

SPOKANE COUNTY LIBRARY DISTRICT

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]
 1. Facility Use for Political Purposes Policy: Approval Recommendation.
 2. Public Records Policy (Resolution No. 20-01): Approval Recommendation.
 3. Personnel Policy HR05—Leave: Approval Recommendation.
 4. North Spokane Library Remodel Contract Award: Discussion.
- 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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 21, 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:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	56671-56828 and W00752-W00761	\$727,930.56	\$727,930.56
	12102019PR and 12232019PR	\$391,894.24	\$391,894.24
L01		Total	\$1,119,824.80

There was no further discussion.

The motion was approved.

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

New Business
Welcome Incoming
Trustee
(Item III.D.1.)

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.

New Business
Liberty Lake TIF
(Item III.D.2.)

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.

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

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.

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

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.

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

There were no reports.

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

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 Report,
Dec. 2019
(Item V.C.)**

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
Report, Dec. 2019
(Item V.D.)**

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.

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

Revenue and Expenditure Statement through December 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 12,314,623
Expenditures	\$ 12,459,612
Ending Fund Balance	\$ 5,034,633
Fund Budget Expended	100.23%

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.

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**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

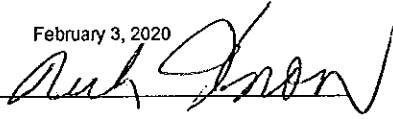
Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of 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.

DATE: February 3, 2020

SIGNED



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056829	VOID CHECK	VOID CHECK	\$ -
056830	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,902.11
056831	ASSOC. OF WASHINGTON CITIES	ANNUAL ASSESSMENT FEES AND DUES	7,508.74
056832	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
056833	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
056834	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
056835	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	673.33
056836	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.24
056837	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	48.70
056838	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,716.00
056839	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.62
056840	EXCELLENCE IN ENTERTAINMENT	LIBRARY PROGRAMS	1,500.00
056841	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
056842	GALE/CENAGE LEARNING	LIBRARY MATERIALS	364.27
056843	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	61.24
056844	HILLSBORO BROOKWOOD LIBRARY - ILL	INTERLIBRARY LOAN FEES	14.99
056845	IMWRF-Joint Base Lewis McCord Library System	INTERLIBRARY LOAN FEES	20.00
056846	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	1,471.69
056847	THE MAGIC LANTERN THEATER LLC	LIBRARY PROGRAMS	150.00
056848	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	113.39
056849	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,033.40
056850	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	119.71
056851	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056852	NORTHWEST MUSEUM OF ARTS & CULTURE FOUNDATION	LIBRARY PROGRAMS - MUSEUM PASSES	5,000.00
056853	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	16.99
056854	PHILADELPHIA INSURANCE CO	ANNUAL CYBER INSURANCE PREMIUM	9,307.00
056855	PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
056856	MICHAEL ROSS	TRAVEL REIMBURSEMENT FOR CANDIDATE	318.00
056857	SMSU MCFARLAND LIBRARY-ILL	INTERLIBRARY LOAN FEES	37.00
056858	SPOKANE SYMPHONY	LIBRARY PROGRAMS - SYMPHONY PASSES	3,432.00
056859	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	193.80
056860	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	498.03
056861	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,284.10
056862	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	30.04
056863	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056864	GOOD BUDDIES CABINETS, INC.	BUILDING REPAIR & MAINTENANCE	740.52
056865	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	530.58
056866	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	18,951.90
056867	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	780.46
056868	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL DRAWINGS NS RESTROOM REMODEL	2,205.00
056869	BOOKLIST	LIBRARY MATERIALS	282.50
056870	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	58.10
056871	THE CHILD'S WORLD, INC.	LIBRARY MATERIALS	359.10
056872	COLE INFORMATION	LIBRARY MATERIALS	2,373.94
056873	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	160.68
056874	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	155.00
056875	GALE/CENAGE LEARNING	LIBRARY MATERIALS	270.72
056876	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	489.00
056877	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	754.68
056878	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	4,694.84

056879	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,611.41
056880	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	649.36
056881	REBECCA KASTEN	TRAVEL REIMBURSEMENT FOR CANDIDATE	376.00
056882	KIDS NEWSPAPER	ADVERTISING	800.00
056883	MARGARET MOORE	TRAVEL REIMBURSEMENT FOR CANDIDATE	136.59
056884	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	39,267.20
056885	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
056886	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	853.62
056887	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
056888	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
056889	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056890	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	732.00
056891	UPS	SHIPPING	24.28
056892	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,218.83
056893	THE WEEK	SUBSCRIPTION RENEWAL	75.00
056894	WESTERN STATES EQUIPMENT	SV BACKUP GENERATOR REPAIR	580.47
056895	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	867.00
056896	BOOKLIST	LIBRARY MATERIALS	282.50
056897	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
056898	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	4,742.60
056899	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.36
056900	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,285.89
056901	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	45,411.00
056902	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	3,917.41
056903	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	6,559.05
056904	MICROSOFT CORPORATION	IT HARDWARE & SOFTWARE PROJECTS	490.05
056905	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	5,750.64
056906	MONROE COUNTY PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	20.00
056907	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056908	NEXUS TRANSLATION SERVICES LLC	LIBRARY PROGRAMS	50.00
056909	OPTUM	MONTHLY HSA ACCOUNT FEES	66.00
056910	OTIS ELEVATOR COMPANY	QUARTERLY ELEVATOR MAINT NS ONLY	503.51
056911	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	22,973.60
056912	SIDNEY PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	15.00
056913	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	157,169.03
056914	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	260.00
056915	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056916	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	2,340.27
056917	UNIVERSITY OF CENTRAL OKLAHOMA	INTERLIBRARY LOAN FEES	48.00
056918	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,728.77
056919	WHOLESALE FLOORS NORTHWEST, LLC	BUILDING REPAIR & MAINTENANCE	8,374.41
056920	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	720.00
056921	BOOKS IN MOTION	LIBRARY MATERIALS	63.14
056922	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	78.67
056923	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	31.96
056924	MOLLY FITZPATRICK	LIBRARY PROGRAMS	300.00
056925	GALE/CENAGE LEARNING	LIBRARY MATERIALS	10,857.91
056926	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	978.31
056927	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,010.29
056928	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	369.18
056929	KATIE KOHLSTEDT	LIBRARY PROGRAMS	215.00
056930	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,174.07
056931	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	19,811.93
056932	PRISMHR, INC.	SOFTWARE SUPPORT - HR	908.24
056933	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	583.68
056934	RECORDED BOOKS, LLC	LIBRARY MATERIALS	579.09
056935	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
056936	HANNAH TEGROTHENHUIS	LIBRARY PROGRAMS	150.00
056937	USB TREASURY MANAGEMENT SVCS	ANNUAL BANK ACCOUNT ANALYSIS FEES	1,359.22
056938	MEEGAN WARE	LIBRARY PROGRAMS	750.00
W00762	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,213.76
W00763	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,150.14
W00764	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	64,186.20
W00765	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,628.00
W00766	STATE OF WASHINGTON	PAID FAMILY AND MEDICAL LEAVE, Q4 2019 PMT	3,943.06
W00767	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	14,960.83
W00769	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,340.40
W00770	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,331.53

W00771	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50
W00772	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00773	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	<u>90,933.17</u>
Total Non-Payroll General Operating Fund			\$ 826,870.36

PAYROLL VOUCHERS

01102020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 207,788.97
01242020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>204,696.41</u>
Total Payroll General Operating Fund			\$ 412,485.38
TOTAL GENERAL OPERATING FUND			\$ 1,239,355.74

December 2091/January 2020
Paid in January, 2020
Voucher #056918

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,012.99
Maintenance	1,377.02
Travel	305.00
Acquisitions	1,792.65
Information Technology	181.33
Outreach	59.78
General Fund Purchases	<u>\$8,728.77</u>

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~~ 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. ~~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 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 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

Current/Existing Policy

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.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT Policy

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@sclld.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.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 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.

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

- c. **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

Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format or for the use of District equipment to scan	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per every four electronic files
Electronic transmission of public records	\$0.10 per gigabyte
Digital storage media or device provided by District	Actual cost

EXHIBIT B
Washington State Statutes

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business methods
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097(2)</u>	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications
<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or student
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity

<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse finding
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites

<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments

<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information

RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality

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.

SPOKANE COUNTY LIBRARY DISTRICT

HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~4/19/2019~~ 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 will accrue sick leave and may maintain up to 960 hours of sick leave.

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

Full-time employees who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods. 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 5.4209 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~~ 240 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 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.

5.4209 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 need to take leave ~~whenever possible~~ and must present a copy of their military orders to ~~the appropriate~~ their 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.~~

5.1412 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.

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.

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.

SPOKANE COUNTY LIBRARY DISTRICT

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 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.sclld.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

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	5,750	6,696	-14%
Interlibrary Loan Total	954	1,141	-16%
Overdrive			
Total Checkouts	54,335	51,663	5%
Total Holds	19,648	19,277	2%
hoopla			
Total Checkouts	2,549	2,208	15%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	316,023	313,554	1%
Nonprint	85,889	88,007	-2%
Overdrive	93,598	85,150	10%
Grand Total	495,510	486,711	2%

NOTES: PRINT = Books and Periodicals
 NONPRINT = DVDs, CDs, Books on CD, and other media
 OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe

District Activities

Leadership Team Updates:

The 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 standing room only with 55 in attendance. Presenter Meegan Ware was very informative and interactive.
- 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

January 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,750	113,356		-1%
Door count	98,482	105,297	98,482	-6%
Items Borrowed	223,913	232,337	223,913	-4%
• Airway Heights	5,851	5,571	5,851	5.03%
• Argonne	11,700	12,313	11,700	-4.98%
• Cheney	12,794	12,357	12,794	3.54%
• Deer Park	13,024	13,539	13,024	-3.80%
• Fairfield	921	1,306	921	-29.48%
• Medical Lake	3,572	4,066	3,572	-12.15%
• Moran Prairie	17,173	17,163	17,173	0.06%
• North Spokane	46,025	45,182	46,025	1.87%
• Otis Orchards	5,327	5,883	5,327	-9.45%
• Spokane Valley	45,797	50,825	45,797	-9.89%
• The BookEnd	4,416	3,926	4,416	12.48%
• Digital	56,884	53,871	56,884	6%
Programs				
• Number	293	278	293	5%
• Attendance	6,259	5,736	6,259	9%
Internet Station Use (%)	47.4%	50.2%	47.4%	
Meeting room bookings	557	576	557	-3%
Digital Resource Use	89,108	100,593	89,108	-11%

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 2 – *The Spokesman-Review* – 10 Under \$10: Instant Pot Cooking
- January 2 – *The Spokesman-Review* – 10 Under \$10: Teen Video Camera Crew
- 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* – 'I order for the community': Library buyers demystify book selection process
- January 25 – *The Spokesman-Review* – Visiting authors dominate Spokane library checkouts in 2019
- January 26 – *The Spokesman-Review* – Week Ahead: Learning Circle: Personal Finance and Budgeting
- 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
- January 31 – *Spokane Public Radio* – Washington, Idaho Libraries Adopt Fine Free Policies

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

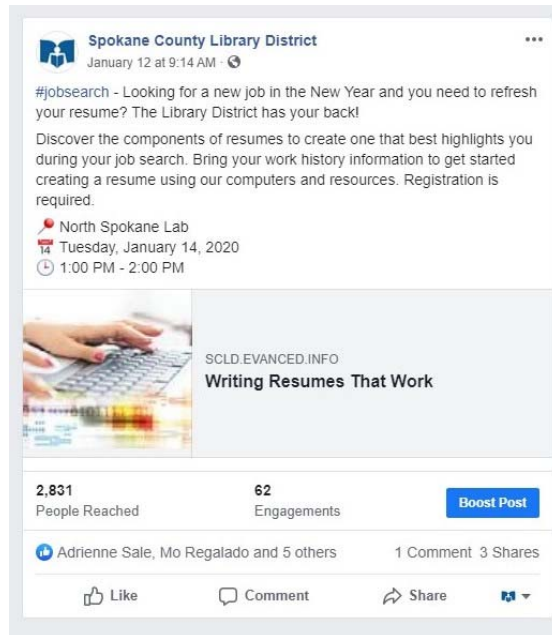
of times clicked: 3,228

(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**

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 12,102,370	\$ 11,942,000	101.34%	\$ (160,370)
CONTRACT CITIES - AIRWAY HEIGHTS	263,495	261,000	100.96%	(2,495)
CONTRACT CITIES - SPOKANE	82,748	80,000	103.43%	(2,748)
FINES & FEES	169,065	171,500	98.58%	2,435
GRANTS & DONATIONS	63,370	33,000	192.03%	(30,370)
E-RATE REIMBURSEMENTS	364,972	150,000	243.31%	(214,972)
LEASEHOLD & TIMBER TAX, REBATES, OTH	51,531	22,000	234.23%	(29,531)
INTEREST REVENUES	89,574	107,000	83.71%	17,426
TOTAL REVENUES	\$ 13,187,124	\$ 12,766,500	103.29%	\$ (420,624)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 13,187,124	\$ 12,766,500	103.29%	\$ (420,624)
EXPENSES				
SALARIES	\$ 6,342,573	\$ 6,422,000	98.76%	\$ 79,427
FRINGE BENEFITS	2,261,496	2,323,300	97.34%	61,804
SUPPLIES	164,049	150,200	109.22%	(13,849)
UTILITIES	479,181	351,000	136.52%	(128,181)
SERVICES	1,411,035	1,435,700	98.28%	24,665
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	164,591	161,000	102.23%	(3,591)
LIBRARY MATERIALS	1,512,493	1,512,600	99.99%	107
ELECTRONIC LIBRARY MATERIALS	181,181	205,000	88.38%	23,819
LIBRARY PROGRAMS	107,637	89,700	120.00%	(17,937)
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 12,684,330	\$ 12,766,500	99.36%	\$ 82,170
TRANSFERS OUT	400,000	400,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 13,084,330	\$ 13,166,500	99.38%	\$ 82,170
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**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	38,370	33,500	4,870
TOTAL REVENUES	38,370	33,500	
TRANSFERS IN	400,000	200,000	
TOTAL REVENUES & TRANSFERS IN	438,370	233,500	
EXPENSES			
TOTAL EXPENSES	0	0	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	438,370		
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

	12/31/2018	3/31/2019	6/30/2019	9/30/2019	12/31/2019
REVENUES					
PROPERTY TAXES	4,764,106	836,243	5,925,873	441,691	4,898,564
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	65,874	65,874	65,874	65,874
CONTRACT CITIES - SPOKANE	38,983	-	41,374	-	41,374
	-	-	-	-	-
FINES & FEES	40,059	46,533	41,282	42,617	38,633
GRANTS & DONATIONS	23,047	4,007	10,437	26,924	22,002
E-RATE REIMBURSEMENTS	29,887	94,337	68,823	137,726	64,086
MISC TAX COLLECTIONS & OTHER	887	22,001	133	10,105	19,292
INTEREST REVENUES	21,424	16,285	25,654	22,433	25,202
TOTAL REVENUES	4,985,029	1,085,280	6,179,451	747,369	5,175,026
EXPENSES					
SALARIES	1,537,735	1,549,300	1,602,397	1,585,670	1,605,206
FRINGE BENEFITS	533,756	571,415	568,107	559,570	562,404
SUPPLIES	57,761	31,514	37,668	38,201	56,666
UTILITIES	102,376	111,891	107,895	145,503	113,891
SERVICES	233,098	236,233	443,348	361,045	370,410
INSURANCE	-	59,919	175	-	-
EQUIPMENT & SOFTWARE	114,733	15,828	14,681	38,251	95,830
LIBRARY MATERIALS	399,485	403,952	417,230	343,086	348,226
ELECTRONIC LIBRARY MATERIALS	47,237	42,107	45,365	34,963	58,745
LIBRARY PROGRAMS	22,761	13,284	26,335	36,450	31,568
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	3,048,942	3,035,444	3,263,202	3,142,739	3,242,946
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.