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Board of Trustees Regular Meeting

August 18, 2020 4:00 p.m. Remote Meeting Structure/Teleconference

AGENDA

NOTE: PURSUANT TO GOVERNOR INSLEE'S PROCLAMATION 20-28 DATED MARCH 24, 2020, as extended, 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, 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: **491 388 6829**

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 July 21, 2020, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of July 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-4:55]
 1. New Spokane Valley Library: Architectural Services—Discussion.
 2. Personnel Policy, HR05 Leave: Approval Recommendation.
 3. Gifts Policy: Approval Recommendation.
 4. Naming and Recognition Policy: Approval Recommendation.
 5. COVID-19 Response Update
- V. **DISCUSSION ITEMS, POSSIBLE ACTION** [4:55-5:00]
 - A. Future Board Meeting Agenda Items
- VI. **REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:15]
 - Administrative
 - Community Activities
 - C. Operations [5:15-5:25]
 - D. Fiscal [5:25-5:30]
- VII. **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 MEETING MINUTES: JULY 21, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, July 21, 2020.

Present: Via Zoom Teleconference

John Craig - Chair
Ami Calvert - Trustee
Wes Teterud - Trustee
Kristin Thompson - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Mark Johnson - Vice Chair

Also Present via Conference Call: Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Strategic Project Manager; and Patty Franz, Executive Assistant.

Guests via Conference Call: Three (3).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

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

Approval of June 16 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the June 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of June 2020, Payment Vouchers (Item IV.B.) Ms. Thompson moved and Mr. Teterud seconded approval of the June 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	57349-57431 and W00816-W00826	\$675,202.44	\$675,202.44
	06102020PR and 06252020PR	\$405,783.02	\$405,783.02
L01		Total	\$1,080,985.46

There was no discussion.

The motion was approved.

Meeting Minutes - Board of Trustees

July 21, 2020

Page 2

**Unfinished Business
New Spokane Valley
Library – Funding
Options
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY: FUNDING OPTIONS. Mr. Roewe reiterated decisions the Board of Trustees made by consensus at its regular meeting on June 16. Trustees directed staff to move forward with a non-voted approach, and proceed on building a new Spokane Valley Library on the Balfour property, with further action on the Conklin property placed on hold. In response to the Board's request, at this meeting Messrs. Roewe and Knorr reported back with more information on government lending sources. Trustees directed staff to begin the application process for the Office of the State Treasurer LOCAL program, which was the most cost-effective and preferred financing option for the District. Upon approval, the District would borrow from the state to fund construction of a new library. Trustees decided by consensus that a special Finance Committee made up of one to two Trustees and key staff to further discuss the LOCAL program was not necessary, as they deemed the program was well-defined and nonbinding in the initial application phase. Mr. Roewe noted the timeline for the entire process remains undetermined, yet staff will keep the board apprised of future developments. In response to queries from Trustees, Mr. Roewe said a decision has not been made to sell the current Spokane Valley Library building, yet that remains a possibility. There was no further discussion.

**New Business
Mobile Library
Vehicle Contract
Award
(Item IV.C.2.)**

MOBILE LIBRARY VEHICLE UPDATE: DISCUSSION. Ms. Thompson moved and Ms. Calvert seconded approval of TechOps Specialty Vehicles to receive the Mobile Library Vehicles Contract Award. Strategic Project Manager Amber Williams reported two bids were received in response to the RFP for mobile library vehicles that closed July 14, 2020. Staff reviewed the bids and deemed both were responsive and acceptable. After analysis and evaluation of the submitted proposals, in accordance with District policy, staff recommended the bid from TechOps Specialty Vehicles to the Board of Trustees for the contract award. Ms. Williams further noted the District's contract with consultant Michael Swendrowski of Specialty Vehicle Services extends through the duration of the project, so he would manage change orders, maintain inspection of the vehicles and more through the estimated delivery date of the vehicles in summer of 2021. In response to Mr. Teterud's query, Ms. Williams said since travel during the coronavirus pandemic isn't likely, she has familiarized herself with the TechOps customized vehicles via photographs that inspired confidence.

There was no further discussion.

The motion was approved.

**New Business
Fixed Assets Policy
(Item IV.D.1.)**

FIXED ASSETS POLICY. Ms. Calvert moved and Ms. Thompson seconded approval of the revised Fixed Assets policy, as discussed and amended. Mr. Craig pointed out the conflict of interest clause and suggested it include the Board of Trustees and all library district employees from purchasing or otherwise receiving any fixed or controlled assets deemed surplus property.

There was no further discussion.

The motion was approved.

Meeting Minutes - Board of Trustees

July 21, 2020

Page 3

**New Business
Code of Conduct
Policy
(Item IV.D.2.)**

CODE OF CONDUCT POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the revised Code of Conduct policy. Mr. Roewe explained the purpose of this revision was to create a policy-level statement to affirm the District's intent for customers to comply with public health orders when libraries reopen to the public. The District plans to either provide a mask to any customer without a mask, or arrange for other ways to provide materials to those unable to wear a mask.

There was no further discussion.

The motion was approved.

**New Business
COVID-19 Response
Update
(Item IV.D.3.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic. As for libraries reopening, there is currently no timeline for Phase 3 at present, yet preparation continues. Trustees were informed the District would utilize a deliberate, yet cautious approach to reopening when it becomes possible, and that there might be several weeks between the start of Phase 3 and when District libraries reopen. Mr. Roewe said staff has adapted well to providing curbside service, and noted more holds were placed in June than in June 2019. Curbside service will continue in Phase 3 and Phase 4, yet suspension of the service is possible if Spokane County moves back to Phase 1. Summer reading online programs have been popular, with participation strong, although not equivalent to past summers under non-pandemic conditions. Mr. Roewe reviewed the plan and procedures in place should a District employee test positive for COVID-19. Fortunately, no employee has been affected, thus far. However, it would be mandatory to report any positive diagnoses to the Spokane Regional Health District (SRHD), and the Board of Trustees would be notified as well. Mr. Roewe expressed kudos to front line staff as well as the Leadership Team for their ongoing effort under challenging circumstances.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for August will include review of the Gifts and Naming and Recognition policies, potential architectural services for a new Spokane Valley Library, and an update on the District's response to the coronavirus pandemic. If not held remotely, meetings for the remainder of the year will be held at North Spokane Library. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, June 2020
(Item VI.B.)**

The Executive Director's written report for June 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe responded to Ms. Calvert's query from last month regarding recent communication sent to Messrs. Craig and

Meeting Minutes - Board of Trustees

July 21, 2020

Page 4

**Executive Director's
Report, June 2020
(Item VI.B.)**

Teterud by a program provider for Public Services. After consulting with legal counsel, the District opted to pay the requested remainder of the performance contract. Although the District stated in an accompanying letter that it disputed the additional payment, it also did not want to prolong the disagreement. In response to Ms. Thompson's query, Mr. Knorr said the restroom remodel at North Spokane Library was completed yesterday, July 20, with a subsequent change order received today. Most of the contract additions were anticipated and relevant to pandemic requirements requiring fewer workers on the job site thereby extending work hours. There was no further discussion.

**Operations Report,
June 2020
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough said the Operations report resumed in June to reflect Public Services had adjusted to a new service model by offering curbside service for physical materials as well as virtual summer programming. There was no further discussion.

**Fiscal Report,
June 2020
(Item VI.D.)**

Revenue and Expenditure Statement through June 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 8,932,118
Expenditures	\$ 6,963,870
Ending Fund Balance	\$ 7,105,676
Fund Budget Expended	42.85%

Mr. Knorr noted property tax collections through June were close to what would have been anticipated under non-pandemic conditions. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:10 p.m. The next Board Meeting was scheduled for Tuesday, August 18, 2020, at 4:00 p.m., in a public meeting room at North Spokane Library. However, the meeting could again move to a teleconference format, should Proclamation 20-28 be extended by the governor.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of July 31, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,076,920.92 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2020

SIGNED: 

SIGNED: 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
57432	***Void Check***	Extended stub printing error	\$ -
57433	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	5,308.04
57434	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	23.90
57435	BERNARDO WILLIS ARCHITECTS, PC	MAY ARCHITECT FEES, NS REMODEL PROJECT	687.50
57436	LORI BURKE	REFUND OF LOST/PAID FEES	13.00
57437	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	7.71
57438	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	67.33
57439	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	734.42
57440	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	567.67
57441	CITY OF DEER PARK	WATER & SEWER - DEER PARK	157.43
57442	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	320.62
57443	KELLY COURTRIGHT	REFUND OF LOST/PAID FEES	15.00
57444	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	81.07
57445	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,229.45
57446	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,733.50
57447	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	196.00
57448	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
57449	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	600.00
57450	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
57451	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	28.05
57452	GALE/CENAGE LEARNING	LIBRARY MATERIALS	6,184.16
57453	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	518.06
57454	KELLY MILNER HALLS	LIBRARY PROGRAMS	800.00
57455	AMANDA HALL	REFUND OF LOST/PAID FEES	13.00
57456	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,517.06
57457	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	126.41
57458	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,400.23
57459	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,611.52
57460	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
57461	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	288.06
57462	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	22,447.14
57463	OTIS HARDWARE	MAINTENANCE SUPPLIES	4.53
57464	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	8,601.78
57465	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	5,051.34
57466	PRORELO GROUP, LLC	BOOK CART RENTAL DURING COVID-19	936.00
57467	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	900.12
57468	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	1,379.97
57469	SHI INTERNATIONAL CORP	ANNUAL WINDOWS LICENSES	5,874.44
57470	SIRSIDYNIX	SYMPHONY WEB MODULE ENHANCEMENT	628.36
57471	SOFTWARE ONE, INC	SOFTWARE SUPPORT	2,150.83
57472	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
57473	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	914.79
57474	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
57475	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	201.80
57476	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	646.78
57477	UPS	SHIPPING	32.79
57478	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	493.19

57479	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,232.67
57480	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	446.90
57481	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
57482	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,091.50
57483	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.94
57484	TITLE OF LIBERTY LLC	REISSUE LOST PEST CONTROL PAYMENT	2,363.40
57485	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	535.58
57486	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	818.90
57487	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,497.66
57488	CAL'S UPHOLSTERY	RE-UPHOLSTERING LIBRARY CHAIRS	1,494.66
57489	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	58.78
57490	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,714.28
57491	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	375.00
57492	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	259.18
57493	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,835.44
57494	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	233.15
57495	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,727.69
57496	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	698.33
57497	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	8,814.60
57498	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,905.87
57499	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	17,153.27
57500	POLICYPAK SOFTWARE	SOFTWARE SUPPORT	2,350.60
57501	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	795.96
57502	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	202.97
57503	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	218.40
57504	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	628.90
57505	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	3,056.00
57507	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	819.50
57508	ARAGON MENTAL HEALTH, LLC	LIBRARY PROGRAMS	200.00
57509	BERNARDO WILLS ARCHITECTS, PC	JUNE ARCHITECT FEES, NS REMODEL PROJECT	1,337.50
57510	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,792.98
57511	BRETT DODD	LIBRARY PROGRAMS	200.00
57512	FAUCETS 'N STUFF PLUMBING	BACKFLOW VALVE TESTING	462.83
57513	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	273.58
57514	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	8,637.51
57515	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	324.68
57516	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,560.40
57517	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
57518	NATIONAL BARRICADE OF SPOKANE	CURBSIDE SIGN MATERIALS	1,414.46
57519	NORLIFT	CASTERS FOR CURBSIDE SIGNS	95.18
57520	OPTUM	MONTHLY HSA ACCOUNT FEES	66.00
57521	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	27,775.63
57522	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
57523	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	215.62
57524	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
57525	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	475.82
57526	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	304.29
57527	UPS	SHIPPING	13.10
57528	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,216.61
57529	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.94
57530	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,346.37
57531	AVISTA UTILITIES	MONTHLY UTILITIES	6,706.71
57532	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	126.22
57533	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	65.33
57534	EDNETICS	SECURITY TRAINING SOFTWARE, 3 YR SUBSCRIPTION	8,133.63
57535	FAUCETS 'N STUFF PLUMBING	BACKFLOW VALVE TESTING	277.70
57536	GALE/CENAGE LEARNING	LIBRARY MATERIALS	5,561.40
57537	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	3,079.89
57538	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	195.48
57539	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	491.14
57540	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	15,923.84
57541	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	401.41
57542	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	645.93
57543	MICHAEL EDWARD SWENDROWSKI	PAYMENT #2: OUTREACH VEHICLE CONSULTANT	6,800.00
57544	RICHARD TURNER	LIBRARY PROGRAMS	1,200.00

57545	UPS	SHIPPING	34.67
W00827	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,560.61
W00828	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,769.75
W00829	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00830	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,940.75
W00832	STATE OF WASHINGTON	2ND QUARTER STATE SALES/EXCISE TAXES	1,295.13
W00833	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFI	MEDICAL, DENTAL, VISION & LIFE INS.	93,775.80
W00834	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,251.05
W00835	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,769.75
W00836	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00837	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,558.38
W00838	STATE OF WASHINGTON	2ND QUARTER STATE PFML TAXES	6,730.37
W00839	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	8,299.23

Total Non-Payroll General Operating Fund \$ 669,005.09

PAYROLL VOUCHERS

07102020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL TAXES	\$ 203,892.69
07242020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL TAXES	<u>204,033.14</u>
			\$ 407,925.83
			<u>\$ 1,076,930.92</u>

June/July, 2020
Paid in July, 2020
Voucher # 057528

Card Category	Amount
General Purchases	\$ 3,985.12
Maintenance	\$ 603.84
Travel	\$ 399.73
Acquisitions	\$ 3,663.38
Information Technology	\$ 1,564.54
Outreach	\$ -
General Fund Purchases	<u><u>\$ 10,216.61</u></u>

Top Individual Charges

GoDaddy.com/Standard Wildcard SSL Renewal	739.98
Amazon.com/Program Supplies	653.00
Amazon.com/Library Materials	650.91

NEW SPOKANE VALLEY LIBRARY: ARCHITECTURAL SERVICES—DISCUSSION

Background

To summarize the outcome of the July meeting regarding lending sources, Trustees directed staff to begin the application process for the Washington State Treasurer's LOCAL Program.

Pending approval of the above application, the next step in the process for the District is to secure architectural services.

This initial discussion will cover elements including, 1.) The Request for Qualifications (RFQ) and qualifications-based selection (QBS) process, including creating a special committee made up of key staff and two Trustees to lead that process, and 2.) A potential timeline for the project.

In addition, staff will share some initial considerations regarding the disposition of the current Spokane Valley Library and potential design elements considerations.

Finance Director Rick Knorr and Executive Director Patrick Roewe will provide the overview and will be available to answer any questions.

Recommended Action: No action required, but trustees may direct staff to return with a plan for the Request for Qualifications (RFQ) process at the September meeting.

PERSONNEL POLICY

BACKGROUND:

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

Key revisions:

- 5.03 Vacation Leave
 - Employees who were in the Introductory period during the time the District was closed to all but essential staff saw their Introductory period extended. This was to better enable supervisors to evaluate the work of new employees. Language was added to clarify that employees whose Introductory period was extended due in no part to the employee may use Vacation leave as of the date their Introductory period would have ended.
 - Leave balance carryover: The restriction to the balance carryover was modified to reflect District closure and paid Administrative leave. Vacation balances remain higher than typical and are anticipated to continue to be this way through the end of the year because of the coronavirus pandemic. This change allows staff to carry 280 hours of vacation leave—instead of 240—into 2021. This is a one-time change that will sunset at the end of 2021.
 - Vacation Leave Cash Out: Restrictions for limited annual cash out of vacation leave hours were modified for the same reasons as above. These modifications apply only to the 2020 cash out year.
 - Maximum hours that can be cashed out raised to 80 hours (previously 40)
 - Requirement to have used minimum number of hours during the year waived
 - Employees separating from service during 8/18/20 and 12/31/20 will be allowed the same cash out parameters as above
- 5.05 Shared Leave
 - Waiver of medical certification language added

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

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

SPOKANE COUNTY LIBRARY DISTRICT

HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~02/18/20~~ 08/18/2020

Purpose

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

Scope

Applies to all District employees.

Related

District procedure 100.120 Holidays and other closures

Washington State Paid Family and Medical Leave

Washington Family Care Act RCW 49.12.265-295

Family & Medical Leave Act

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

5.01 Holiday Leave

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

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

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

New Year's Day	January 1
Martin Luther King Jr. Day	January - third Monday
President's Day	February - third Monday
Memorial Day	May - last Monday
Independence Day	July 4
Labor Day	September - first Monday
Veteran's Day	November 11
Thanksgiving Day	November - fourth Thursday
Day after Thanksgiving	November - Friday after fourth Thursday
Christmas Eve Day	December 24
Christmas Day	December 25

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

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

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

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

5.02 Unpaid Holidays for Reasons of Faith or Conscience

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

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

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

5.03 Vacation Leave

Employees working twenty (20) or more hours per week and who have successfully completed their Introductory period are eligible to use Vacation leave. If the Introductory period is extended due in no part to the employee, Vacation leave may be used after the date of which the Introductory period would have ended.

The leave will begin accruing beginning with their first full payroll cycle.

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

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

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

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

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

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.09 Leave Without Pay).

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

This balance restriction will be modified for balances held on December 31, 2020, as a one-time adjustment due to the COVID-19 closure(s). Employees will be allowed to carry over up to 280 hours of vacation leave into 2021.

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions. These restrictions are being modified for the 2020 cash-out period only, due to the impact of the COVID-19 pandemic.
 - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff. For 2020, the maximum cash out will be 80 hours of leave.
 - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year. This amount shall be prorated for part-time staff. For 2020 only, this requirement will be waived.
 - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck. If an employee separates during the period between August 18, 2020, (the approval date of these one-time policy revisions) and December 31, 2020, up to 280 hours of vacation leave will be cashed out. This is a one-time waiver applicable only during the aforementioned time period, due to the impact of the COVID-19 pandemic.
 - New employees who separate from employment for any reason before the successful completion of their Introductory period will not be compensated for any accrued vacation leave.

5.04 Sick Leave

All employees are eligible to accrue sick leave.

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

Full-time employees who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods. Sick leave balances will carry over from one calendar year to the next, up to a maximum of 960 hours

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.05 Shared Leave and 5.09 Leave Without Pay).

Sick leave may be taken for the following reasons:

- Injury, illness, disability or medical care of the employee.
- Injury, illness, disability or medical care of the employee's family or household member.
- When the employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12)

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

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

Sick Leave Cash Out

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

When an employee, who has been with the District for three (3) years or longer, separates from District employment, accrued sick leave, up to a maximum of 960 hours, will be paid as follows:

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

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

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

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

5.05 Shared Leave

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

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

An employee may request Shared Leave for injury, illness, disability or medical care of the employee or the employee's family or household member (See Section 5.04, Sick Leave) under the following conditions:

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

The employee must submit a request for Shared Leave to the Human Resources Director accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The medical certification requirement may be waived, at the discretion of the Human Resources Director.

Recipient:

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

Donor:

- Donations of sick leave must be made in one-hour increments.
- Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
- The names of those who donated sick leave will be kept confidential.

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

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

5.06 Dept. of Labor & Industries Time Loss Payments

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

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

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

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

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

5.07 Administrative Leave

Administrative leave is available to all employees.

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

5.08 Bereavement Leave

Bereavement leave is available to all employees. Bereavement leave may be taken for the death of a family or household member.

Employees are allowed up to four (4) paid work days of bereavement leave per instance. These days need not be consecutive.

Documentation may be required.

5.09 Leave without Pay

Leave without Pay is available to all employees.

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

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

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

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

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, the employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, not covered by state or federal leave programs, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

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

5.10 Court-Related Leave

All employees are eligible for court-related leave.

Court-related Leave is allowed when:

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

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

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

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

5.11 Military Leave

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

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

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

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

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

5.12 Leave for Victims of Domestic Violence (RCW 49.76)

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

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

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

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

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

For the purposes of this section, RCW 49.76 states that family relationship may be determined by birth certificate, court document or other similar record or a statement from the employee.

For purposes of this leave type, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person the employee is dating.

5.13 5.13 Federal Family and Medical Leave Act (FMLA)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA). Typically, an employee will be eligible for

FMLA after 12 months of employment and a minimum of 1,250 work hours for the District. Use of leave such as vacation and sick does not count toward the minimum work hours requirement.

For purposes of this section, the following definitions apply:

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

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

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

FMLA will run concurrent with Worker's Compensation leave.

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

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

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

5.14 Washington Family Care Act – RCW 49.12.265

In accordance with the Washington Family Care Act (FCA), all employees with accrued paid leave such as sick, vacation, or holiday may take FCA leave to care for a family member with a

serious health issue. FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

Under RCW 49.12.265,

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

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

5.15 Washington State Paid Family & Medical Leave

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

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

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

Payment of premiums

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

Taking leave

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

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

Protections

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

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

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

5.16 Volunteer Emergency Services Leave

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

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

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: 08/18/2020

Purpose

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

Scope

Applies to all District employees

Related

District procedure 100.120 Holidays and other closures

Washington State Paid Family and Medical Leave

Washington Family Care Act RCW 49.12.265-295

Family & Medical Leave Act

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

5.01 Holiday Leave

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

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

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

New Year’s Day	January 1
Martin Luther King Jr. Day	January - third Monday
President’s Day	February - third Monday
Memorial Day	May - last Monday
Independence Day	July 4
Labor Day	September - first Monday
Veteran’s Day	November 11
Thanksgiving Day	November - fourth Thursday
Day after Thanksgiving	November - Friday after fourth Thursday
Christmas Eve Day	December 24
Christmas Day	December 25

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

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

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

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

5.02 Unpaid Holidays for Reasons of Faith or Conscience

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

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

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

5.03 Vacation Leave

Employees working twenty (20) or more hours per week and who have successfully completed their Introductory period are eligible to use Vacation leave. If the Introductory period is extended due in no part to the employee, Vacation leave may be used after the date of which the Introductory period would have ended.

The leave will begin accruing beginning with their first full payroll cycle.

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

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

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

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

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

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted. Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.09 Leave Without Pay).

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

This balance restriction will be modified for balances held on December 31, 2020, as a one-time adjustment due to the COVID-19 closure(s). Employees will be allowed to carry over up to 280 hours of vacation leave into 2021.

Changes in Accrual Rates

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

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

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

Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions. These restrictions are being modified for the 2020 cash-out period only, due to the impact of the COVID-19 pandemic.
 - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff. For 2020, the maximum cash out will be 80 hours of leave.
 - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year. This amount shall be prorated for part-time staff. For 2020 only, this requirement will be waived.
 - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck. If an employee separates during the period between August 18, 2020, (the approval date of these one-time policy revisions) and December 31, 2020, up to 280 hours of vacation leave will be cashed out. This is a one-time waiver applicable only during the aforementioned time period, due to the impact of the COVID-19 pandemic.
 - New employees who separate from employment for any reason before the successful completion of their Introductory period will not be compensated for any accrued vacation leave.

5.04 Sick Leave

All employees are eligible to accrue sick leave.

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

Full-time employees who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods. Sick leave balances will carry over from one calendar year to the next, up to a maximum of 960 hours

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

Earned sick leave will be posted to an employee's account at the end of each payroll period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.05 Shared Leave and 5.09 Leave Without Pay).

Sick leave may be taken for the following reasons:

- Injury, illness, disability or medical care of the employee.
- Injury, illness, disability or medical care of the employee's family or household member.
- When the employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- Absences that qualify for leave under the Domestic Violence Leave Act (see Section 5.12)

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

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

Sick Leave Cash Out

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

When an employee, who has been with the District for three (3) years or longer, separates from District employment, accrued sick leave, up to a maximum of 960 hours, will be paid as follows:

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

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

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

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

5.05 Shared Leave

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

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

An employee may request Shared Leave for injury, illness, disability or medical care of the employee or the employee's family or household member (See Section 5.04, Sick Leave) under the following conditions:

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

The employee must submit a request for Shared Leave to the Human Resources Director accompanied by a medical certification by a health care provider verifying the condition and the expected duration of the need for leave. The medical certification requirement may be waived, at the discretion of the Human Resources Director.

Recipient:

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

Donor:

- Donations of sick leave must be made in one-hour increments.
- Employees must maintain a balance of at least 80 hours of sick leave following the donation. These requirements shall be prorated for part-time employees.
- The names of those who donated sick leave will be kept confidential.

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

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

5.06 Dept. of Labor & Industries Time Loss Payments

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

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

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

- Be placed in LWOP status for the duration of the leave.
- Receive their full salary using available sick or vacation leave until such time as the employee exhausts all their available paid leave. Once the employee exhausts all

available paid leave provided by the District, then they shall be placed on Leave without Pay.

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

5.07 Administrative Leave

Administrative leave is available to all employees.

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

5.08 Bereavement Leave

Bereavement leave is available to all employees. Bereavement leave may be taken for the death of a family or household member.

Employees are allowed up to four (4) paid work days of bereavement leave per instance. These days need not be consecutive.

Documentation may be required.

5.09 Leave without Pay

Leave without Pay is available to all employees.

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

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

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

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

The Executive Director has sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued vacation leave, and, if applicable, all sick and/or shared leave prior to taking LWOP. Unless otherwise prohibited by applicable law, the employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

For LWOP periods of longer than 30 days, not covered by state or federal leave programs, benefits-eligible employees will be terminated from group coverage and may be eligible for health coverage directly from the District benefits provider, under the Consolidated Omnibus Reconciliation Act (COBRA). When the employee returns from LWOP, they may be eligible for a special enrollment period for health benefits.

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

5.10 Court-Related Leave

All employees are eligible for court-related leave.

Court-related Leave is allowed when:

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

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

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

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

5.11 Military Leave

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

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

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

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

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

5.12 Leave for Victims of Domestic Violence (RCW 49.76)

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

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

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

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

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

For the purposes of this section, RCW 49.76 states that family relationship may be determined by birth certificate, court document or other similar record or a statement from the employee. For purposes of this leave type, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person the employee is dating.

5.13 Federal Family and Medical Leave Act (FMLA)

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

For purposes of this section, the following definitions apply:

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

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

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

FMLA will run concurrent with Worker's Compensation leave.

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

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

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

5.14 Washington Family Care Act – RCW 49.12.265

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

Under RCW 49.12.265,

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

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

5.15 Washington State Paid Family & Medical Leave

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

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

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

Payment of premiums

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

Taking leave

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

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

Protections

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

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

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

5.16 Volunteer Emergency Services Leave

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

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

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

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

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

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

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

GIFTS

BACKGROUND

The purpose of the Gifts policy is to define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.

Suggested key revisions and the rationale behind those revisions include:

- A statement of authority of acceptance of gifts valued under \$5,000 was added. The previous version referred only to gifts of \$5,000 or more.
- Verbiage was included to clarify that acceptance of restricted gifts is determined by District staff. The previous version referred to the District in general.
- Understanding that gifts may be given or donated anonymously and that a written acknowledgement is not always possible, verbiage was added to allow for this variable.
- Additional revisions were wording edits for clarification, and do not affect the intent of the policy.

The recommended revisions were reviewed by the District's legal counsel.

Communication and Development Director Jane Baker 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 Gifts policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: ~~August 21, 2018~~ August 18, 2020

RELATED POLICIES:

Collection Development

Fixed Assets

Naming and Recognition

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose:

To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.

General Policy

Gifts include but are not limited to print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

The District gratefully accepts ~~suitable~~ gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

The Executive Director or designee has the authority to accept gifts of real property or of personal property with a value of less than \$5,000. Only the Board of Trustees has the authority to accept gifts of real property or of personal property with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at District facilities; ~~suitable locations, both on and off District property~~; loaning, leasing, or sale of the property. Any proceeds realized from a gifted item shall be deposited into the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District ~~will~~ may accept ~~suitable~~ gifts with restriction. ~~Gifts given with restriction will be assessed~~ on a case-by-case basis following an assessment by District staff as to whether the proposed gift and accepted if they furthers the mission of the District. Library materials will be handled in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing, when possible; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: August 18, 2020

RELATED POLICIES:

Collection Development

Fixed Assets

Naming and Recognition

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

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General Policy

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The District gratefully accepts gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

The Executive Director or designee has the authority to accept gifts of real property or of personal property with a value of less than \$5,000. Only the Board of Trustees has the authority to accept gifts of real property or of personal property with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at District facilities; loaning, leasing, or sale of the property. Any proceeds realized from a gifted item shall be deposited in the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District may accept gifts with restriction on a case-by-case basis following an assessment by District staff as to whether the proposed gift furthers the mission of the District. Library materials will be handled in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing, when possible; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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

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

NAMING AND RECOGNITION

BACKGROUND

The purpose of the Naming and Recognition policy is to provide for a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

The most notable revision made to this policy refers to the duration and other details of naming designations, to a written agreement. Additional revisions are an inclusion of memorial gifts, clarification of criteria for honorific naming, and a more specific reasoning for terminating a naming designation.

Additional suggested key revisions and the rationale behind those revisions include:

- Clarification was made to include that gifts in memoriam are included in this policy. The Gifts policy refers to this policy in regard to accepting restricted memorial gifts.
- Statements were edited to better define the criteria for naming in recognition of service to the District and honorific naming.
- Duration of naming and recognition opportunities has been revised to refer to a written agreement between the District and entities entering into a naming partnership. Individual written agreements allow for establishing duration and other details on a case-by-case basis. The previous policy referred to naming for the duration of useful life.
- Reasoning for removal or altering a naming designation has been narrowed in definition. This edit was made to provide a more solid description of the circumstances that would result in terminating or altering a naming agreement.

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

Communication and Development Director Jane Baker 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 Naming and Recognition policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: NAMING AND RECOGNITION

APPROVAL DATE: August 21, 2018

REVISION DATE: August 18, 2020

RELATED POLICIES:

Collection Development

Gifts

Purpose:

To provide for a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and ~~other donors~~ donations in memoriam to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the Board of Trustees' approved overall cost of the project.

Library meeting rooms, reading areas, special use areas, gardens, walkways and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District

~~The District may recognize the exemplary service and/or support to libraries and the District's constituents by one or more individuals, or an organization by naming a library, or an interior or exterior space at a library, after them.~~ The District may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the District or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in learning, or demonstrated leadership of lasting value to the District or the community at large.

Naming Library Facilities, Rooms, Areas and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Geographic Location” Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Function of Area.”

Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process

The ~~Chair of the~~ Board of Trustees shall ~~appoint an ad-hoc~~ form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No one associated with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities

~~Generally speaking, approved naming designations will persist for the duration of the useful life of the facilities, spaces, or items while under the ownership and/or management of the District.~~ Naming designations will persist for the duration specified in the signed written agreement between the District and the entities for which the District property has been named or their representatives.

~~The Board of Trustees may terminate or alter a naming designation when it determines it is in the best interest of the District. Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the District.~~

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: NAMING AND RECOGNITION

APPROVAL DATE: August 21, 2018

REVISION DATE: August 18, 2020

RELATED POLICIES:

Collection Development

Gifts

Purpose:

To provide for a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the Board of Trustees' approved overall cost of the project.

Library meeting rooms, reading areas, special use areas, gardens, walkways and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District

The District may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the District or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in learning, or demonstrated leadership of lasting value to the District or the community at large.

Naming Library Facilities, Rooms, Areas and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Geographic Location” Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Function of Area.”

Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process

The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No one associated with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the District and the entities for which the District property has been named or their representatives.

Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the District.

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

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

COVID-19 Response Update – August 18, 2020

Background

Governor Jay Inslee’s “Safe Start” plan includes a four phased approach to re-opening the state. Public libraries are specifically mentioned as being allowed to provide curbside pickup service in Phase 2, and to have the option to reopen buildings to the public in Phase 3. As of this writing, Spokane County remains in Phase 2.

All library service suspensions or extensions previously discussed with and/or approved by the Board remain in effect.

Staffing

No changes since the last update. However, in anticipation of potential limited staff availability due to full or partial virtual instruction for the start of the school year, we have informed staff of available leave options and are prepared to make operational changes if necessitated by reduced staffing levels.

Curbside Pickup

Following guidelines issued by the state, curbside pickup service continues to be provided at all District libraries.

At the end of July, the District launched its new “Book Butler” service in which staff will select books for customers based upon preferences submitted via an online request form. The books will then be made available for pickup via curbside.

Online Summer Reading

No changes since the last update. The Online Summer Reading Challenge continues to provide the opportunity for individuals, families and groups to engage in reading and activity challenges through an interactive reading platform. Virtual summer programming is ongoing, including the online incarnation of Camp Read-a-Rama.

When will the District reopen buildings to the public?

No changes since the last update. We don’t have sufficient information at present to determine a firm date for reopening buildings to the public. The state has not issued guidelines for libraries in Phase 3 as of this writing, and we are awaiting them for planning purposes. At present, the District will likely not open buildings to the public until later in Phase 3, depending on what is required of us operationally.

With curbside and online services currently in place, and more in development, the District will continue to offer nearly a full suite of library services through a variety of platforms, regardless of the Safe Start phase in which Spokane County finds itself.

What will re-opening look like?

No changes since the last update. The Leadership Team continues to work on that very question while awaiting guidelines. We have expanded the District’s ‘Infectious Disease Preparedness and Response Plan’ to provide additional details about our response to the pandemic and a general roadmap for reopening. As previously discussed, this plan is able to adapt to changes in the public health landscape that may affect District operations.

Executive Director Patrick Roewe will provide a brief update and will be available to answer any questions.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER - OCTOBER 2020***September 15, 2020: North Spokane Library * - 4:00 p.m.***

- Social Media Policy: Approval recommendation.
- Customer Privileges and Responsibilities Policy (Tentative): Approval recommendation.
- New Spokane Valley Library (TBD)
- Overdue Fines - Discussion
- COVID-19 Response Update
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Sept. 1, for inclusion in the preliminary agenda to be sent Sept 2. Meeting packets will be mailed Sept. 9.

October 20, 2020: North Spokane Library * - 4:00 p.m.

- Personnel Policy: Approval recommendation.
- Public Art in District Facilities Policy: Approval recommendation.
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES2020

Oct12 Staff Day – Canceled

➤ * If not by teleconference

EXECUTIVE DIRECTOR’S REPORT JULY 2020

Business Office, Finance and Facilities – Rick Knorr

General Fund

Revenues

Total tax collections are 55.25% of budget. Historical analysis tells us we typically have 56% of the total levy collected at the end of July, yet the currently achieved is much closer than previous communications from the Spokane County Treasurer’s Office had led us to anticipate. The extended due date for the first half payments was August 1.

Total fines and fees collections through July were \$45,840, or only 29.6% of budget. As shown in the table below, as recently as 2016, the District received 2% of total revenues from fines and fees. This percentage has been declining ever since, to 1.2% in 2019. Now, due to the “Stay Home, Stay Healthy” closures and the related overdue fine waiver period, only .3% of total revenue so far in 2020 was from fines and fees.

	Fines and Fees				
	2016	2017	2018	2019	YTD 2020
Overdues	108,810	99,293	81,488	72,723	15,682
Damaged and Lost	16,694	14,172	8,553	6,182	1,853
Non-Resident Fees	5,752	5,825	4,900	5,388	1,725
Online Fines and Fees	103,953	89,200	77,477	80,076	26,332
	<u>235,209</u>	<u>208,490</u>	<u>172,418</u>	<u>164,369</u>	<u>45,592</u>
<i>Percent of Total Revenue</i>	<i>2.0%</i>	<i>1.7%</i>	<i>1.4%</i>	<i>1.2%</i>	<i>0.3%</i>

Expenses

Total expenses are 52% of budget through July. The expense line with the lowest amount spent was for capital equipment. Total spent through July is \$325,500, only 21.85% of budget, comprised of the North Spokane remodel project and IT network switch and wiring upgrades. The 50% down payment for the mobile outreach truck and van will be paid in August, and the HVAC project, further discussed later in this report, may be completed and paid in 2020, which will bring this line closer to budget.

Facilities Report

North Spokane Restroom Remodel

The restroom remodel project is finally complete and final payments should be made by the end of August. Total cost of the project is summarized below.

General Contractor, bid + tax	108,149.00
General Contractor, change orders	13,864.00
Architect and Engineering Fees	29,684.00
Small Fixtures and Other	1,527.00
	<u>153,224.00</u>

HVAC Upgrade Project

The next project for the District is upgrading the heating and air conditioning (HVAC) units for three library buildings: North Spokane, Otis Orchards, and Airway Heights. Earlier this year, prior to the pandemic, the District contracted for a HVAC systems assessment for all District-owned library buildings. The results of this assessment identified the age and condition of all currently operating equipment and respective priority levels for replacement. Unsurprisingly, the North Spokane systems were deemed the most in need of replacement. The District solicited quotes from four (4) mechanical engineering firms for design work needed to facilitate this upgrade, with Dumais and Romans, Inc., being selected, both for its quoted fee and experience with library facilities.

North Spokane, Airway Heights and Otis Orchards all have similar residential-style furnace units and for economies of scale, the District has chosen to combine these three library buildings into one project. The total cost of this project will be well over the District threshold for formal competitive bidding, so this will be a formal competitive bid project. A tentative timeline has been identified, but not finalized, that will result in the bid information and recommendation being brought to the October board meeting. However, it is still possible that things may not be ready until the November board meeting.

Human Resources – Toni Costa

Training

The ongoing training focus continues to be COVID-19. Recorded webinars and self-paced trainings were added to the LMS on topics such as self-care during the pandemic, leadership, and new programming ideas.

Other Updates

July was again a quiet month for employee turnover. No employees left the District and there were no new hires. One employee was selected from an internal recruitment to fill the Cheney Library Supervisor position on a temporary basis.

Communication and Development – Jane Baker

Communication

District messages in July included sharing information about Curbside Pickup and Kids activities and programs on our social platforms and website. The Family Creativity Kits and the Checkout WA Discover Passes brought about the most interest from the eNewsletters. A late-month article in the Spokesman about the Harry Potter Trivia program helped raise awareness of that online event resulting in 183 participants.

The most recent edition of Engage is included with Curbside Pickup items. This edition features the District's online resources and services. Engage can also be viewed online at <https://www.sclcd.org/engage/>

Development

Congratulations to Jill-Lynn Nunemaker who is a graduate of Leadership Spokane Class of 2020! She will be using the business and networking connections she has established to help further the District's Development efforts.

Operations – Doug Stumbough

Curbside Pickup

In July, more than 11,000 customers visited our libraries and checked out 53,719 items via curbside service. With library buildings still closed, this represents 29% of the physical items checked out last July (187,004); however, it is double what was checked out last month (26,157), the first month of the service.

Along with a 14% increase in holds placed by customers on non-digital items compared to last July when the libraries were open (34,880 vs 30,606), it appears that customers are finding and taking advantage of the new service. Curbside service is planned as an ongoing service, and will continue to be offered to customers as part of regular library services in the future.

Online Summer Programming

Summer programs remained online in July. By far, the most popular program this month was the Harry Potter Trivia night on the last day of the month, which drew 183 enthusiastic competitors. Other popular offerings included Radical Rick Extreme Science: Forces & Motion, Magic Tricks and Secrets Live, Mobius Color Science and Mobius Flower Dissection, Camp Read-a-Rama, Bubble-mania, two offerings from Kelly Milner Halls: Mythical Mysteries and UFOs & Aliens. In fact, the programs in July averaged just over 25 participants each, equaling the average for the same month last year, which is heartening given the unexpected shift to an all-virtual platform.

Customer Response

Curbside service and online programming continue to be well-received by customers. Here are a few examples that have been shared through the Positive Interaction reports so far this summer:

- Kris at Deer Park related a comment from a customer who “didn’t miss going to the movies or eating in restaurants, but not getting to go to the library was definitely a hardship for her.”
- While picking up items at Spokane Valley, a customer wanted to pass on that “whoever made the 'playlist' on our website, that they did a good job. He really enjoyed it.”
- A parent of a Camp Read-a-Rama participant sent this via Facebook: "My daughter, who is 9, has been participating in the week-long online camp this week from 6-7. Thank you so much for offering this and the hard work that was obviously done to make this happen. I haven't seen her so excited about something for a long time. She is having an absolute blast. Thank you so much!"
- Another parent registered her two kids for camp. After our first day, this was her email to our Literacy Coordinator - "Hi Melanie! I can't even beat around the bush – YOU GUYS ARE AWESOME!!! Today was the FIRST day from this whole pandemic time of Zoom meetings – my kids were SO happy and excited to participate and look forward to tomorrow!!! Thank you thank you thank you for a breath of virtual fresh air!!"
- A customer at Medical Lake said digital books have been a lifesaver during this time. I mentioned that our Collections staff had been putting a lot of resources into that collection for just that reason and she said a big thank you and indicated that she had noticed that the collection for her children was very plentiful.

Preparations for the next phase of reopening continue, although there is no clear timeline on when Spokane County would be approved for Phase 3 of the Governor’s “Safe Start” plan. While subject to change, it would likely take several weeks of additional planning and preparation between when Phase 3 starts for our county and the District actually open its doors.

Collection Services – Andrea Sharps

Selection Strategies in Response to the COVID-19 Library Closures

Starting in July, Collection Services staff returned to the pre-closure practice of submitting OverDrive orders once a week. We continued to keep the OverDrive and *hoopla* checkout limits the same, as well as the OverDrive customer recommendations limit in order to give as many 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 continuing COVID-19 crisis. A total of 7,030 physical items were cataloged, processed, and added to the database in July.

In order to meet demand for these items during a period when customers are not able to access the buildings for browsing purposes, we changed the status of the adult and youth Books-To-Go items for the months of December 2019 – March 2020 and June 2020 in order to allow customers to place holds on them and check them out for 28 days. We also changed the new magazine process to allow customers to place holds on and check out for 28 days the current issue of magazines which are usually for in-library use only.

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. We also included the **adult (physical)** titles with the top checkouts and holds as curbside delivery started on June 3.

- Popular **OverDrive** titles July 2020:
 - Checkouts July 1 – July 31:
 - *Where the Crawdads Sing* by Delia Owens. eBook. (79)
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (69)
 - *The Ballad of Songbirds and Snakes* by Suzanne Collins. eBook. (61)
 - Holds as of August 3:
 - *Too Much and Never Enough: How My Family Created the World's Most Dangerous Man* by Mary L. Trump. eBook. (113)
 - *The Ballad of Songbirds and Snakes* by Suzanne Collins. eBook. (103)
 - *The Guest List: A Novel* by Lucy Foley. eBook. (89)
- Popular **Adult Book** titles July 2020:
 - Checkouts:
 - *Walk the Wire* by David Baldacci (34)
 - *Camino Winds* by John Grisham (26)
 - *Just Mercy: A Story of Justice and Redemption* by Bryan Stevenson (24)
 - Holds:
 - *Too Much and Never Enough: How My Family Created the World's Most Dangerous Man* by Mary L. Trump (116)
 - *The Mountains Wild* by Sarah Stewart Taylor (31)
 - *The Summer House* by James Patterson (30)

Select Digital Circulation Statistics

hoopla Checkouts	
July 2019	1,949
July 2020	2,443
%	+25%
OverDrive Checkouts	
July 2019	54,854
July 2020	62,272
%	+13.5%
OverDrive Holds	
July 2019	13,408
July 2020	21,881
%	+63%

COLLECTION MONTHLY REPORT

July 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	29,017	41,506	-30%
Interlibrary Loan Total	2,826	7,288	-61%
Overdrive			
Total Checkouts	419,499	358,481	17%
Total Holds	150,602	114,424	32%
hoopla			
Total Checkouts	18,676	14,104	32%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	325,974	315,003	3%
Nonprint	87,556	85,797	2%
Overdrive	102,250	89,822	14%
Grand Total	515,780	490,622	5%

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

Executive Director – Patrick Roewe**COVID-19 related Updates**

The primary focus for me and the rest of the Leadership Team has been on continued adaptation and response to the “new normal” of COVID-19 and public health landscape and its impact on District operations.

Staff Communication

I continued to provide staff with regular updates to keep them apprised of decisions made and actions taken in our response to COVID-19. With the Governor’s “Safe Start” plan initiating in May, we shifted focus to return to work plans for staff and how to help facilitate their transition back to onsite work under ongoing public health requirements.

Physical Collection Challenges

While the amount of physical items circulated in July 2020 (detailed above) is only 29% of the circulation of July 2019, the percentage of circulation for June 2020 compared to June 2019 was 15%, so we are seeing an encouraging upward trend in usage of curbside pickup.

However, the reduction in overall circulation, coupled with the return of long-held items checked out prior to the “Stay Home, Stay Healthy” closure, has resulted in some challenges in finding sufficient space to shelve the items in our physical collection. Consequently, the District is making some operational adjustments to the physical collection, including weeding of inactive items from the collection. While weeding the collection has always been a normal and regular function for the District, our approach has had to be more intentional due to pandemic-related factors.

Operations Report July 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We received a \$61,000 grant from the American Library Association and Google.org for their Libraries Build Business Initiative. As one of 13 grantees selected nationwide, this grant will allow us to expand our Small Business Saturday (SBS) program by offering a small business boot camp for entrepreneurs and small business owners in one of our SBS communities: Deer Park. We'll offer monthly workshops on a variety of topics including pricing goods and services, setting long-term goals, and building your brand. Recruitment of participants will run from mid-August through mid-September, and we expect to have our first workshop in early October. We'll be sharing much more information about the program in the coming months.

Early Learning (Mary Ellen Braks)

- The Early Learning team filmed several videos for virtual Storytime, which will go up on Facebook and the website in August.
- Sheri Boggs and I have been working on a virtual program called Picture Book Chat where we will showcase new picture book titles and share activities that caregivers can do to extend the book.
- The Early Learning team has been working with the Education and Enrichment team on creativity kits that families can pick up at libraries and use at home. Topics include Art, Nature, Magic, Robots, and Fantastical Beasts.
- We have worked with Sheri Boggs to update some of the preschool book bags and create four new Ready for School with STEM bags.

Education and Enrichment (Gwendolyn Haley)

- The new Book Butler service was soft launched at the end of July. Customers can complete a form and librarians will place holds on four to six titles based on their preferences.
- *Virtual Camp Read-a-Rama* was a big success, with parents and children expressing their appreciation for high quality online, interactive learning opportunities. Other popular programs this month included *Mobius Science and Stories*, *Magic with Jeff Evans*, *Online Science with Radical Rick*, and *Bubblemania*. We also rolled out *Family Creativity Kits*—themed activities for a range of ages in a bag for families to pick up and take home. *Virtual Harry Potter Trivia* was a big crowd pleaser—with about 180 registered for the online tribute to the character's 40th birthday!
- We finalized virtual program plans for September, and will be monitoring the decisions made by area school districts for the 2020-2021 school year.

Digital Projects and Resources (Carlie Hoffman)

- I worked with Public Services, IT, and Communication to launch Book Butler, a new service for curbside customers.

Information Technology (Patrick Hakes)

- We completed rollout of the new endpoint protection to all staff workstations.
- IT is working to migrate District staff to O365, with hopes to have the preliminary work completed by the end of September.
- In order to help District personnel better identify emailed attempts to harm an organizations network and/or employees (phishing), we have engaged a new service to automate randomized tests and provide specific follow up training.
- Following recommendations from the recent security audit, IT staff have addressed areas that needed a bit of attention.

Library Reports

Airway Heights: Jennie Anderson

- We are seeing so many returning customers as well as people brand new to the Airway Heights area. People are extremely grateful to the library offering curbside.
- One member commented that we get an A+ for our customer service on the phone.

Argonne: Pat Davis

- Customers continue to express gratitude for curbside service.
- We have done several new cards that have been picked up at curbside. The new customers expressed excitement at being able to get their cards and look forward to using curbside.

BookEnd: Danielle Marcy

- Between curbside calls staff are assisting Spokane Valley and North Spokane to send out permanent library cards to replace the temporary cards.

Cheney: Amy Fair

- Customer response to our curbside services continues to be overwhelmingly positive and is growing- we completed 162% more curbside transactions in July than we did in June.
- Many customers have told staff that they miss seeing us face-to-face in the library, but are glad that curbside is available.

Deer Park: Kris Barnes

- We hear numerous comments on how happy customers are that we continue curbside pickup. I believe that the service is picking up momentum. It is my impression that more customers are taking advantage of the service. We seem to be a bit busier than we were earlier.
- In a modification of the annual summer snack program for children, we distributed a total of 593 snacks to customers through curbside service in July. It has proven quite popular.

Fairfield: Kristy Bateman

- Customers have adapted to curbside delivery quite well. Several have expressed interest in the next phase of reopening and accessing the computers.

Medical Lake: Cecelia McMullen

- *Family Creativity Kits* have been extremely popular. One child proudly displayed the robot she had made from last week's kit, as she picked up her new kit. Customers have expressed appreciation and complimented the District on its great job of putting these together.
- A customer with no computer access frequently calls us for book recommendations and then eagerly arrives for curbside pickup. She said, "If we hadn't opened up, it would have been a catastrophe!"

Moran Prairie: Caitlin Wheeler

- Moran customers have consistently expressed gratitude for our services and delight at our speed and friendliness. In our busiest week, we served nearly 450 customers, and the trend seems to be continuing upward.
- *Engage* magazines, and other informational extras included in our curbside packets have received good feedback as well.

North Spokane: Brian Vander Veen

- The last week of July was our busiest week for curbside service since we began in early June, with just over 750 curbside visits for the week. That means, averaged over our operating hours for the week, our staff fulfilled a curbside request approximately every three minutes.

Otis Orchards: Danielle Marcy

- PSA Sheyann noted that a small group of musicians are occasionally playing as a socially-distanced ensemble on the large library lawn.
- Library Assistant Cindy heard from customers that they can't wait until we reopen.

Spokane Valley: Aileen Luppert

- Curbside remains busy at Spokane Valley, with an average of about 110 calls a day. This month the record high was 145 in a day. While staff did not share a specific story, many commented that people are repeatedly expressing gratitude for the service.

Security Incident Reports

For July 2020, there were 10 Security Incident reports filed, four more than last month (6) and nineteen less than July 2019 (29). Spokane Valley had the most incidents reported with four. The most frequently reported incidents related to Facility Misuse with four incidents. There were no exclusions of six months or more. Due to our building closure there is no door count to report for July 2020.

Public Use Measures

July 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	109,553	112,076		-2%
Door count	11097	108,914	271,332	-62%
Items Borrowed	118,434	243,807	983,519	-38%
• Airway Heights	1,628	5,447	17,685	-50.59%
• Argonne	4,023	13,968	38,635	-55.24%
• Cheney	4,427	14,083	42,108	-51.92%
• Deer Park	3,188	13,482	40,495	-54.68%
• Fairfield	667	1,200	4,393	-47.33%
• Medical Lake	1,060	5,061	11,453	-62.41%
• Moran Prairie	6,948	18,847	58,506	-50.63%
• North Spokane	15,307	51,846	152,721	-51.88%
• Otis Orchards	2,024	5,240	17,678	-52.36%
• Spokane Valley	13,665	53,196	147,964	-56.45%
• The BookEnd	595	4,097	12,323	-53.00%
• Digital	64,715	56,803	438,191	18%
Programs				
• Number	37	324	824	-64%
• Attendance	932	8,234	16,100	-69%
Internet Station Use (%)	0	46.5%	47.1%	
Meeting room bookings	0	505	1,410	-64%
Digital Resource Use	116,475	88,433	553,022	-11%

Public Use Measure Definitions

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

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

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

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

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

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

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

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

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; background-color: #d9ead3; padding: 2px; display: inline-block;">Target 58.3%</div>	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 8,461,030	\$ 15,315,000	55.25%	\$ 6,853,970
CONTRACT CITIES - AIRWAY HEIGHTS	172,563	339,000	50.90%	166,437
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	45,840	155,000	29.57%	109,160
GRANTS & DONATIONS	45,092	39,000	115.62%	(6,092)
E-RATE REIMBURSEMENTS	243,741	198,000	123.10%	(45,741)
LEASEHOLD & TIMBER TAX, REBATES	20,944	26,100	80.24%	5,156
INTEREST REVENUES	46,963	80,000	58.70%	33,037
TOTAL REVENUES	\$ 9,087,027	\$ 16,252,100	55.91%	\$ 7,165,073
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 9,087,027	\$ 16,252,100	55.91%	\$ 7,165,073
EXPENSES				
SALARIES	\$ 3,898,514	\$ 6,985,400	55.81%	\$ 3,086,886
FRINGE BENEFITS	1,394,333	2,451,300	56.88%	1,056,967
SUPPLIES	82,954	165,700	50.06%	82,746
UTILITIES	278,099	480,900	57.83%	202,801
SERVICES	717,864	1,386,900	51.76%	669,036
INSURANCE	60,728	62,000	97.95%	1,272
EQUIPMENT & SOFTWARE	325,500	1,490,000	21.85%	1,164,500
LIBRARY MATERIALS	1,123,688	2,057,000	54.63%	933,312
ELECTRONIC LIBRARY MATERIALS	119,029	250,000	47.61%	130,971
LIBRARY PROGRAMS	54,049	112,900	47.87%	58,851
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 8,054,758	\$ 15,492,100	51.99%	\$ 7,437,342
TRANSFERS OUT	-	760,000	0.00%	760,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,054,758	\$ 16,252,100	49.56%	\$ 8,197,342
Net Excess of Revenues Over/(Under) Expenses	\$ 1,032,269	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	1,032,269			
ENDING CASH	\$ 6,169,696			
Number of months cash on hand	4.8			