

**MISSION**

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

**Board of Trustees Regular Meeting**

April 21, 2020 4:00 p.m. Remote Meeting Structure/Teleconference

**AGENDA**

**NOTE: PURSUANT TO GOVERNOR INSLEE'S PROCLAMATION 20-28 DATED MARCH 24, 2020, THIS MEETING WILL BE HELD REMOTELY. PUBLIC COMMENT WILL BE ALLOWED ONLY IN WRITING VIA THE FOLLOWING LINK AND MUST BE RECEIVED BY 12:00 NOON THE DAY OF THE MEETING.**

To submit written public comment prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>

To attend the meeting remotely via conference call:

Call toll-free either 1-877-853-5247 or 1-888-788-0099, then enter ID: 261 049 444

**PLEASE NOTE THIS CONFERENCE CALL LINE WILL BE IN "LISTEN-ONLY" MODE.**

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **PUBLIC COMMENT** [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]
- IV. **ACTION ITEMS**
  - A. Approval of March 17, 2020, Special Meeting Minutes [4:00-4:02]
  - B. Approval of March 2020 Payment Vouchers [4:02-4:05]
  - C. Unfinished Business  
None.
  - D. New Business [4:05-5:00]
    1. Access to Library Services Policy: Approval Recommendation.
    2. Partnership and Sponsorship Policy: Approval Recommendation.
    3. Personnel Policy – Sections HR05 Leave and HR06 Employee Conduct: Approval Recommendation.
    4. Non-Exclusive Provider of Print Materials Contract Award: Approval Recommendation.
    5. COVID-19 Response Update [4:30-5:00]
- V. **REPORTS**
  - A. Trustees [5:00-5:05]
  - B. Executive Director [5:05-5:20]
    - Administrative
    - Community Activities
  - C. Fiscal [5:20-5:30]
- VI. **ADJOURNMENT**

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.***

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: MARCH 17, 2020**

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A special meeting of the Board of Trustees of Spokane County Library District was held in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, March 17, 2020.

**Present:** John Craig - Chair  
 Mark Johnson - Vice Chair (via teleconference)  
 Ami Calvert - Trustee  
 Wes Teterud - Trustee  
 Kristin Thompson - Trustee (via teleconference)  
 Patrick Roewe - Executive Director and Secretary

**Excused:** None.

**Also Present:** Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; 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. Mr. Craig also noted Vice Chair Johnson and Trustee Thompson joined the meeting via teleconference.

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

**Public Comment (Item III.)** There was no public comment.

**Approval of Feb. 18, Regular, and Feb. 25 Special Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the Feb. 18, regular, and Feb. 25 special meeting minutes. The minutes stand approved as written.

**Approval of Feb. 2020, Payment Vouchers (Item III.B.)** Mr. Teterud moved and Ms. Calvert seconded approval of the February 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	56939-57053 and W00774-W00782	\$736,785.83	\$736,785.83
	02102020PR and 022520120PR	\$414,532.21	\$414,532.21
L01		Total	\$1,151,318.04

In response to queries from Mr. Teterud, Mr. Stumbough responded about a payment voucher issued to outreach vehicle consultant, Michael

**Special Meeting Minutes - Board of Trustees**

**March 17, 2020**

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**Approval of  
Feb. 2020,  
Payment Vouchers  
(Item III.B.)**

Swendrowski, who will assist with development of a future mobile library program. Mr. Stumbough said although the independent consultant was not from the area, he has worked with other libraries in the northwest and has excellent references.

There was no further discussion.

The motion was unanimously approved.

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

NONE.

**New Business  
Financial  
Management Policy  
(Item IV.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Financial Management policy, as revised. The proposed changes were mostly for clarification, yet Mr. Knorr noted the required timeline for the annual budget adoption process has now been separated into actions required every year and those required only when necessary. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

**New Business  
COVID-19 Response  
(Item IV.D.2.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided a handout outlining the District's Infectious Disease Outbreak Response Plan. He further explained how decisions were made to invoke the Emergency Closure of Facilities policy, which is Level 3 of five response levels, and enables staff to be placed on paid administrative leave, if necessary. Staff will continue to work onsite and remotely performing primary business functions and will explore innovative ways to provide and/or expand services, such as Storytime, during closure. Social media will be used to encourage use of digital materials from home. An uptick has already been seen in hoopla, and prices for digital books have come down from one publisher. Due dates for materials previously checked out and expiring library cards were moved to May 2. Overdue fines were also suspended until May 2. In response to a query from Mr. Craig, Ms. Costa said at this time approximately 20 percent of staff (35 employees) requested administrative leave or remote work assignment, though staff still have the opportunity to submit requests. In response to Mr. Johnson's query about the remodel at North Spokane, Mr. Roewe said the project can continue as planned, noting minimal staff will be on site with the contractor. Mr. Roewe said it was a monumental decision to close libraries, but it was the right one for the District to make in support of public health. Mr. Roewe said the decision was further validated by the recent proclamation from Governor Inslee closing various places of public accommodation, and he anticipates further directives from government agencies to have an impact in the near future.

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**New Business  
COVID-19 Response  
(Item IV.D.2.)**

Ms. Thompson thanked Mr. Roewe for making tough decisions. In turn, Mr. Roewe thanked the staff for their resilience, and his team, as they worked together to make difficult decisions involving the response plan.

There was no further discussion.

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

There were no reports.

**Executive Director's  
Report, Feb. 2020  
(Item V.B.)**

The Executive Director's written report for February 2020 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Regarding the upcoming restroom remodel project at North Spokane Library, Mr. Roewe said staff chose floor- over ceiling-mounted partitions for greater longevity and durability. Mr. Roewe further reported the required Public Records and Open Public Meetings Act(s) training that was part of the preliminary agenda for this meeting can be conducted individually online. He will subsequently send a link via email for Trustees to access the training.

There was no further discussion.

**Operations Report,  
Feb. 2020  
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2020, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's query regarding The BookEnd library at Spokane Valley Mall, Mr. Knorr said he received notification that mall operating hours would be reduced because of the pandemic.

There was no further discussion.

**Fiscal Report,  
Final Feb. 2020  
(Item V.D.)**

Revenue and Expenditure Statement through February 29, 2020.

<u>Fund 001</u>	
Revenues	\$ 1237,619
Expenditures	\$ 2,432,655
Ending Fund Balance	\$ 2,952,392
Fund Budget Expended	14.97%

In response to queries from the Board, Mr. Knorr said for now he does not think the current six-week closure of libraries will noticeably impact the financial report. Janitorial and courier services will continue during this time.

There was no further discussion.

**Special Meeting Minutes - Board of Trustees**

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**Adjournment  
(Item VI.)**

Chair Craig adjourned the meeting at 4:24 p.m. Although the next Board Meeting was scheduled for Tuesday, April 21, 2020, at 4:00 p.m., in the public meeting room at Moran Prairie Library, with libraries closed through April 24, it will likely move to an online format.

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John Craig, Chair

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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 March 31, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,086,391.36 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 2, 2020

SIGNED \_\_\_\_\_



SIGNED \_\_\_\_\_



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057054	BERNARDO WILLS ARCHITECTS, PC	ARCHITECT FEES, NS RESTROOM REMODEL JAN	9,149.50
057055	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,832.27
057056	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
057057	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	309.57
057058	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	8,000.00
057059	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	142.80
057060	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	706.55
057061	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.43
057062	CITY OF SPOKANE VALLEY	DEPOSIT FOR CONFERENCE ROOM RENTAL	210.00
057063	LARRY DEEMER	REFUND OF LOST/PAID FEES	26.00
057064	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,759.50
057065	EBSICO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	36,879.47
057066	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
057067	MOLLY FITZPATRICK	LIBRARY PROGRAMS YOGA INSTRUCTOR, NNLM GRANT	450.00
057068	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	34.00
057069	GALE/CENAGE LEARNING	LIBRARY MATERIALS	554.85
057070	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	128.17
057071	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	425.00
057072	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	12,274.32
057073	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	300.00
057074	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	6,758.56
057075	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,128.14
057076	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057077	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	288.06
057078	STEVE NOKES	LIBRARY PROGR TAMS	43.04
057079	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	25,567.87
057080	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	1,640.98
057081	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	366.93
057082	RECORDED BOOKS, LLC	LIBRARY MATERIALS	858.54
057083	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	260.00
057084	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
057085	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	504.38
057086	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	201.80
057087	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	553.06
057088	WEST PLAINS CHAM. OF COMMERCE	MEMBER BREAKFAST	30.00
057089	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
057090	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
057091	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	36.24
057092	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	531.35
057093	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	780.46
057094	BOOKS IN MOTION	LIBRARY MATERIALS	66.77
057095	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	58.10
057096	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	65.88
057097	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,648.23
057098	EDNETICS	NEW CISCO SWITCHES, ALL BUILDINGS, NET OF ERATE DISC	33,918.48
057099	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
057100	GALE/CENAGE LEARNING	LIBRARY MATERIALS	141.40
057101	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,471.49
057102	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,737.10
057103	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	696.84

057104	iPRINT TECHNOLOGIES	OFFICE/LIBRARY SUPPLIES	519.47
057105	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	496.75
057106	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,768.23
057107	NORTH CENTRAL REGIONAL LIBRARY - ILL	INTERLIBRARY LOAN FEES	8.00
057108	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,166.92
057109	RECORDED BOOKS, LLC	LIBRARY MATERIALS	269.20
057110	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	186.24
057111	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
057112	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,743.60
057113	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	49.84
057114	UPS	SHIPPING	56.77
057115	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,417.92
057116	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,232.14
057117	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	276.77
057118	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,129.00
057119	YMCA OF THE INLAND NORTHWEST	ANNUAL MEMBERSHIP FIT/LIT GRANT PARTICIPANTS	200.00
057120	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	1,905.77
057121	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,902.11
057122	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	17,405.46
057123	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,319.87
057124	CRAIG BARNETT	LIBRARY MATERIALS	261.64
057125	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	505.39
057126	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,508.27
057127	EDNETICS	ACCESS POINT INSTALLATION LABOR, NET OF ERATE DISC	1,073.48
057128	MORGAN ANDERSEN	LIBRARY PROGRAMS	1,050.00
057129	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,235.55
057130	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	194.60
057131	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,810.25
057132	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	351.37
057133	KIDS NEWSPAPER	ADVERTISING	800.00
057134	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,478.74
057135	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	24,532.14
057136	PRISMHR, INC.	SOFTWARE SUPPORT - HR	454.12
057137	RECORDED BOOKS, LLC	LIBRARY MATERIALS	135.47
057138	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER	4,374.96
057139	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	684.00
057140	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,247.19
057141	BERNARDO WILLS ARCHITECTS, PC	ARCHITECT FEES, NS RESTROOM REMODEL FEB	2,156.25
057142	BOOKS IN MOTION	LIBRARY MATERIALS	57.48
057143	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	167.18
057144	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	7.25
057145	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
057146	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.36
057147	GALE/CENAGE LEARNING	LIBRARY MATERIALS	880.00
057148	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,265.41
057149	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	10,063.85
057150	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057151	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	812.34
057152	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	368.23
057153	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
057154	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	47,338.31
057155	PRISMHR, INC.	SOFTWARE SUPPORT - HR	454.12
057156	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,550.65
057157	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	195.71
057158	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	215.27
057159	UPS	SHIPPING	34.87
057160	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,020.37
W00783	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,733.63
W00784	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,124.10
W00785	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00786	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50
W00787	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	93,213.59
W00788	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,802.30
W00789	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50
W00790	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,595.66
W00791	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02

**Total Non-Payroll General Operating Fund**

**\$ 687,768.00**

**PAYROLL VOUCHERS**

03102020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 196,990.32
03252020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>201,633.04</u>
	<b>Total Payroll General Operating Fund</b>		\$ 398,623.36
	<b>TOTAL GENERAL OPERATING FUND</b>		<b>\$ 1,086,391.36</b>

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## **ACCESS TO LIBRARY SERVICES**

### **BACKGROUND:**

The purpose of this policy is to affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all and its compliance with applicable state and federal anti-discrimination laws.

Key revisions were focused on more clearly aligning the policy with RCW 49.60.030, Washington State's "Freedom from discrimination—Declaration of civil rights" statute. While this statute has always served as the policy's basis, staff felt it important to reference the statute specifically in the policy and to mirror the language used in the law.

Other minor changes were made to update the District's preferred nomenclature and the updated statement regarding procedures and appeals.

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 Access to Library Services policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: ACCESS TO LIBRARY SERVICES**

APPROVAL DATE: February 18, 1993

REVISION DATE: ~~February 20, 2018~~ April 21, 2020

**Related Policies**

Code of Conduct Policy

Customer Privileges and Responsibilities Policy

~~**Previous Title**~~

~~Valuing and Managing Diversity~~

**Statutory Reference**

RCW 49.60.030

**Purpose**

To affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

**Policy**

The District is committed to providing equal equitable and open access to library facilities, services, materials and programs regardless of race, creed, color, gender, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, ~~or physical, mental or sensory disability~~ the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. In support of that commitment:

- Access to library services shall not be denied or abridged to any individual eligible for library services, as defined in the District's Customer Privileges and Responsibilities policy, other than due to a violation of the Code of Conduct.
- In compliance with federal and state law and Title II of the Americans with Disabilities Act of 1990, the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.
- The District offers reasonable accommodations to persons with disabilities.
- The District provides a grievance procedure to ensure that if an individual believes ~~he or she has~~ they have been denied access to library services or has been otherwise discriminated against, the issue can be resolved as promptly and ~~harmoniously~~ amicably as possible.
  - The District encourages customers to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place.
  - Any unresolved ADA issue should be submitted to the Human Resources Director to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.

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

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

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

**POLICY: ACCESS TO LIBRARY SERVICES**

APPROVAL DATE: February 18, 1993

REVISION DATE: April 21, 2020

**Related Policies**

Code of Conduct Policy

Customer Privileges and Responsibilities Policy

**Statutory Reference**

RCW 49.60.030

**Purpose**

To affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

**Policy**

The District is committed to providing equitable and open access to library facilities, services, materials and programs regardless of race, creed, color, gender, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. In support of that commitment:

- Access to library services shall not be denied or abridged to any individual eligible for library services, as defined in the District's Customer Privileges and Responsibilities policy, other than due to a violation of the Code of Conduct.
- In compliance with federal and state law and Title II of the Americans with Disabilities Act of 1990, the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.
- The District offers reasonable accommodations to persons with disabilities.
- The District provides a grievance procedure to ensure that if an individual believes they have been denied access to library services or has been otherwise discriminated against, the issue can be resolved as promptly and amicably as possible.
  - The District encourages customers to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place.
  - Any unresolved ADA issue should be submitted to the Human Resources Director to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.

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

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

## **PARTNERSHIP AND SPONSORSHIP**

### **BACKGROUND:**

The purpose of the policy is to define partnerships and sponsorships and encourages these relationships to create new opportunities to further the District's mission and the values of its partners/sponsors. The recommended changes update terminology and align to current policy format.

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

Communication & Development Director Jane Baker and Operations Director Doug Stumbough 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 Partnership and Sponsorship policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: Partnership and Sponsorship**

APPROVAL DATE: February 18, 2014

REVISION DATE: April 21, 2020

RELATED POLICIES:

Library Meeting Room Use Gifts

Naming and Recognition

**Purpose:**

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

**Definitions:**

Community Partnership: a relationship between the District and an institution, business, nonprofit organization or community group that involves an exchange of services, use of facilities, a newly-created service or event, or other transaction that is mutually beneficial to both partners and is of benefit to the community. While the District and the partner may not have identical goals, their goals should be complementary ~~and mutually beneficial~~. Each partner contributes to the enterprise.

Sponsorship: a mutually beneficial exchange between the District and an institution, business, nonprofit organization, community group or individual (the sponsor), whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement or other promotional considerations.

**General Policy:**

The District seeks and encourages the support of institutions, businesses, nonprofit organizations and community groups to enhance or improve library activities, facilities, services, events and/or programs through the establishment of sponsorships and community partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its partner(s) or sponsor(s).

**Guidelines:**

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships and sponsorships. As determined by District staff, all community partnerships and sponsorships:

- Must align with the District's strategic priorities and be in the best interest of the District and its library ~~members~~ customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all Spokane County Library District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees as required.
- May require a memorandum of understanding or formal agreement between the District and community partner or sponsor outlining each party's responsibilities or activities.

Community partners and sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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

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

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

**POLICY: Partnership and Sponsorship**

APPROVAL DATE: February 18, 2014

REVISION DATE: April 21, 2020

**RELATED POLICIES:**

Gifts

Naming and Recognition

**Purpose:**

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

**Definitions:**

**Community Partnership:** a relationship between the District and an institution, business, nonprofit organization or community group that involves an exchange of services, use of facilities, a newly-created service or event, or other transaction that is mutually beneficial to both partners and is of benefit to the community. While the District and the partner may not have identical goals, their goals should be complementary. Each partner contributes to the enterprise.

**Sponsorship:** a mutually beneficial exchange between the District and an institution, business, nonprofit organization, community group or individual (the sponsor), whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement or other promotional considerations.

**General Policy:**

The District seeks and encourages the support of institutions, businesses, nonprofit organizations and community groups to enhance or improve library activities, facilities, services, events and/or programs through the establishment of sponsorships and community partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its partner(s) or sponsor(s).

**Guidelines:**

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships and sponsorships. As determined by District staff, all community partnerships and sponsorships:

- Must align with the District's strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all Spokane County Library District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees as required.
- May require a memorandum of understanding or formal agreement between the District and community partner or sponsor outlining each party's responsibilities or activities.

Community partners and sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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



action and/or decision will be made in writing to the Board of Trustees.

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

## **PERSONNEL POLICY - HR05 Leave Addendum, and HR06 Employee Conduct**

### **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.

Policy HR06 Employee Conduct sets forth the District's policies for hiring and employment. These recommended changes are intended to update the policies to be compliant with new laws and to clarify 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:

#### HR05 – Leave

- The addendum is to comply with the Families First Coronavirus Response Act (FFCRA) and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This Leave Addendum will be in effect from April 1, 2020, until December 31, 2020, the duration of the FFCRA.

#### HR06 – Employee Conduct

- Section 6.12 has been added to document and clarify the District's policy for remote work.

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 sections HR05 Leave Addendum and HR06 Employee Conduct.**

**POLICY: HR05 – Leave Addendum**

**FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus)**

APPROVAL DATE: 04/21/2020

REVISION DATE:

**Purpose**

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. Policy HR05-Leave, including sections regarding Family and Medical Leave still apply to all other reasons for leave outside of this policy.

This Leave Addendum will be in effect from April 1, 2020, until December 31, 2020.

**Scope:** Applies to all District employees.

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**Expanded FMLA Leave**

**Eligibility:** All full- and part-time employees, who have been employed by the District for at least 30 days and are unable to work (or telework) for the reason below.

**Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

- “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
  - under 18 years of age; or
  - 18 years of age or older and incapable of self-care because of a mental or physical disability.
- “Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:
  - a center-based childcare provider
  - a group home childcare provider
  - a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
  - other licensed provider of childcare services for compensation
  - a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.
- “School” means an elementary or secondary school.

### **Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken six (6) weeks of FMLA leave, that employee would be eligible for another six (6) weeks of FMLA leave under this policy.

### **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

### **Employee Status and Benefits During Leave**

During this 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.

### **Procedure for Requesting Leave**

All employees requesting this leave must provide written notice, where possible, of the need for leave to Human Resources as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with any required notices.

The notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason;
4. Name and age of the child (or children) to be cared for;
5. Name of the school that has closed or place of care that is unavailable; and
6. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

On a basis that does not discriminate against employees on this leave, the District may require an employee to report periodically on the employee's status and intent to return to work.

## Emergency Paid Sick Leave

### Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

### Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

### Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

### **Procedure for Requesting Emergency Paid Sick Leave**

Employees must provide written notice to their manager or the HR Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice.

The written notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason;
4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

If the sick leave is needed to care for child due to closure of school and/or loss of childcare employee should provide the following information in writing:

1. Name and age of the child (or children) to be cared for;
2. Name of the school that has closed or place of care that is unavailable; and
3. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Once emergency paid sick leave has begun, the employee and their manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

**POLICY: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 04/21/2020

**Purpose**

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

**Scope**

Applies to all District employees

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

**6.1 Ethics**

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

**6.2 Conflict of Interest**

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

**6.3 Abuse of Authority or Position**

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

**6.4 Gifts or Additional Compensation**

Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and benefits, for performing their official duties. However, gifts of nominal value, such as an honorarium or compensation for performing work that is related to the library profession, but is outside their

official duties, or gifts of food for a group or work unit at holidays or other special occasions are allowed as long as they do not constitute a conflict of interest.

### **6.5 Motor Vehicles**

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

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.

Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

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

### **6.6 District Expectations**

Employees are expected to:

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



### **6.7 Use of Controlled Substances**

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

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

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

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

The District will cover the cost of transportation as well as the testing. The employee will be placed on paid Administrative leave until the results of the tests are returned. Failure to promptly comply may be grounds for immediate termination.

### **6.8 Workplace Violence**

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

### **6.9 Personal Appearance**

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

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

### **6.10 Electronic Communication Equipment and Computer Systems**

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

### **6.11 Public Records**

Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are potential public records subject to the Public Records

Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules. Therefore, when conducting District business, employees are expected to use District provided equipment and accounts.

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

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

### **6.12 Remote Work**

1. Remote work arrangements will be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to or guaranteed the opportunity to work remotely.
2. Eligible positions will be determined by the Director and be based on functional role and District needs.
3. The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.
4. Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee's supervisor before the arrangement will be renewed. Any changes to the arrangement will be noted on the remote work request form.
5. The employee's supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:
  - Meeting all deadlines and work expectations;
  - Accessible during work hours;
  - Maintaining effective communication and workflow;
  - Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations.
6. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
  - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.

7. Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.
  - An employee who is ill and unable to work on a remote work day must notify the District per appropriate procedure.
8. The duties, obligations, and responsibilities of an employee who works remotely are the same as an employee working at a District location. Only District work is to be performed during remote work hours.
9. A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.
  - Employees must track and submit hours worked to their supervisor.
  - FLSA Overtime Eligible employees must have any hours beyond their normal work schedule approved in advance by their supervisor.
10. Remote work shall not be used as a substitute for dependent or child care. Employees working under a remote work agreement are expected to make dependent/child care arrangements for during their work time.
11. Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.
  - Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.
  - Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.
12. The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.
13. Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.
14. In-person meetings with staff or internal/external clients shall not be held at the remote work site.

### 6.123 District Provided Equipment

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

Employees are prohibited from:

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

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

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

**POLICY: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 04/21/2020

**Purpose**

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

**Scope**

Applies to all District employees

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

**6.1 Ethics**

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

**6.2 Conflict of Interest**

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

**6.3 Abuse of Authority or Position**

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

**6.4 Gifts or Additional Compensation**

Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and benefits, for performing their official duties. However, gifts of nominal value, such as an honorarium or

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

### **6.5 Motor Vehicles**

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

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.

Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

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

### **6.6 District Expectations**

Employees are expected to:

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

### **6.7 Use of Controlled Substances**

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

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

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

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

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

Failure to promptly comply may be grounds for immediate termination.

### **6.8 Workplace Violence**

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

### **6.9 Personal Appearance**

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

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

### **6.10 Electronic Communication Equipment and Computer Systems**

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

### 6.11 Public Records

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

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

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

### 6.12 Remote Work

1. Remote work arrangements will be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to, or guaranteed the opportunity to work remotely.
2. Eligible positions will be determined by the Director and be based on functional role and District needs.
3. The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.
4. Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee's supervisor before the arrangement will be renewed. Any changes to the arrangement will be noted on the remote work request form.
5. The employee's supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:
  - Meeting all deadlines and work expectations;
  - Accessible during work hours;
  - Maintaining effective communication and workflow;
  - Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations.
6. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
  - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.
7. Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.



- An employee who is ill and unable to work on a remote work day must notify the District per appropriate procedure.
8. The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. Only District work is to be performed during remote work hours.
  9. A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.
    - Employees must track and submit hours worked to their supervisor.
    - FLSA Overtime Eligible employees must have any hours beyond their normal work schedule approved in advance by their supervisor.
  10. Remote work shall not be used as a substitute for dependent or child care. Employees working under a remote work agreement are expected to make dependent/child care arrangements for during their work time.
  11. Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.
    - Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.
    - Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.
  12. The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.
  13. Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.
  14. In-person meetings with staff or internal/external clients shall not be held at the remote work site.

### **6.13 District-Provided Equipment**

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

Employees are prohibited from:

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

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

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

## **NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS CONTRACT AWARD**

### **Background**

The District issued a Request for Proposal (RFP) for a non-exclusive provider of print materials in February 2020. Library materials suppliers are an industry geared specifically to serving libraries. They have sufficient volume to meet the demand of quantities ordered and offer consistent discounts that maximize the materials we buy. By using a library materials supplier, we maximize the number of customers of all ages we can serve and the efficiency with which we serve them.

### **PROPOSAL SOLICITATION AND RESULTS**

The RFP for a Non-Exclusive Provider of Print Materials for the District was issued on February 28, 2020. The District published a legal notice, as required, and posted the solicitation document on the District's website. All proposals were due March 27, 2020, with three (3) proposals received. One (1) proposal was received from a company that was not able to meet all of the requirements on the minimum criteria checklist and did not submit a complete response, so therefore it was not considered. The two (2) other vendors both met the minimum qualifications and submitted complete responses and therefore were eligible for consideration—Baker & Taylor and Ingram Library Services (Ingram). While both vendors' offerings are similar in a variety of the minimum and preferred criteria, there are a few key distinctions:

- (1) Discounts: Both Baker & Taylor and Ingram offer similar discounts for the top three (3) print formats (trade hardback, trade paperback, and mass market paperback), with Ingram offering a slightly better overall discount of 0.1%.
- (2) Shipping Costs: Ingram offers free shipping from the designated primary and secondary distribution centers. Baker & Taylor imposes a transportation surcharge of 1.0% per invoice total for print (books and spoken word audio materials) with a maximum fee of \$25.00 per invoice.
- (3) Turnaround Time: Ingram has four (4) distribution centers with the closest one to Spokane located in Roseburg, OR. In-stock book orders are shipped within 24 hours or on the same business day if placed before local cut-off time at the designated primary distribution center. Baker & Taylor has two (2) distribution centers with the closest one to Spokane located in Momence, IL. In-stock materials on average will ship within 24 hours of receipt of order.

Considering the discounts offered by each vendor are comparable, the free shipping offered by Ingram along with the proximity of the primary distribution center in Oregon and the quick turnaround time makes Ingram the vendor most responsive to the selection criteria. The District intends to enter into a contract with Ingram for one (1) year beginning June 1, 2020, based on the RFP and proposal received, with a District option of up to four (4) one-year extensions for a maximum life of the contract being a total of five (5) years.

Ingram has been the District's primary print materials supplier for almost 30 years, and we have been pleased with its service. Additionally, our familiarity with its website interface allows us to most efficiently get materials in the hands of District customers.

Pending contract award approval by the Board of Trustees, staff will negotiate a contract with Ingram Library Services in accordance with the terms of the RFP and the discounts, features and services contained in the response.

**Recommended Action:** Board motion to award the contract for Non-exclusive Provider of Print Materials to Ingram Library Services.

## **COVID-19 Response Update**

### **Background**

Governor Jay Inslee extended the expiration of Proclamation 20-25.1 “Stay Home—Stay Healthy” until May 4, 2020. As public libraries are not considered essential businesses under the guidelines issued by the Governor’s Office, we have extended our closure period to comply with the proclamation.

All library service suspensions or extensions previously discussed with the Board have been extended as well. For example, due dates, overdue fines, and library card expirations will not go back into effect until after the libraries re-open to the public. Library programs and meeting room bookings will remain canceled as well.

As previously discussed with the Board, staff who are currently working remotely, and staff whose functions were already determined to be essential to the operational continuity of the District and were allowed to work in the buildings as per the proclamation guidelines, are continuing to do so. All other staff continue to be on administrative leave for the duration of the closure, as per policy.

### **When will staff return to work in the buildings?**

The earliest staff will be able to return to work in the buildings is May 5, 2020, based on the current revised proclamation. We anticipate that staff will return to work with some social distancing restrictions still in place. We will make the determination about what that return looks like in terms of assignments and job duties when we are closer to the proclamation’s expiration date.

### **When will the District re-open to the public?**

To be determined. We are anticipating the likelihood that the libraries will reopen to the public with some social distancing restrictions still in place as well. We are also anticipating needing up to 7-10 days once the proclamation expires to get back into the buildings, re-assess operational needs and requirements in light of any public health directives, and prepare to re-open to the public.

### **Next Steps**

The Leadership Team is planning for a phased re-opening to the public based upon current guidance from federal, state, and local public health agencies. We are creating plans that can adapt to further extensions and other changes that may impact the public health landscape as it relates to District operations.

Executive Director Patrick Roewe will provide an overview of the District’s response to date and be available to answer any questions.

Recommended Action: This item is for discussion only, with no action required.

## EXECUTIVE DIRECTOR'S REPORT MARCH 2020

### Introduction

This month's report will focus primarily on the District's response to the COVID-19 pandemic and the way operations have been affected by or have adapted in response to Governor Inslee's "Stay Home, Stay Healthy" proclamation. Other relevant updates are included as well.

### Business Office, Finance and Facilities – Rick Knorr

#### COVID-19 related Updates

##### Property Tax Collections

On March 30, the Spokane County Treasurer extended the due date for the first-half property tax payments for many county taxpayers from April 30 until June 15, 2020. To repeat excerpts of the Treasurer's announcement:

- This (extension) does not mean your property tax bill goes away. First-half payments regularly due April 30 will be accepted until June 15.
- The extension is not offered for prior year delinquent taxes or intermediaries, including mortgage loan servicing companies. (These mortgage loan servicing companies commonly represent 30% of total taxes paid.)
- Payments received after June 15 will incur interest and penalty as applicable by state statute.
- The second-half payment deadline remains October 31.

At the end of March, the District has 2.0 months cash on hand. Total tax collections expected in April, prior to this announcement, would have been at least \$6,000,000. The District needs only \$1,000,000 per month (17%) to maintain the current two months of cash on hand. In anticipation that 30% of payments will be received via mortgage loan servicing companies, the District does not expect any cash flow problems as a result of this six-week extension.

##### North Spokane Restroom Remodel

The Notice to Proceed was issued to the contractor on March 2, 2020. The contractor commenced work on Wednesday, March 25, and continued through March 30. Activity was then ceased due to compliance concerns with Governor Inslee's "Stay Home, Stay Healthy" proclamation. On behalf of the District, Bernardo Wills Architects (BWA) received clarification at the state and county levels that the remodel project could continue as the type of public facility construction work allowed under the proclamation. BWA submitted a letter to the contractor on April 13, 2020, directing them to proceed based on the clarification.

### Other Updates

#### Finance Report

#### General Fund

#### Revenues

Total revenues for the first quarter is 7.14% of budgeted revenues. Tax collections are further discussed below. The first of four (4) payments from the city of Airway Heights has been collected on schedule. The first of two (2) payments from the city of Spokane is not due until May. Fines and fees are on budget, a short-lived phenomenon due to the extension of all physical material due dates during our closure period.

### **Expenses**

Total expenses before transfers to the Capital Projects Fund are 24.11% of budget. Total salary and benefits are also similarly less than the 25% expected through the first quarter. Even as all staff continue to be fully paid based on their schedules, there is no need through the closure for sick leave or vacation leave coverage, which will result in continued salary expenses to be slightly under budget.

All other non-capital expenses are on budget as expected, as most operations remain in place, such as utilities, and all building service and safety maintenance. Most of this year's capital budget of \$1,490,000 will not be spent until later in the year, however.

### **Human Resources – Toni Costa**

#### **COVID-19 related Updates**

The Personnel Policy revisions included in this meeting's agenda, Sections HR05 Leave and HR06 Employee Conduct, are both necessitated by the COVID-19 pandemic.

#### **Other Updates**

##### Staff Training:

- All in-person staff training was canceled for March, following the "Stay Home, Stay Healthy" order.
- Open Public Meetings Act training was provided to the Trustees through TalentLMS, with four out of five completing the training as of 4/06/2020.
- Public Records Act training was provided to the Trustees through Talent LMS, with four out of five completing the training as of 4/06/2020.

##### Staffing Changes:

The District had neither new staff nor terminating staff in March. There were two transfers, both Public Service Associate, swapping places from MP and BE.

### **Communication and Development – Jane Baker**

#### **COVID-19 related Updates**

##### Communication

By mid-month, notifications of postponements, cancellations, and closures were the priority, as we shifted to working from home.

Under the stay at home order, the focus was promoting online resources and collaborating with program staff to create and promote online events and programs, as well as sharing helpful digital resources for education and entertainment.

There were several media calls, from both television and newspapers, for information on our closure, book drops, and online resources. These calls resulted in the District's information on closures and online programming being included in The Spokesman-Review, Inlander, and Journal of Business.

The Communication Department has utilized the website, social media, and our eNewsletter to keep customers updated.

### Development

Development activities have slowed under the stay at home order, and have shifted focus to webinars and online classes discussing new considerations and opportunities for fundraising in light of the nation's changing financial landscape.

### **Operations – Doug Stumbough**

#### **COVID-19 related Updates**

The first two weeks of March were highlighted by several programs including the Northern and Valley Poetry Slams, performances by Floating Crowbar at several libraries, Genealogy: Researching Your Family History, and more than two dozen proctoring sessions and GED programs.

As COVID-19 began to significantly impact Washington in the second week of March, several alterations to services were initiated including the suspension of visits to adult facilities and increased cleaning of high-touch surfaces. There was also an initial plan to cancel programs and meeting room use through April 11 and minimal staffing plans were identified for reduced service models in the libraries.

Over the course of just two days, the situation progressed to the point where multiple libraries across the state began to announce full closures in an effort to reduce the spread of the infection. By the end of the second week, the District had made the decision to enact the Emergency Closure of Facilities policy and close libraries to the public beginning March 17 in response to the unprecedented circumstances. From the announcement of pending closure on March 13, to the day before closure, March 16, libraries reported an uptick in customers and empty shelves.

With the closure, all overdue fines were suspended until after reopening, as well as notifications, and collection agency referrals. Items due during the closure, library cards scheduled to expire during the closure, and holds waiting for pick up were all extended until after a reopening date can be determined.

Staff continued to work in libraries and remotely through the first week of the closure, answering calls and emails, checking in materials and planning/transitioning program offerings online. The online card application process was refined to allow customers instant access to digital resources such as OverDrive and Hoopla.

When the Governor announced the Stay Home, Stay Healthy order effective March 25, closing down all non-essential businesses through at least April 6, only staff who were working remotely or whose function was essential to the operational continuity of the District were authorized to continue to work and all others were (or continued) on administrative leave.

We will plan to resume having minimal staff in the buildings when further orders are issued from a federal, state, or local agencies allowing a return to in-library work. We are also planning a phased reopening of services based on what restrictions remain in effect as the spring and summer progress.

### **Collection Services – Andrea Sharps**

#### **COVID-19 related Updates**

##### Selection Strategies in Response to the COVID-19 Library Closures

During the month of March, we doubled the OverDrive expenditures and increased the frequency of the weekly OverDrive orders starting the week of March 23. On March 16, we added a collection of over

4,000 classic titles in the public domain to our OverDrive catalog, which allows for an unlimited number of users to access eBooks at a time. We are attempting to purchase as many of the 'Recommend to Library' (RTL) titles that customers suggest on OverDrive and are striving to meet a 4:1 holds ratio for OverDrive content. Working remotely, the Adult and Youth Collection Development librarians are identifying OverDrive materials to purchase on topical/timely subjects to support customers seeking information about viruses, working from home, cooking in quantities, emergency preparedness, activities with children, and basic schooling/homeschooling. Starting April 1, we increased the monthly budget cap for the streaming service *hoopla* which includes eBooks, eAudiobooks, comics/graphic novels, full-length albums, episodic television shows, and movies. We are encouraging customers to use Flipster to access easy-to-read digital magazines. We are keeping the OverDrive and *hoopla* checkout limits the same as well as the OverDrive RTL limit in order to give more of the District's 118,000 cardholders the opportunity and ability to access and enjoy these digital services during the library closures due to the COVID-19 crisis.

### Top Checkouts and Holds

This month we are focusing on **OverDrive** (digital) titles with the most checkouts occurring during the month and titles with the most holds placed during the month:

- Popular **OverDrive** titles March 2020:
  - Checkouts March 9 – April 8:
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling, eAudiobook (156)
    - *Funny, You Don't Look Autistic: A Comedian's Guide to Life on the Spectrum* by Michael McCreary, eBook (137)
    - *Blue Moon: A Jack Reacher Novel* by Lee Child, eBook (78)
    - *A Minute to Midnight* by David Baldacci, eAudiobook (75)
  - Holds on April 8:
    - *Little Fires Everywhere* by Celeste Ng, eBook (104)
    - *American Dirt* by Jeanine Cummins, eBook (96)
    - *The Giver of the Stars* by Jojo Moyes, eBook (78)
    - *The Giver of the Stars* by Jojo Moyes, eAudiobook (75)

### **Other Updates**

#### Request for Review of Library Materials

The District received two *Request for Review of Library Materials* forms in March regarding two children's picture book items in the same preschool book bag. It was determined that the picture books met the collection criteria and were correctly cataloged and appropriately included in the thematic preschool book bag. No changes were made in the status of the two items, and a written response was sent to the District resident within 14 days of receiving the request as stated in the Collection Development policy.

#### Request for Proposals

The District invited interested library materials suppliers to submit proposals for a non-exclusive supplier contract for provision primarily of District physical print materials. The request for proposal informational package was available at the District's website from February 28 through March 27, with all proposals due by 2:00 p.m. PST on March 27. Three proposals were received by the deadline and were reviewed and evaluated by Collection Services staff. The contract will be awarded to the vendor most responsive to the selection criteria at the April 21 Board of Trustees meeting.



**COLLECTION MONTHLY REPORT**

**March 2020**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Items Processed	13,790	17,368	-21%
Interlibrary Loan Total	2,438	3,208	-24%
<b>Overdrive</b>			
Total Checkouts	166,596	149,831	11%
Total Holds	59,269	53,570	11%
<b>hoopla</b>			
Total Checkouts	7,765	6,283	24%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Print	316,548	313,088	1%
Nonprint	86,419	87,372	-1%
Overdrive	96,604	86,930	11%
<b>Grand Total</b>	<b>499,571</b>	<b>487,390</b>	<b>2%</b>

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 are addressed in other agenda items, so no supplementary updates are necessary this month.

**Other Updates**

2020 Legislative Session

As reported last month, Public Libraries of Washington tracked several pieces of legislation that have the potential to impact the efficient conduct of the public business of the District. Legislation enacting the following was signed into law in March:

- Extending the maximum term of nonvoter approved general obligation bonds for library districts from six (6) to 20 years.
- Combining 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.
- Requiring 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.

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Three Months Ended March 31, 2020**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Target 25.0% Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 800,498	\$ 15,315,000	5.23%	\$ 14,514,502
CONTRACT CITIES - AIRWAY HEIGHTS	84,781	339,000	25.01%	254,219
CONTRACT CITIES - SPOKANE	0	100,000	0.00%	100,000
FINES & FEES	39,519	155,000	25.50%	115,481
GRANTS & DONATIONS	16,214	39,000	41.58%	22,786
E-RATE REIMBURSEMENTS	185,864	198,000	93.87%	12,136
LEASEHOLD & TIMBER TAX, REBATES, OTH	15,170	26,100	58.12%	10,930
INTEREST REVENUES	17,569	80,000	21.96%	62,431
<b>TOTAL REVENUES</b>	<b>\$ 1,159,616</b>	<b>\$ 16,252,100</b>	<b>7.14%</b>	<b>\$ 15,092,484</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,159,616</b>	<b>\$ 16,252,100</b>	<b>7.14%</b>	<b>\$ 15,092,484</b>
<b>EXPENSES</b>				
SALARIES	\$ 1,658,398	\$ 6,985,400	23.74%	\$ 5,327,002
FRINGE BENEFITS	601,258	2,451,300	24.53%	1,850,042
SUPPLIES	35,241	165,700	21.27%	130,459
UTILITIES	148,330	480,900	30.84%	332,570
SERVICES	480,865	1,386,900	34.67%	906,035
INSURANCE	60,553	62,000	97.67%	1,447
EQUIPMENT & SOFTWARE	173,658	1,490,000	11.65%	1,316,342
LIBRARY MATERIALS	468,468	2,057,000	22.77%	1,588,532
ELECTRONIC LIBRARY MATERIALS	85,982	250,000	34.39%	164,018
LIBRARY PROGRAMS	21,711	112,900	19.23%	91,189
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
<b>TOTAL EXPENSES</b>	<b>\$ 3,734,463</b>	<b>\$ 15,492,100</b>	<b>24.11%</b>	<b>\$ 11,757,637</b>
TRANSFERS OUT	-	760,000	0.00%	760,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 3,734,463</b>	<b>\$ 16,252,100</b>	<b>22.98%</b>	<b>\$ 12,517,637</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,574,847)</b>	<b>\$ -</b>		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	(2,574,847)			
<b>ENDING CASH</b>	<b>\$ 2,562,580</b>			

**Number of months cash on hand 2.0**

**Spokane County Library District  
Capital Projects Fund  
Statement of Revenues and Expenses  
For the Three Months Ended March 31, 2020**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Balance Remaining</b>
<b>REVENUES</b>			
Interest Earnings	11,021	32,000	(20,979)
<b>TOTAL REVENUES</b>	11,021	32,000	
TRANSFERS IN	-	760,000	
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	11,021	792,000	
<b>EXPENSES</b>			
<b>TOTAL EXPENSES</b>	0	0	-
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	11,021		
BEGINNING CASH	2,047,339		
NET FROM ABOVE	11,021		
ENDING CASH	2,058,360		

**Spokane County Library District**  
**Quarterly Trend Report of Revenues & Expenses (excluding transfers)**  
**Rolling 5 Quarters**

	3/31/2019	6/30/2019	9/30/2019	12/31/2019	3/31/2020
<b>REVENUES</b>					
PROPERTY TAXES	836,243	5,925,873	441,691	4,898,564	800,498
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	65,874	65,874	65,874	84,781
CONTRACT CITIES - SPOKANE	-	41,374	-	41,374	-
	-	-	-	-	-
FINES & FEES	46,533	41,282	42,617	38,633	39,519
GRANTS & DONATIONS	4,007	10,437	26,924	22,002	16,214
E-RATE REIMBURSEMENTS	94,337	68,823	137,726	64,086	185,864
MISC TAX COLLECTIONS & OTHER	22,001	133	10,105	19,292	15,170
INTEREST REVENUES	16,285	25,654	22,433	25,202	17,569
<b>TOTAL REVENUES</b>	<b>1,085,280</b>	<b>6,179,451</b>	<b>747,369</b>	<b>5,175,026</b>	<b>1,159,616</b>
<b>EXPENSES</b>					
SALARIES	1,549,300	1,602,397	1,585,670	1,605,206	1,658,398
FRINGE BENEFITS	571,415	568,107	559,570	562,404	601,258
SUPPLIES	31,514	37,668	38,201	56,666	35,241
UTILITIES	111,891	107,895	145,503	113,891	148,330
SERVICES	236,233	443,348	361,045	370,410	480,865
INSURANCE	59,919	175	-	-	60,553
EQUIPMENT & SOFTWARE	15,828	14,681	38,251	95,830	173,658
LIBRARY MATERIALS	403,952	417,230	343,086	348,226	468,468
ELECTRONIC LIBRARY MATERIALS	42,107	45,365	34,963	58,745	85,982
LIBRARY PROGRAMS	13,284	26,335	36,450	31,568	21,711
OPERATIONAL CONTINGENCIES	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>3,035,444</b>	<b>3,263,202</b>	<b>3,142,739</b>	<b>3,242,946</b>	<b>3,734,463</b>
Fringe Benefits as % of Total Compensation	26.9%	26.2%	26.1%	25.9%	26.6%
Fringe Benefits as % of Salaries	36.9%	35.5%	35.3%	35.0%	36.3%