your Family History, Gardening, Water conservation & food preservation classes, Engage)

**Highlights from the Development Department**

1) 2019 end-of-year tax receipts were mailed to those who donated either online or via mail. In 2019, the Development Department tracked an increase of 63% in number of donors compared to the year prior.

2) Articles of Incorporation and other documents were drafted for future nonprofit efforts.

3) Copies of the new edition of *Engage* were mailed, along with a personalized impact letter to mid-level and major gift donors as well as to those businesses who donated to Staff Day.

4) Additional solicitation packages were distributed and continue to be marketed to local businesses in order to seek a sponsor for the Check Out Washington program and for summer reading prizes.

**Marketing (Website, Social Media, Email)**
Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Twelve Months Ended December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D Actual</th>
<th>Annual Budget</th>
<th>Percent Used</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>$12,102,370</td>
<td>$11,942,000</td>
<td>101.34%</td>
<td>$160,370</td>
</tr>
<tr>
<td>CONTRACT CITIES - AIRWAY HEIGHTS</td>
<td>263,495</td>
<td>261,000</td>
<td>100.96%</td>
<td>(2,495)</td>
</tr>
<tr>
<td>CONTRACT CITIES - SPOKANE</td>
<td>82,748</td>
<td>80,000</td>
<td>103.43%</td>
<td>(2,748)</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td>169,065</td>
<td>171,500</td>
<td>98.58%</td>
<td>2,435</td>
</tr>
<tr>
<td>GRANTS &amp; DONATIONS</td>
<td>63,370</td>
<td>33,000</td>
<td>192.03%</td>
<td>(30,370)</td>
</tr>
<tr>
<td>E-RATE REIMBURSEMENTS</td>
<td>364,972</td>
<td>150,000</td>
<td>243.31%</td>
<td>(214,972)</td>
</tr>
<tr>
<td>LEASEHOLD &amp; TIMBER TAX, REBATES, OTH</td>
<td>51,531</td>
<td>22,000</td>
<td>234.23%</td>
<td>(29,531)</td>
</tr>
<tr>
<td>INTEREST REVENUES</td>
<td>89,574</td>
<td>107,000</td>
<td>83.71%</td>
<td>17,426</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$13,187,124</td>
<td>$12,766,500</td>
<td>103.29%</td>
<td>($420,624)</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES</td>
<td>$6,342,573</td>
<td>$6,422,000</td>
<td>98.76%</td>
<td>79,427</td>
</tr>
<tr>
<td>FRINGE BENEFITS</td>
<td>2,261,496</td>
<td>2,323,300</td>
<td>97.34%</td>
<td>61,804</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>164,049</td>
<td>150,200</td>
<td>109.22%</td>
<td>(13,849)</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>479,181</td>
<td>351,000</td>
<td>136.52%</td>
<td>(128,181)</td>
</tr>
<tr>
<td>SERVICES</td>
<td>1,411,035</td>
<td>1,435,700</td>
<td>98.28%</td>
<td>24,665</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>60,094</td>
<td>66,000</td>
<td>91.05%</td>
<td>5,906</td>
</tr>
<tr>
<td>EQUIPMENT &amp; SOFTWARE</td>
<td>164,591</td>
<td>161,000</td>
<td>102.23%</td>
<td>(3,591)</td>
</tr>
<tr>
<td>LIBRARY MATERIALS</td>
<td>1,512,493</td>
<td>1,512,600</td>
<td>99.99%</td>
<td>107</td>
</tr>
<tr>
<td>ELECTRONIC LIBRARY MATERIALS</td>
<td>181,181</td>
<td>205,000</td>
<td>88.38%</td>
<td>23,819</td>
</tr>
<tr>
<td>LIBRARY PROGRAMS</td>
<td>107,637</td>
<td>89,700</td>
<td>120.00%</td>
<td>(17,937)</td>
</tr>
<tr>
<td>OPERATIONAL CONTINGENCIES</td>
<td>0</td>
<td>50,000</td>
<td>0.00%</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$12,684,330</td>
<td>$12,766,500</td>
<td>99.36%</td>
<td>$82,170</td>
</tr>
<tr>
<td><strong>TRANSFERS OUT</strong></td>
<td>400,000</td>
<td>400,000</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES &amp; TRANSFERS OUT</strong></td>
<td>$13,084,330</td>
<td>$13,166,500</td>
<td>99.38%</td>
<td>$82,170</td>
</tr>
</tbody>
</table>

Net Excess of Revenues Over/(Under) Expenses $102,794 $(400,000)

BEGINNING CASH 5,034,633
NET FROM ABOVE 102,794
ENDING CASH $5,137,427

Number of months cash on hand 4.8
Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Year Ended December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D Actual</th>
<th>Annual Budget</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>38,370</td>
<td>33,500</td>
<td>4,870</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>38,370</td>
<td>33,500</td>
<td></td>
</tr>
<tr>
<td>TRANSFERS IN</td>
<td>400,000</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUES &amp; TRANSFERS IN</td>
<td>438,370</td>
<td>233,500</td>
<td></td>
</tr>
<tr>
<td>EXPENSES</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</td>
<td>438,370</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BEGINNING CASH 1,608,969
NET FROM ABOVE 438,370
ENDING CASH 2,047,339
Spokane County Library District
Quarterly Trend Report of Revenues & Expenses (excluding transfers)
Rolling 5 Quarters

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>4,764,106</td>
<td>836,243</td>
<td>5,925,873</td>
<td>441,691</td>
<td>4,898,564</td>
</tr>
<tr>
<td>CONTRACT CITIES - AIRWAY HEIGHTS</td>
<td>66,635</td>
<td>65,874</td>
<td>65,874</td>
<td>65,874</td>
<td>65,874</td>
</tr>
<tr>
<td>CONTRACT CITIES - SPOKANE</td>
<td>38,983</td>
<td>-</td>
<td>41,374</td>
<td>-</td>
<td>41,374</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td>40,059</td>
<td>46,533</td>
<td>41,282</td>
<td>42,617</td>
<td>38,633</td>
</tr>
<tr>
<td>GRANTS &amp; DONATIONS</td>
<td>23,047</td>
<td>4,007</td>
<td>10,437</td>
<td>26,924</td>
<td>22,002</td>
</tr>
<tr>
<td>E-RATE REIMBURSEMENTS</td>
<td>29,887</td>
<td>94,337</td>
<td>68,823</td>
<td>137,726</td>
<td>64,086</td>
</tr>
<tr>
<td>MISC TAX COLLECTIONS &amp; OTHER</td>
<td>887</td>
<td>22,001</td>
<td>133</td>
<td>10,105</td>
<td>19,292</td>
</tr>
<tr>
<td>INTEREST REVENUES</td>
<td>21,424</td>
<td>16,285</td>
<td>25,654</td>
<td>22,433</td>
<td>25,202</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>4,985,029</td>
<td>1,085,280</td>
<td>6,179,451</td>
<td>747,369</td>
<td>5,175,026</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES</td>
<td>1,537,735</td>
<td>1,549,300</td>
<td>1,602,397</td>
<td>1,585,670</td>
<td>1,605,206</td>
</tr>
<tr>
<td>FRINGE BENEFITS</td>
<td>533,756</td>
<td>571,415</td>
<td>568,107</td>
<td>559,570</td>
<td>562,404</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>57,761</td>
<td>31,514</td>
<td>37,668</td>
<td>38,201</td>
<td>56,666</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>102,376</td>
<td>111,891</td>
<td>107,895</td>
<td>145,503</td>
<td>113,891</td>
</tr>
<tr>
<td>SERVICES</td>
<td>233,098</td>
<td>236,233</td>
<td>443,348</td>
<td>361,045</td>
<td>370,410</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>-</td>
<td>59,919</td>
<td>175</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>EQUIPMENT &amp; SOFTWARE</td>
<td>114,733</td>
<td>15,828</td>
<td>14,681</td>
<td>38,251</td>
<td>95,830</td>
</tr>
<tr>
<td>LIBRARY MATERIALS</td>
<td>399,485</td>
<td>403,952</td>
<td>417,230</td>
<td>343,086</td>
<td>348,226</td>
</tr>
<tr>
<td>ELECTRONIC LIBRARY MATERIALS</td>
<td>47,237</td>
<td>42,107</td>
<td>45,365</td>
<td>34,963</td>
<td>58,745</td>
</tr>
<tr>
<td>LIBRARY PROGRAMS</td>
<td>22,761</td>
<td>13,284</td>
<td>26,335</td>
<td>36,450</td>
<td>31,568</td>
</tr>
<tr>
<td>OPERATIONAL CONTINGENCIES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>3,048,942</td>
<td>3,035,444</td>
<td>3,263,202</td>
<td>3,142,739</td>
<td>3,242,946</td>
</tr>
</tbody>
</table>

Fringe Benefits as % of Total Compensation
25.8% 26.9% 26.2% 26.1% 25.9%
Fringe Benefits as % of Salaries
34.7% 36.9% 35.5% 35.3% 35.0%
Spotlight North Spokane Library

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson will share recent highlights of North Spokane Library and the community it serves.

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