

MISSION

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Board of Trustees Regular Meeting

October 20, 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/>

Public testimony regarding the 2021 Budget Public Hearing on Authorized Revenue Sources will be accepted via two options:

- Written testimony must be received by 12:00 noon on the day of the meeting. To submit written testimony prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>
- Oral testimony for this specific agenda item is only via one of the two attendance methods below.

1. To attend the meeting remotely via conference call:

Call toll-free either 1-877-853-5247 or 1-888-788-0099, then enter ID: **846 0057 5792**

2. To attend the meeting remotely via the Zoom meeting platform, please go to:

<https://us02web.zoom.us/j/84600575792>

PLEASE NOTE THIS CONFERENCE CALL LINE WILL BE IN "LISTEN-ONLY" MODE, with the exception of the Public Hearing on Authorized Revenue Sources.

- 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 September 15, 2020, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of September 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:20]
 - 1. Overdue Fines Update: Discussion
 - 2. New Spokane Valley Library: Update
 - D. New Business [4:20-5:00]
 - 1. 2021 Budget
 - o Public Hearing on Authorized Revenue Sources **[SEE ABOVE FOR INSTRUCTIONS.]**
 - o 2021 Preliminary Budget Presentation
 - o Organizational Memberships Review
 - o Board Direction to Staff
 - 2. HVAC Renovations Project Contract Award: Approval recommendation.
 - 3. Personnel Policy: Approval recommendation.
 - 4. Public Art in District Facilities Policy: Approval recommendation.
 - 5. COVID-19 Response Update
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**
 - A. Future Board Meeting Agenda Items

SPOKANE COUNTY LIBRARY DISTRICT

VI. REPORTS

- A. Trustees [5:05-5:10]
- B. Executive Director [5:10-5:20]
 - Administrative
 - Community Activities
- C. Operations [5:20-5:25]
- 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.

10/20/2020

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 15, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, September 15, 2020.

Present: Via Zoom Teleconference

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

Excused: None.

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

Guests via Conference Call: Eleven (11).

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. Johnson moved and Mr. Teterud seconded approval of the agenda. The motion was unanimously approved.

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

Approval of August 18 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the August 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	57546-57638 and W00840-W00850	\$879,576.98	\$879,576.98
	08102020PR and 08252020PR	\$413,055.00	\$413,055.00
L01		Total	\$1,292,631.98

There was no discussion.

The motion was unanimously approved.

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**Unfinished Business
New Spokane Valley
Library –
Architectural
Services Review
Committee
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY: ARCHITECTURAL SERVICES REVIEW COMMITTEE. Ms. Calvert moved and Ms. Thompson seconded approval of the recommendation for Vice Chair Mark Johnson to replace the position held by Sonja Carlson, former and retired trustee, on the future Spokane Valley Library ad hoc committee to provide architectural services review. Mr. Johnson will join Chair Craig, Executive Director Patrick Roewe, Operations Director Doug Stumbough, Communication and Development Director Jane Baker, Finance Director Rick Knorr, and yet to be determined and hired, an owner's representative for the project. In addition, a staff member of city of Spokane Valley will assist in the selection process. This multi-month process will culminate in the committee returning to the Board at a future meeting with a recommendation for an architectural firm for the new library. The committee will continue to serve in an advisory capacity as needed for the duration of the building project. Mr. Roewe reiterated the tentative project timeline is from November 2020 to December 2022, and both he and Mr. Craig noted Mr. Johnson's construction expertise will be helpful.

There was no further discussion.

The motion was unanimously approved.

**New Business
Social Media Policy
(Item IV.D.1.)**

SOCIAL MEDIA POLICY HR05. Ms. Thompson moved and Ms. Calvert seconded approval of the revised Social Media policy, as suggested. Ms. Baker reiterated the proposed changes provided in the background and noted District legal counsel reviewed the changes as well.

There was no further discussion.

The motion was unanimously approved.

**New Business
Overdue Fines
Discussion
(Item IV.D.2.)**

OVERDUE FINES: DISCUSSION. Mr. Roewe noted as part of the 2020 Work Plan presented to the Board of Trustees in December 2019, one of the projects identified was to explore eliminating overdue fines. Staff were tasked to analyze the impact of eliminating overdue fines on both the District and customers, with results of that analysis to be presented to the Board for discussion and potential direction. Mr. Roewe expressed special thanks to Librarian Crystal Miller for providing much of the background and research. In a PowerPoint presentation, Mr. Roewe provided an overview of the District's overdue fines program, including the current process for assessing and administering overdue fines, overdue fines revenue history and trends, experiences of other public libraries that have eliminated overdue fines, options for the District to consider if it were to eliminate overdue fines, and other related informational items. Discussion ensued among the Board and staff regarding the slow, 35% decline of revenue from 2011 through 2019. Since fines were suspended amid the coronavirus pandemic, current statistics were not available. Mr. Roewe also noted more digital materials than print were in use during the same period, and digital materials do not generate fines. Mr. Roewe further reported libraries that have eliminated fines have generally not experienced a deterioration in the return rate or greater hold times; however, customer and staff experiences have improved.

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New Business Overdue Fines Discussion (Item IV.D.2.)

Libraries seemed more welcoming and accessible, and staff time was reclaimed and refocused on experiential services over transactions. Fines or other barriers that discourage usage can compromise the mission of the library. Other than Ms. Calvert who was in favor of eliminating fines, the Board requested more time and information on which to base its decision. Direction for the October meeting included a request for reports on budget impact in 2021 and over several years to demonstrate year-over-year impact. A report with the percentage of overdue materials for the last six months was also requested. Trustees expressed appreciation in advance to staff for preparation of this information. Messrs. Roewe and Knorr said the timing was ideal, with the start of budget preparation for 2021. There was no further discussion.

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, noting the situation has stabilized somewhat. Curbside service continues to have solid use, and staff continues to find ways to keep the District's mission active. As for libraries reopening, there is currently no timeline for Phase 3 at present, yet preparation continues. In response to Ms. Calvert's comment about the recent air quality index falling into the hazardous category, Mr. Roewe said those conditions required prompt development of an Air Quality Index (AQI) Response Plan for the District to provide operational guidance in response to this year's newest public health emergency. 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 October 20 will include review of the Personnel and Public Art in District Facilities policies, continued discussion of Fines and Fees, and a future Spokane Valley Library, development of the 2021 budget, and an update on the District's response to the coronavirus pandemic. There was no further discussion.

Trustees' Reports (Item VI.A.)

Mr. Teterud commented about the devastation caused by the Babb Road Fire in the town of Malden, Washington, during the first week of September, which tragically included loss of the community library, and asked if there were a way for the District to help in the future. He asked if the new bookmobile could perhaps have a role. Mr. Roewe said libraries across the state have reached out and Whitman County is currently in the process of determining its needs.

Mr. Teterud also provided notice he would not seek reappointment for a second five-year term on the Board of Trustees, as his first term ends on December 31. He said it has been an honor and privilege to serve for five years, and thanked those who recommended him to the Board of County Commissioners for appointment. Mr. Craig and other Trustees said they were sorry to see him leave, yet wished him the best with future projects. Mr. Roewe echoed similar sentiments and expressed appreciation for the advance notice.

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

There were no other reports.

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

The Executive Director's written report for August 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported on creation of the Air Quality Index (AQI) Response Plan, and the categories for suspension of curbside service and staffing. The plan will be further defined by the Leadership Team in the coming week. Mr. Roewe also reported the Small Business Boot Camp offered by Deer Park Library has 14 applicants. He reiterated from his monthly report that progress has been made on expanding the reach of Wi-Fi, with hotspots purchased by CARES funds, now on site and in preparation for checkout. Installation of security cameras will be delayed until next year. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 9,434,182
Expenditures	\$ 9,372,061
Ending Fund Balance	\$ 5,199,548
Fund Budget Expended	58.05%

In response to Mr. Teterud's query about the potential impact of the second half property tax payments waiver until December, Mr. Knorr said if the second half payments follow a similar pattern as the first half, he expects the District to hit its target by December 31. Mr. Craig commented that the District has chosen to not defer payroll taxes. Mr. Roewe further said the District consulted with legal counsel prior to this determination. There was no further discussion.

**Executive Session,
 September 2020
 (Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Johnson moved and Mr. Teterud seconded for the Board to commence an executive session at 4:59 p.m. to discuss the Executive Director's third annual performance evaluation. Mr. Craig stated the purpose of the executive session was to review the performance of a public employee, with the duration anticipated as one hour.

Human Resources Director Toni Carnell initially joined the session, and Mr. Stumbough provided technical assistance to move the virtual session into a breakout room, which included only Mr. Roewe and Trustees. The Board returned from executive session and resumed the public meeting at

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**Executive Session,
September 2020
(Item VII.A.)**

5:33 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files. There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 5:34 p.m. The next Board Meeting was scheduled for Tuesday, October 20, 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 September 30, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$990,661.96 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2020

SIGNED: _____ 

SIGNED: _____ 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057639	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	\$ 372.89
057640	AVISTA UTILITIES	MONTHLY UTILITIES	7,087.85
057641	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,297.03
057642	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	905.53
057643	CITY OF DEER PARK	WATER & SEWER - DEER PARK	239.78
057644	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,471.00
057645	EDNETICS	NETWORK PROJECT SERVICES	1,804.62
057646	JEFFREY B. EVANS	LIBRARY PROGRAMS	1,200.00
057647	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
057648	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	704.36
057649	GALE/CENAGE LEARNING	LIBRARY MATERIALS	8,043.27
057650	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,224.37
057651	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	4,516.20
057652	DANIELLE MARCY	TUITION REIMBURSEMENT	1,091.50
057653	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,165.77
057654	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	1,350.00
057655	MODERN CONSTRUCTION & CONSULTING SERVICES, LLC	NORTH SPOKANE BATHROOM REMODEL	11,998.15
057656	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
057657	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
057658	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	11,984.00
057659	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	862.48
057660	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	2,563.68
057661	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
057662	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	118.04
057663	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	347.48
057664	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	497.20
057665	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	279.61
057666	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	108.79
057667	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	126.58
057668	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,892.55
057669	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	4,090.00
057670	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	40.96
057671	4IMPRINT, INC.	SMALL BUSINESS BOOT CAMP FOLDERS	182.90
057672	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,822.59
057673	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	59.26
057674	CHARITABLE GIFT PLANNERS	MEMBERSHIP ANNUAL DUES - NUNEMAKER	100.00
057675	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	564.69
057676	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	260.95
057677	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
057678	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	70.89
057679	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
057680	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	900.00
057681	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	48.00
057682	GALE/CENAGE LEARNING	LIBRARY MATERIALS	208.52
057683	HOMELESS TRAINING INSTITUTE, LLC	ANNUAL SUBSCRIPTION TO TRAINING WEBINARS	1,399.00
057684	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,960.45
057685	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	820.02
057686	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	234.22
057687	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,773.13

057688	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	1,496.30
057689	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	2,752.77
057690	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	559.16
057691	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	628.90
057692	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	100.71
057693	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
057694	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	206.45
057695	UPS	SHIPPING	24.80
057696	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,240.69
057697	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	320.86
057698	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
057699	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	503.00
057700	ALLIED FIRE & SECURITY BY VYANET	ANNUAL FIRE ALARM TESTING & QTRLY MONITORING	5,345.41
057701	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	536.39
057702	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,134.10
057703	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,659.99
057704	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	384.86
057705	BERNARDO WILLS ARCHITECTS, PC	AUG ARCHITECT FEES, NS REMODEL PROJECT	921.25
057706	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER SOFTWARE SUBSCRIPTION	425.00
057707	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	69.70
057708	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	531.26
057709	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	590.16
057710	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	10.41
057711	THE FIG TREE	LIBRARY MATERIALS	50.00
057712	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
057713	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,748.26
057714	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	66.55
057715	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	7,996.34
057716	INFOBASE	ELECTRONIC LIBRARY SERVICES SUBSCRIPTION	3,000.00
057717	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	15,369.87
057718	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	406.30
057719	KRONOS INCORPORATED	ANNUAL TECH SUPPORT FOR TIMEKEEPING PROGRAM	3,766.53
057720	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	10,108.36
057721	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057722	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
057723	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	33,943.49
057724	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - N Spokane	315.81
057725	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057726	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
057727	PRORELO GROUP, LLC	BOOK CART RENTAL DURING COVID-19	456.00
057728	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	42.34
057729	RAPID7 LLC	SOFTWARE SUPPORT - INSIGHTVM SUBSCRIPTION	3,655.78
057730	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	2,324.26
057731	RR DONNELLEY	OFFICE/LIBRARY SUPPLIES	313.52
057732	SOFTWARE ONE, INC	SOFTWARE SUPPORT	135.13
057733	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	1,440.75
057734	SPOKANE SCORE 0180	LIBRARY PROGRAMS	480.00
057735	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057736	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	218.49
057737	STEVENS COUNTY RURAL LIBRARY DISTRICT	PURCHASE BULK FACE MASKS THROUGH GROUP	9,919.30
057738	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	510.86
057739	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,019.89
057740	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	1,355.26
057741	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	482.02
057742	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	1,500.00
057743	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.94
W00851	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MEDICAL, DENTAL, VISION & LIFE INS.	92,999.57
W00852	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,799.75
W00853	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,883.85
W00854	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00855	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,849.79
W00856	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,676.89
W00857	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,799.75
W00858	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,940.12
W00859	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	<u>3,233.50</u>

Total Non-Payroll General Operating Fund

\$ 584,438.03

PAYROLL VOUCHERS

09102020PR SPOKANE COUNTY LIBRARY DISTRICT
09252020PR SPOKANE COUNTY LIBRARY DISTRICT

NET PAY CHECKS
NET PAY CHECKS

\$ 204,370.82
201,853.11

Total Payroll General Operating Fund

\$ 406,223.93

TOTAL GENERAL OPERATING FUND

\$ 990,661.96

**August/September, 2020
Paid in October, 2020
Voucher # 057767**

Card Category	Amount
General Purchases	\$ 5,448.18
Maintenance	\$ 406.60
Travel	\$ 403.30
Acquisitions	\$ 3,589.39
Information Technology	\$ 148.73
Outreach	\$ -
General Fund Purchases	\$ 9,996.20

Top Individual Charges

DiscountMugs.Com/Gloves	\$ 1,968.11
Bloomerang/Subscription Renewal/Communications	\$ 1,366.20

Overdue Fines – Discussion

Background

As part of the 2020 Work Plan presented to the Board of Trustees in December 2019, one of the projects identified was to explore eliminating overdue fines. Staff were tasked to analyze the impact of eliminating overdue fines on both the District and customers, with results of that analysis to be presented to the Board for discussion and potential direction.

The initial discussion at the September Board of Trustees meeting provided an overview of several elements of the District's current overdue fines program. To summarize briefly, staff analysis determined that eliminating overdue fines would have the following impact:

- Accountability and collection control would remain intact, as items not returned will be considered lost and the customer billed for the full price of the item.
- Customer experience would be improved, as the library could be seen as more welcoming and accessible.
- Staff experience would be improved, as staff time could be reclaimed and refocused on experiential services (reader's advisory, research help, curbside), not on transactions, some of which are potentially negative.
- Budgetary impact would be minimal, as the percentage of total overdue fines revenue continues to decline (2.5% in 2011 to 1.2% in 2019) and some costs related to staff time and collection agency-related functions would be recouped. Furthermore, the District can continue to meet planned and anticipated financial obligations for the foreseeable future without overdue fines revenue.
- Equity concerns would be addressed, as overdue fines disproportionately impact people of lower socio-economic status, and fines can act as a barrier that discourages use of the library.
- The District's mission and purpose would be realigned, as our mission is to provide resources that empower people to learn, explore, and succeed, and barriers that discourage usage are contrary to that mission and purpose.
- Return rates and wait times would likely be unaffected, as other public libraries that have eliminated fines have generally not experienced a deterioration in the return rate or greater hold times.

Based upon the discussion, staff will provide additional information regarding longer-term financial impact of eliminating overdue fines, as well as additional analysis of available data on overdue items status over time, and the results of a pre-COVID-19 informal survey of customers on the topic.

Executive Director Patrick Roewe will provide an overview and be available to answer any questions.

Recommended Action: No action required. Trustees may direct staff to prepare revisions to the Customer Privileges and Responsibilities policy that would eliminate the assessment of overdue fines, and to return with such revisions for approval at a future Board meeting.

NEW SPOKANE VALLEY LIBRARY: UPDATE

Background

LOCAL Program Application Status

As of the writing of this report, the District is still awaiting the determination on our application from the Washington State Treasurer's Office. We received an update that the application is in 2nd phase of review, with a 3rd phase still to come before a final determination is made.

Library Capital Improvement Program Grant Status

The New Spokane Valley Library grant proposal is one of the 15 Library Capital Improvement Program projects that has been recommended to the Governor's Office and Legislature to be considered for inclusion in the Department of Commerce's 2021-2023 biennial capital budget. The project is being recommended at \$2 million, the per-project maximum allowed by the grant program.

It's important to note that the project is not approved for funding until authorized by the Washington State Legislature as part of the 2021 legislative session, which will start in January 2021.

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

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

Preliminary Budget 2021

- a. Public Hearing on Authorized Revenue Sources**
- b. 2021 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Action and Direction to Staff**

Background

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30.

Following the public hearing, a Preliminary Budget for 2021 will be presented, and a recap of the budget and related significant assumptions are provided below. The variances noted are from the 2020 budget as adopted. The current budget formulation process used both the 2020 budget as adopted, the full year actual results from 2019, and to a lesser degree, actual results for selected line items for the 2020 year. This preliminary budget has been developed for a historically normal, or pre-March 2020 operating environment, to the extent possible.

a. Public Hearing on Authorized Revenue Sources

The Board Chair will lead the Public Hearing on Authorized Revenue Sources required by Washington state law.

The following is a brief recap of the total revenue proposed in the 2021 Budget.

	Revenue	% of Total
Property Taxes and Revenues in Lieu of Property Taxes from Contract Cities	16,273,000	98%
All Other	362,000	2%
	16,635,000	

Recommended Action (repeated on last page):

- 1.) Motion to approve funds in the 2021 General Operating Fund for organizational memberships as proposed.
- 2.) Direction to staff to budget for an annual cost of living salary adjustment (COLA) of 1.39%, based upon the August 2020 CPI-W.
- 3.) Direction to staff to prepare a resolution declaring substantial need for establishing the levy limit factor for 2020 property taxes for collection in 2021 at 1.0%, as allowed by RCW 84.55.0101, and to budget property tax revenues accordingly.
- 4.) Direction to staff to complete the final 2021 General Operating and Capital Projects Fund budgets.

b. 2021 Preliminary General Fund Budget

Revenues

	2020 Approved Budget	2021 Preliminary Budget	\$\$ change	% change
Property Taxes (net of TIFs)	15,315,000	15,820,000	505,000	3.3%
Contract Cities	439,000	453,000	14,000	3.2%
Fines and Fees	155,000	20,000	(135,000)	-87.1%
E-Rate Reimbursements	198,000	211,000	13,000	6.6%
Interest Income, Grants and Other	145,100	131,000	(14,100)	-9.7%
Total General Fund Revenues	16,252,100	16,635,000	382,900	2.4%

Property Tax Revenues - change of \$505,000

- Tax revenue for 2020 as presented is \$505,000 higher than budgeted for 2020.
 - Approximately \$369,000 of the increase is the result of the reported new construction valuation of \$716 million. This new construction total is almost \$9 million more than last year and is again the largest new construction total since 2008.
 - Approximately \$155,000 is the result of the allowed 1% increase on the previously highest lawful levy.
 - Offsetting the above is an estimated larger allocation (\$19,000) to the TIFs that the District is a participant, primarily the Medical Lake TIF. Such TIF allocation increases are the result of new construction completed within the TIF boundaries.

Contract Cities - change of \$14,000

- Budgeted revenue from the city of Airway Heights increases from \$339,000 to \$349,000 or 2.9%. Although not exactly the same, payments received in accordance with the interlocal agreement with the city of Airway Heights will increase consistently to the rate seen by the District as a whole.
- Budgeted revenue from the District's agreement with the city of Spokane for the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) now annexed is budgeted to increase from \$100,000 to \$104,000. There were no new annexations in 2020 by the city of Spokane within the jurisdiction of this interlocal agreement.

Fines and Fees - change of (\$135,000)

- As we all know, the District, beginning March 2020, has temporarily ceased charging overdue fines, and more recently has contemplated the possibility of making such a decision permanent. The budget presented at this meeting is formulated with the assumption that new overdue fines will not be charged in 2021. However, this

assumption can be modified pending Board discussion and direction. The 2021 budget of \$20,000 is comprised of the following.

	2021 Bgt
New Lost and Damaged Fees	5,000
Non-Resident Fees	5,000
Collections on Older Accounts	10,000
	20,000

E-Rate Reimbursements - change of \$13,000

E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. The increase from \$198,000 in the 2020 budget to \$211,000 in the current budget is the addition of the BookEnd broadband services to the calculation, which was added to the contract for broadband services one year later than all other facilities due to the duration of the previous contract for services to the BookEnd.

Interest Income, Grants and Other – change of (\$14,100)

The following is further detail of budget changes for interest income, grants and other revenues.

	2020 Bgt	2021 Bgt	\$ change
Interest Income	80,000	62,000	(18,000)
Grants	39,000	50,000	11,000
Other	26,100	19,000	(7,100)
	145,100	131,000	(14,100)

The interest rate earned on District funds invested in the Spokane Public Investment Fund (SPIF) has been forecasted to range from 1.5% at the beginning of the year, to .6% by the end of 2021, resulting in an \$18,000 decrease in interest income.

Grants expected for 2021 follow.

- The continuing after-school snack program at Deer Park, \$4,000.
- One Humanities Washington Prime Time Family Reading program, \$6,000.
- Remainder of the Libraries Building Business grant, a new grant received in May 2020, \$40,000.

Other revenues include used book sales, budgeted to be \$15,100 less, and miscellaneous leasehold and timber tax collections budgeted to be \$8,000 more in 2021.

Expenses

	2020 Approved Budget	2021 Preliminary Budget	\$\$ change	% change
Salaries	6,985,400	7,193,500	208,100	3.0%
Benefits	2,451,300	2,499,600	48,300	2.0%
Total Personnel Costs	9,436,700	9,693,100	256,400	2.7%
Supplies	165,700	193,700	28,000	16.9%
Services	1,929,800	2,014,600	84,800	4.4%
Library Materials	2,307,000	2,278,200	(28,800)	-1.2%
Library Programs	112,900	131,400	18,500	16.4%
Capital Expenditures	1,490,000	1,000,000	(490,000)	-32.9%
Contingency	50,000	-	(50,000)	-100.0%
Operating Transfer to Capital Proj Fun	760,000	1,324,000	564,000	74.2%
Total General Fund Expenditures	16,252,100	16,635,000	382,900	2.4%

Salaries - change of \$208,100

District salaries change from one year to the next, typically for three reasons: A general cost of living adjustment applied to all eligible employees, increases in step adjustments for those employees that have not reached the maximum step for their job, and changes in the number of employees or FTE's (full time equivalent employees). The following discusses further the assumptions used by the District for these three areas.

- Inflation, as defined by the August 2020 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 1.39%. Per District policy: HR3 – Compensation: Wages, section 3.15, the August CPI-W has been used for this budget's preliminary cost of living salary adjustment. In addition, the state has resumed using the August CPI-W for annual adjustments to the minimum wage rate. The minimum wage reported will increase by 1.39% from \$13.50 to \$13.69, effective January 1, 2021. Approximately \$94,000 of the annual increase is attributable to this cost of living adjustment.
- The total number of employees included is 175. There are 76 employees eligible for an additional step as of January 1, 2021, compared to 84 in the prior year. The remaining annual increase of \$114,100 is attributable to these steps.
- There are no new positions in the 2021 budget from the 2020 budget. There are positions included in this budget that will be vacant as of January 1, 2021, and may remain so until the District's operations return to pre-March 2020 levels.

Payroll Taxes and Employee Benefits - change of \$48,300

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District plans to continue to offer the same four comprehensive employee medical options:
 - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
 - Two by Asuris Northwest Health, one a high-deductible health plan (HDHP)
 - AWC recently announced rate increases, effective January 1, 2021:
 - 5.0% for Kaiser Permanente plans
 - 4.0% for Asuris Northwest Health plans
 - No increase for dental and vision plans
- The Public Employees' Retirement System (PERS) employer contribution current rate of 12.97% will continue through June 30, 2021. As of July 1, 2021, the legislated rate will decrease to 10.25% for the remainder of 2021.
- The new Washington State Paid Family and Medical Leave rate remains unchanged at 0.4% of paid salaries. The District proposes to continue to pay the full amount of this premium rather than passing on the allowable portion to employees.
- All other payroll taxes and employee benefits have minimal changes.

Services - change of \$84,800

Total services include all utilities, broadband, telecom, facility and grounds maintenance, equipment and space rentals, property and liability insurance, software maintenance and support, travel, and other professional services.

- Property and liability insurance is expected to increase 3-5%.
- Utilities are budgeted to remain similar to prior years. Rate changes remain intermittent and small, and the District continues to see modest savings due to LED lighting changes.
- Collection agency costs remain at a new lower baseline since the District increased the threshold for an account to be turned over to collection from \$25 to \$50.
- The District has five significant contracts for courier services and facility and grounds maintenance:
 - Courier Services: No rate change proposed for 2021.
 - Grounds Maintenance: 4% rate change. The prevailing wage for landscape maintenance workers remained the same from the previous year.
 - HVAC Maintenance: The budget allows for a rate change of up to 10% dependent on location. The District is currently upgrading the HVAC systems at three libraries, North Spokane, Otis Orchards, and Airway Heights, and included in this upgrade is an increase in the filtration capabilities from MERV 8 to MERV 13. Filters required by MERV 13 are more expensive; therefore, the budget has been increased for more than normal inflation at these three buildings. Specific new pricing has not yet been received from the maintenance company, as the upgraded units have yet to be installed.
 - Janitorial Services, 4.0% rate increase. The prevailing wage for janitorial workers increased from \$14.90 per hour, to \$15.60 per hour, effective for our 2021 contract year.

- Nightly Mobile Security Patrol at North Spokane and Spokane Valley, no change.
- All other services are budgeted for little or no changes.

Library Materials - change of (\$28,800)

- Library materials continue to be funded at 14% of total revenues from tax levy and contracted cities, per policy. In 2020, an additional \$100,000 was added to the budget over and above the 14% total, dedicated to digital materials such as Overdrive and hoopla. This additional amount was not continued in 2021.

Capital Equipment - total of \$1,000,000

As a result of the levy increase passed in 2019, the District continues to plan for and work on a significant number of capital projects. A summary by category is listed below.

<u>Category</u>	
Vehicles	289,000
Security	334,000
Building Upgrades	165,000
Technology	212,000
	<u>1,000,000</u>

Library Programs - change of \$18,500

- Library programs are budgeted at 0.5% of total revenues, plus amounts received from grants and donations specifically for programming. This year's increase can be attributed to the Libraries Build Business grant-related programs to be provided.

Contingency Funds - removed

- The 2021 budget does not include an operating contingency fund or reserve. The District has not experienced a need for such a contingency reserve for many years, and if a rare and unexpected expense does occur, it can be absorbed by reducing the transfer to the Capital Projects Fund.

Transfers to the Capital Projects Fund

- The District expects to transfer approximately \$1,324,000 to the Capital Projects Fund, to be used for the new Spokane Valley Library construction or other capital project needs.

c. Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2021 budget.

Professional Organizations:

- Washington Library Association (WLA) – Institutional membership that includes personal memberships for each Trustee
- Public Libraries of Washington (PLW)
- OCLC – Nationwide cooperative providing cataloging and interlibrary loan services
- Inland Northwest Council of Libraries (INCOL)
- Association of County and City Information Systems (ACCIS)
- COSUGI – User group for our integrated library system platform (SirsiDynix)
- Association of Washington Cities (AWC)
- American Library Association (ALA) – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries and Public Library Association
- Washington Association of Public Records Officers

Community & Business Organizations:

- Deer Park Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Greater Spokane Valley Chamber of Commerce
- Hispanic Business/Professional Association of Spokane
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Alliance
- Inland Northwest Planned Giving Council
- Moran Prairie Grange
- North Palouse Chamber of Commerce
- Pacific Northwest Booksellers
- Washington Nonprofits
- West Plains Chamber of Commerce

The District encourages staff to be individual members of professional organizations that align with their job duties and professional development goals. Staff are responsible for individual membership fees for these professional organizations.

e. Board Action and Direction to Staff

At the conclusion of the budget presentation, staff recommend that the Board take the following actions.

Final Action

1.) Motion to approve funds in the 2021 General Operating Fund for organizational memberships as proposed.

Board Direction

Annual Cost of Living Adjustment

2.) Direction to staff to budget for an annual cost of living salary adjustment of 1.39%, based upon the August 2020 CPI-W.

- The District's current policy, Section 3.15 cited below, provides for a salary adjustment between 0% and 4%:

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W, when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

Declaration of Substantial Need

3.) Direction to staff to prepare a resolution declaring substantial need for establishing the levy limit factor for 2020 property tax collection in 2021 at 1.0% as allowed by RCW 84.55.0101, and to budget tax revenues accordingly.

- The proposed justification establishing substantial need is to be based on the above mentioned inflation measurement used for annual salary increases being 1.39%, and the reported increase in the employee medical insurance rate will be 5%. A proposed excerpt of language to be used for the resolution is as follows.

WHEREAS, the Board has determined that, due to the factors listed herein, the Board finds that there is a substantial need to increase the regular property tax limit factor above the 100.601 percent rate of inflation established by the Department of Revenue;

- *Property taxes comprise 95% of the District's annual revenue and under RCW 27.12.270, the District cannot augment its income by charging fees for library services.*
- *The CPI-W annual cost of living index increased 1.39% for the same time period. This index is used by the state of Washington for increasing the minimum wage and used by the District for the cost of living adjustment for annual wages.*

- *The employee medical insurance premiums will increase by 5% in 2021, as reported by AWC Employee Benefit Trust, the District's employee health care insurance agency.*

2021 Final Budget

4.) Direction to staff to complete the final 2021 General Operating and Capital Projects Fund budgets.

- Based on the discussions and decisions from this meeting, a final budget will be presented for formal adoption at the regularly scheduled November board meeting. An amendment to the final 2021 budget may also be presented at the December meeting, if needed.

HVAC RENOVATIONS PROJECT: CONTRACT AWARD

Background

Upon passage of the levy lid lift, the District hired the services of a consulting mechanical engineer to do a Heating, Ventilation and Air Conditioning (HVAC) systems assessment of all seven District-owned library facilities. The results provided information on the condition and efficiency of the existing equipment. This assessment also provided a need for replacement ranking of the equipment, and the system at North Spokane Library was identified as having the highest priority for renovation. Based on these recommendations, the District identified three facilities, North Spokane, Airway Heights, and Otis Orchards, to be first for upgrades. All three of these facilities have similar residential-style heating appliances.

A request for proposal (RFP) for HVAC renovations to the North Spokane, Airway Heights, and Otis Orchards libraries was made available to the general public on September 27, 2020. The purpose of this RFP was to invite qualified bidders to submit bids on the District HVAC Renovations Project. The District published a legal notice as required, and the full complement of documents was made available on the District's website.

The formal bid opening was held Friday, October 16, at 4:30 p.m. The District received the following two bids:

Apollo Mechanical Contractors \$256,769
Spokane, WA

Trademark Mechanical, Inc. \$280,000
Hayden, ID

After review of the Contractor's Qualification Statement and other required documents included in the bid, District staff recommends the contract for the HVAC Renovations Project be awarded to Apollo Mechanical. If approved by the Board of Trustees, staff will request that the architect generate the notice to proceed on Wednesday, October 21, 2020.

Finance Director Rick Knorr and Executive Director Patrick Roewe will be available to answer questions regarding this project and bid opening.

Recommended Action: Board motion to award the HVAC Renovations Project contract to Apollo Mechanical Contractors, 1604 E. Holyoke Ave, Spokane, WA 99217.

PERSONNEL POLICY - HR02 Hiring and Employment & HR06 Employee Conduct

BACKGROUND

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District's legal counsel.

Key Revisions

2.02 Secondary Employment

- Adds language regarding conflict of interest in employment outside of the District, and the requirement to report and resolve such conflict.

2.06 Identification Badges

- Moves language from Procedure regarding the photo and badge version requirements.

2.10 Introductory Period

- Allows for extension of this period, in cases of District operational shutdown

2.11 Trial Service Period

- Updates language regarding extension of this period in case of Leave Without Pay, to mirror language in 2.10.
- Allows for extension of this period, in cases of District operational shutdown.

2.12 Acting Appointment

- Added language allows for moving individual in an Acting Appointment position to a regular appointment to that position.

2.13 Temporary Employment

- Added language clarifies what steps may be taken at the conclusion of a temporary position.

2.14 Transfers

- Adds language that an employee transferring to a new position may be required to serve a Trial Service period.

6.1 Ethics

- Removes non-policy and redundant language for clarity.

6.6 Attendance

- This section was moved from Section 6.1 to 6.6.

6.6 District Expectations

- This section has been removed, language has been incorporated into other sections, policies, procedures and the District Standards of Conduct.

6.7 Gossip

- This is a new section, with language that clarifies our values and standards of conduct.

6.10 Appearance

- Language added for clarity regarding political paraphernalia.

6.11 Public Records

- Language added for clarity regarding what may be considered a public record.

6.13 Electronic Communication Equipment and Computer

- Language moved from Section 6.10 to 6.13: District Provided Equipment

Executive Director Patrick Roewe will be available to answer any questions.

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

Recommended Action: Board motion to approve the revised Personnel Policy sections, HR02-Hiring & Employment, and HR06 Employee Conduct.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~44/19/2019~~ 10/20/2020

Purpose

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

Scope

Applies to all District employees

For purpose of this policy, immediate family members include: spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

2.01 Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy. The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

2.02 Secondary Employment

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

2.023 Authorization to Work in the United States

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

2.034 Hire Reporting Requirements

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and state RCW 26.23.040, requiring all new hires or rehires to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

2.045 Background Check

The District will comply with RCW 43.43.830-845 by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may conduct a more in-depth background check

and may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background inquiry.

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record searches, these will be requested on the same schedule as routine background checks.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor

- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above or would cause a violation of RCW 43.43.830.

2.056 Identification Badges

Photo identification badges shall be issued to all employees and must be worn and visible at all times while an employee is on duty, working in a District facility, or while providing library services to customers at other facilities such as schools, child care centers, or retirement homes.

Photographs shall correctly portray the employee wearing the badge. As such, a new photo will be required if the employee's appearance no longer resembles the photo on the badge.

Employees are required to wear the most recent version of the ID badge.

ID badges must be surrendered upon termination of employment.

2.067 Access to Personnel Files

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

With prior notice, an employee may examine their file during regular office hours with a Human Resources staff member present.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files of employees who have left District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Former employees may request a copy of their Personnel file through the Public Records Request process.

All records containing Protected Health Information (PHI) information, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background investigation will be kept in a separate and confidential file.

Only the Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

2.078 Employment Verifications/Reference Checks

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The Human Resources Director and/or the Executive Director may release information as follows:

The District will respond to requests to verify dates of employment, job title and duties, and salary. A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.
- Name of person requesting information, organization, and telephone number.
- Initials of individual providing the information.

2.089 Government and Other Official Inquiries and Public Records Act Requests

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.0910 Introductory Period

The Introductory Period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended for up to six (6) additional months upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

2.1011 Trial Service Period

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Trial Service period will be extended for an amount of time equal to the closure.

2.1112 Acting Appointment

An acting appointment is the short-term assignment of a current employee to an open position. An acting appointment must be authorized by the Executive Director.

Normal District hiring procedures need not be followed in assigning an employee to an “acting” position.

An employee in an acting appointment shall continue to have regular performance meetings with their supervisor.

An acting appointment does not affect the employee's anniversary date or ability to use accrued leave.

At the end of the Acting Appointment, the employee may be appointed to the higher-level position, at the discretion of the Executive Director, or will be returned to their former position.

2.4213 Temporary Employment

Temporary employment is a short-term appointment of an individual to fill a position which is temporarily vacant, or to meet a staffing need for a designated time period not to exceed one year, due to special projects, abnormal workloads, or emergencies.

A temporary appointment to meet a non-budgeted staffing need must be approved in advance by the Executive Director and may only be extended beyond the designated time period by the Executive Director.

Normal District hiring procedures need not be followed in hiring temporary employees or appointing current employees to a temporary position, with the exception of mandatory criminal background checks.

At the end of a temporary appointment, the position may be converted to a regular position and at the discretion of the Executive Director, the employee holding the position may be placed in the position in a Trial Service Period.

If the position is not converted to a regular position, a new employee hired solely for the temporary position will be separated from District service.

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

2.4314 Transfers

An employee may request a transfer to an available vacant position with the same salary band as currently held.

The District may initiate the transfer of an employee to a different position within the same salary band, at the same or different location.

In either situation, the employee transferring may be required to serve a Trial Service period.

2.4415 Demotions

Voluntary Demotion - An employee may request to be assigned to an available position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and ~~will not be~~ may be required to serve a Trial Service Period.

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and ~~will not~~ may be required to serve a Trial Service period.

2.4516 Employment of Immediate Family Members

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee under the following situations:

- When one party would have authority to supervise, promote, terminate or discipline the other.
- When one party would handle confidential material regarding the other that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other, or
- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

2.4617 Notice of Resignation

- FLSA Eligible District employees who voluntarily resign are expected to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are expected to provide at least thirty (30) calendar days advance notice.

The notice of resignation should be presented to the employee's immediate supervisor and forwarded to the Human Resources Department.

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.

2.4718 Reduction in Workforce

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay off. Seniority will be considered if two (2) or more individuals are similarly situated, in terms of their position, skills, abilities and all other relevant factors.

2.48 19 Performance Evaluation

Performance evaluations will be conducted for all staff.

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 10/20/2020

Purpose

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

Scope

Applies to all District employees

For purpose of this policy, immediate family members include: spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

2.01 Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy. The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

2.02 Secondary Employment

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

2.03 Authorization to Work in the United States

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

2.04 Hire Reporting Requirements

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

and state RCW 26.23.040, requiring all new hires or rehires to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

2.05 Background Check

The District will comply with RCW 43.43.830-845 by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may conduct a more in-depth background check and may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background inquiry.

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record searches, these will be requested on the same schedule as routine background checks.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery

- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above or would cause a violation of RCW 43.43.830.

2.06 Identification Badges

Photo identification badges shall be issued to all employees and must be worn and visible at all times while an employee is on duty, working in a District facility, or while providing library services to customers at other facilities such as schools, child care centers, or retirement homes.

Photographs shall correctly portray the employee wearing the badge. As such, a new photo will be required if the employee's appearance no longer resembles the photo on the badge.

Employees are required to wear the most recent version of the ID badge.

ID badges must be surrendered upon termination of employment.

2.07 Access to Personnel Files

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

With prior notice, an employee may examine their file during regular office hours with a Human Resources staff member present.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources

staff. Photocopy requests will be provided to the employee within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files of employees who have left District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Former employees may request a copy of their Personnel file through the Public Records Request process.

All records containing Protected Health Information (PHI) information, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background investigation will be kept in a separate and confidential file.

Only the Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

2.08 *Employment Verifications/Reference Checks*

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The Human Resources Director and/or the Executive Director may release information as follows:

The District will respond to requests to verify dates of employment, job title and duties, and salary.

A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.
- Name of person requesting information, organization, and telephone number.
- Initials of individual providing the information.

2.09 *Government and Other Official Inquiries and Public Records Act Requests*

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.10 *Introductory Period*

The Introductory Period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended for up to six (6) additional months upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

2.11 Trial Service Period

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Trial Service period will be extended for an amount of time equal to the closure.

2.12 Acting Appointment

An acting appointment is the short-term assignment of a current employee to an open position. An acting appointment must be authorized by the Executive Director.

Normal District hiring procedures need not be followed in assigning an employee to an “acting” position.

An employee in an acting appointment shall continue to have regular performance meetings with their supervisor.

An acting appointment does not affect the employee’s anniversary date or ability to use accrued leave.

At the end of the Acting Appointment, the employee may be appointed to the higher-level position, at the discretion of the Executive Director, or will be returned to their former position.

2.13 Temporary Employment

Temporary employment is a short-term appointment of an individual to fill a position which is temporarily vacant, or to meet a staffing need for a designated time period not to exceed one year, due to special projects, abnormal workloads, or emergencies.

A temporary appointment to meet a non-budgeted staffing need must be approved in advance by the Executive Director and may only be extended beyond the designated time period by the Executive Director.

Normal District hiring procedures need not be followed in hiring temporary employees or appointing current employees to a temporary position, with the exception of mandatory criminal background checks.

At the end of a temporary appointment, the position may be converted to a regular position and at the discretion of the Executive Director, the employee holding the position may be placed in the position in a Trial Service Period.

If the position is not converted to a regular position, a new employee hired solely for the temporary position will be separated from District service.

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

2.14 Transfers

An employee may request a transfer to an available vacant position with the same salary band as currently held.

The District may initiate the transfer of an employee to a different position within the same salary band, at the same or different location.

In either situation, the employee transferring may be required to serve a Trial Service period.

2.15 Demotions

Voluntary Demotion - An employee may request to be assigned to an available position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and may be required to serve a Trial Service Period.

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and may be required to serve a Trial Service period.

2.16 Employment of Immediate Family Members

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee under the following situations:

- When one party would have authority to supervise, promote, terminate or discipline the other.
- When one party would handle confidential material regarding the other that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other, or
- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

2.17 Notice of Resignation

- FLSA Eligible District employees who voluntarily resign are expected to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are expected to provide at least thirty (30) calendar days advance notice.

The notice of resignation should be presented to the employee's immediate supervisor and forwarded to the Human Resources Department.

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.

2.18 Reduction in Workforce

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay off. Seniority will be considered if two (2) or more individuals are similarly situated, in terms of their position, skills, abilities and all other relevant factors.

2.19 Performance Evaluation

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR6 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~04/24/2020~~10/20/2020

Purpose

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

Scope

Applies to all District employees

Employees are expected to conduct themselves at all times in a professional, ~~ethical,~~ and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. ~~and refrain from any activity that is, or may be perceived to be, a conflict of interest.~~ They are expected to adhere to all District policies and procedures; comply with all local, state, and federal laws and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

6.1 Attendance:

~~Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.~~

~~Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.~~

6.1 Ethics

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

Employees are expected to uphold the highest standards of ethics at all times while working for and/or representing the District.

6.2 Conflict of Interest

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

6.3 Abuse of Authority or Position

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

6.4 Gifts or Additional Compensation

Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and benefits, for performing their official duties. However, gifts of nominal value, such as an honorarium or compensation for performing work that is related to the library profession, but is outside their official duties, or gifts of food for a group or work unit at holidays or other special occasions are allowed as long as they do not constitute a conflict of interest.

6.5 Motor Vehicles

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

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

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

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

6.6 Attendance:

Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time.

They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

6.7 Gossip

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A gossiper is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

Maintaining a gossip-free workplace

In order to maintain a gossip-free workplace, employees are expected to:

- a. Not speak of or insinuate about another person when that person is not present unless it is to compliment or reference work matters.
- b. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- c. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or customer of the District.
- d. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

6.6 District Expectations

Employees are expected to:

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

6.78 Use of Controlled Substances

Reporting to work and/or working while under the influence of any substance that impairs performance or impacts safety is prohibited. Moreover, manufacturing, distributing, possessing,

or selling controlled substances (as defined in RCW 69.50) is also prohibited at any time on District premises, including District vehicles.

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

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

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

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

Failure to promptly comply may be grounds for immediate termination.

6.89 Workplace Violence

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

6.910 Personal Appearance

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

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

6.11 Public Records

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

Work-related use of personal social media accounts may create public records.

In Washington, "public records" include work-related posts, comments, communications, and other records regardless of whether created or stored on personal equipment or on a personal social media account. In Washington, an agency-related Facebook post by a public employee or

official on their personal Facebook account can be a public record if the post was made within the employee's or official's scope of agency employment. Since an agency acts exclusively through its employees or officials, the location of a record (whether on a personal account or public account) does not matter. Records are "public" even if they reside on private accounts or devices. The critical question is whether an agency-related post on a personal Facebook account was made in the employee's official public capacity or scope of employment. Addressing work-related matters on personal equipment and/or a personal social media account may likely result in creating a public record. Accordingly, employees should use caution when discussing or addressing work-related matters on personal equipment or personal social media accounts.

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

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

6.12 Remote Work

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

compensated for travel time per HR03, Section 3.16.

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

work site.

6.10 ~~Electronic Communication Equipment and Computer Systems~~

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

6.13 District-Provided Equipment

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

Equipment, furniture, fixtures, vehicles and computers owned by the District are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are District property. Staff should have no expectation of privacy in connection with the use of these items. The District reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mail boxes, and other storage facilities and to monitor employee use of such equipment.

Employees may make limited personal use of District-provided devices. As a publicly-funded organization, the District expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal and fiscally responsible stewardship of public resources.

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

Employees are prohibited from:

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR6 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: 10/20/2020

Purpose

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

Scope

Applies to all District employees

Employees are expected to conduct themselves at all times in a professional and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. They are expected to adhere to all District policies and procedures; comply with all local, state, and federal laws and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

6.1 Ethics

Employees must avoid any act of impropriety in their role as public servants, including, but not limited to, unauthorized possession or access to District property and/or confidential information, dishonesty or the appearance of impropriety, and must never use their District position or authority for personal gain or in breach of the public trust.

Employees are expected to uphold the highest standards of ethics at all times while working for and/or representing the District.

6.2 Conflict of Interest

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

6.3 Abuse of Authority or Position

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

6.4 Gifts or Additional Compensation

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

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

6.5 Motor Vehicles

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

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

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

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

6.6 Attendance

Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time.

They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

6.7 Gossip

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A gossiper is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

Maintaining a gossip-free workplace

In order to maintain a gossip-free workplace, employees are expected to:

- a. Not speak of or insinuate about another person when that person is not present unless it is to compliment or reference work matters.
- b. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- c. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or customer of the District.

- d. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

6.8 Use of Controlled Substances

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

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

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

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

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

Failure to promptly comply may be grounds for immediate termination.

6.9 Workplace Violence

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

6.10 Personal Appearance

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

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

6.11 Public Records

Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are potential public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State

Records Retention Schedules. Therefore, when conducting District business, employees are expected to use District provided equipment and accounts.

Work-related use of personal social media accounts create public records.

In Washington, “public records” include work-related posts, comments, communications, and other records regardless of whether created or stored on personal equipment or on a personal social media account. In Washington, an agency-related Facebook post by a public employee or official on their personal Facebook account can be a public record if the post was made within the employee’s or official’s scope of agency employment. Since an agency acts exclusively through its employees or officials, the location of a record (whether on a personal account or public account) does not matter. Records are “public” even if they reside on private accounts or devices. The critical question is whether an agency-related post on a personal Facebook account was made in the employee’s official public capacity or scope of employment. Addressing work-related matters on personal equipment and/or a personal social media account may likely result in creating a public record. Accordingly, employees should use caution when discussing or addressing work-related matters on personal equipment or personal social media accounts.

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

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

6.12 Remote Work

1. Remote work arrangements may be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to, or guaranteed the opportunity to work remotely.
2. Eligible positions will be determined by the Executive Director and be based on functional role and District needs.
3. The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.
4. Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee’s supervisor before the arrangement will be renewed. Any changes to the arrangement will be noted on the remote work request form.
5. The employee’s supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:
 - Meeting all deadlines and work expectations.
 - Accessible during work hours.
 - Maintaining effective communication and workflow.

6. Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
 - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.
7. Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.
 - An employee who is ill and unable to work on a remote work day must notify the District per appropriate procedure.
8. The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. Only District work is to be performed during remote work hours.
9. A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.
 - Employees must track and submit hours worked to their supervisor.
 - FLSA Overtime Eligible employees must have any hours beyond their normal work schedule approved in advance by their supervisor.
10. Remote work shall not be used as a substitute for dependent or child care. Employees working under a remote work agreement are expected to make dependent/child care arrangements for during their work time.
11. Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.
 - Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.
 - Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.
12. The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.

13. Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.
14. In-person meetings with staff or internal/external clients shall not be held at the remote work site.

6.13 District-Provided Equipment

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

Equipment, furniture, fixtures, vehicles and computers owned by the District are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are District property. Staff should have no expectation of privacy in connection with the use of these items. The District reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mail boxes, and other storage facilities and to monitor employee use of such equipment.

Employees may make limited personal use of District-provided devices. As a publicly-funded organization, the District expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal and fiscally responsible stewardship of public resources.

Employees are prohibited from:

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

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

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

PUBLIC ART IN DISTRICT FACILITIES

BACKGROUND

The purpose of this policy is provide parameters under which public art would be included in major construction projects for District facilities.

The key recommended revisions follow.

- The requirement for public art expenditure was changed from “shall” to “may” in order to provide additional flexibility to the Board in determining the amount for public art based upon the circumstances of a particular project.
- For that same reason, the minimum of 0.5% of the Maximum Allowable Construction Cost (MACC) was also removed.
- “Major renovations” was removed, as staff feel it unnecessary given that existing District facilities have already had an initial investment in public art at the time of construction.
- References to related District policies were inserted.
- Preference to qualifying gifts or donations of public art was included.
- Additional revisions were made for clarity and to update standard District nomenclature and statements.

For reference, RCW 39.10.210 (11) defines the following: “Maximum allowable construction cost” means the maximum cost of the work to construct the project including a percentage for risk contingency, negotiated support services, and approved change orders.” The MACC does not include architectural, engineering, and other such services.

Also for reference, for every \$1 million in the MACC, the corresponding 1% cap would be \$10,000. For example, a MACC with a total of \$10 million would have a 1% cap of \$100,000.

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

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

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

Recommended Action: Board motion to approve the revised Public Art in District Facilities policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: PUBLIC ART IN DISTRICT FACILITIES

APPROVAL DATE: FEBRUARY 19, 1998

~~LATEST REVIEW AND REAFFIRMATION~~ REVISION DATE: FEBRUARY 20, 2018 OCTOBER 20, 2020

RELATED POLICIES:

~~None~~

Gifts

Naming and Recognition

Procurement

General Policy:

It is the policy of Spokane County Library District to actively support the inclusion of public art in library facilities for aesthetic enhancement of its public areas and to increase accessibility of art to District residents. To that end, the Board of Trustees ~~shall~~ may designate ~~between one-half of one percent (0.5%) and up to one percent (1%) of the initial Maximum Allowable Construction Cost for each new building construction and major renovation project for procurement of public art.~~ This designation shall be made concurrently with the adoption of each construction project budget. The ~~board~~ Board of Trustees shall also encourage donation of private funds to be used for this purpose.

An Art Selection Committee shall be formed by the Board of Trustees for each construction project to provide recommendations to the Board of Trustees for all aspects of arts project planning and selection of arts projects.

Methods available to the committee for solicitation of proposals for ~~projects~~ public art include competition open to any qualified artist, limited competition open to a list of artists invited to submit proposals, or direct selection of a specific artist, all based upon criteria established by the committee for the project and consistent with District policy regarding procurement.

Final selection of public art, whether from public or private funds, shall be subject to approval by the ~~board~~ Board of Trustees. Gifts or donations of public art that meet the criteria established by the Art Selection Committee may be given preferential consideration for selection in order to maximize the use of public funds toward the Maximum Allowable Construction Cost.

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

The Executive Director will establish administrative procedures necessary to implement this policy. 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: PUBLIC ART IN DISTRICT FACILITIES

APPROVAL DATE: FEBRUARY 19, 1998

REVISION DATE: OCTOBER 20, 2020

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

COVID-19 Response Update – October 20, 2020

Background

Governor Jay Inslee's "Safe Start" plan includes a four phased approach to reopening the state. 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.

Curbside Pickup

No changes since the last update. Following guidelines issued by the state, curbside pickup service continues to be provided at all District libraries.

Virtual Programs

No changes since the last update. Virtual programming is ongoing, providing individuals, families and groups the opportunity to engage in a variety of activities.

New Services

We've continued to have positive response from customers for the "Book Butler" service in which staff will select books for customers based upon preferences submitted online or over the phone. The books are made available for pickup via curbside.

While not a new service per se, "Book a Librarian" has relaunched. This service provides one-on-one customer assistance on a variety of library-related topics. All sessions will be conducted either by telephone or virtually on the Zoom platform.

Forthcoming New Services

Wireless hotspots: As previously reported, we applied for and were awarded a grant through the Washington State Library for 30 wireless hotspots and funding for the annual data costs. We received the devices and they are in the process of being added to our system. We hope to make them available for customer checkout in October.

Remote Printing and Pickup: As previously reported, we are launching a remote printing service in October. Customers can submit print jobs via an online platform and then pick them up at the library of their choice via curbside pickup.

When will the District reopen buildings to the public?

On October 6, 2020, the Governor announced modifications to the "Safe Start" guidelines that would allow libraries to open to the public for in-person services in Phase 2. We had our first opportunity to review those guidelines on the same day they were announced. The most significant restriction limits the number of customers in the library at any one time to 25% of normal capacity while in Phase 2. Our current priority is to evaluate those guidelines and ensure we can safely and effectively comply with them prior to opening our libraries to any in-person services.

At present, we anticipate opening the libraries to limited in-person services after November 1, 2020. The District requires the coming weeks for preparation and training, based upon what we've seen in the

guidelines. As the largest library system in our region with 11 unique locations, it will take time to evaluate spaces and traffic flow for each facility.

In the meantime, the District continues to offer nearly a full suite of library services through a variety of platforms (curbside pickup, virtual programs, remote access resources) while we plan and implement services under these new guidelines.

What will reopening look like?

The Leadership Team continues to work on that very question in light of the newly published 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 adaptable 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: NOVEMBER - DECEMBER 2020**November 17, 2020: North Spokane Library * - 4:00 p.m.**

- New Spokane Valley Library (TBD)
- 2021 Preliminary Budget Update
 - Cost of Living Adjustment (COLA) for 2021 (Tentative): Approval Recommendation.
 - Adopting a 2021 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 20-xx): Approval Recommendation.
 - Authorizing 2020 Property Tax Levy Increase for Collection in 2021 (Resolution No. 20-xx): Approval Recommendation.
 - Levying the Regular Property Taxes for SCLD for Collection in 2021 (Resolution No. 20-xx): Approval Recommendation.
 - Board Direction to Staff
- New Spokane Valley Library Owner's Representative Contract Award (tentative): Approval recommendation.
- Customer Privileges and Responsibilities Policy: Approval recommendation.
- Volunteer Program Policy: Approval recommendation.
- COVID-19 Response Update

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Nov. 3, for inclusion in the preliminary agenda to be sent Nov. 4. Meeting packets will be mailed Nov. 12.

December 15, 2020: North Spokane Library * - 4:00 p.m.

- New Spokane Valley Library (TBD)
- 2021 Budget
 - Adopting a 2020 Final Budget (Resolution No. 20-xx): Approval Recommendation.
- 2020 Work Plan—Year in Review
- 2021 Work Plan
- Virtual Holiday Refreshments Break (tentative)
- 2021 Meeting Schedule/Locations and Policies Review: Approval Recommendation.
- 2021 Board of Trustees' Officers Election: Action Required.
- Recognition of Retiring Trustee Wes Teterud (Resolution No. 20-xx): Approval Recommendation.
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES202011/17 2021 GSI 23rd Annual Economic Forecast – Virtual (8-9:15 a.m.)

TBD Trustee Candidate Interviews

➤ * If not by teleconference

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2020

Business Office, Finance and Facilities – Rick Knorr

General Fund

Property Tax Collections and Second Half Payment Extension

The following is reiterated comment on property tax collections for the balance of 2020, as it is still applicable. On August 27, the Spokane County Treasurer announced an extension of the second half property tax payments for county residents from October 31, 2020, to December 31, 2020. This is similar to the extension provided for the first half payments. Also, similar to the first half, this extension does not apply to escrow payments made on behalf of property owners, which typically amount to 75% of total collections. If the pattern for the first half collections is a reliable indication, collections by the end of December 2020 will still be near normal.

Expenses

Total expenses before transfers is 67.18% of budget, versus the target of 75% through three quarters of the year. Most all categories are now under budget due to the effect of the Governor's "Stay Home, Stay Healthy" and "Safe Start" orders on the District's level of operations. Discussed below are two capital projects that could be completed by year end; thus, will bring the capital equipment line, currently at 42% of budget, closer to target. However, expectations remain that total expenses at year end will remain well below budget, and the potential amount available for transfer to the Capital Projects Fund will be more than budgeted.

Financing for the New Spokane Valley Library

The District submitted an application to the LOCAL program, a lending facility managed by the Washington State Treasurer's Office and available to the District for approved projects on August 13, 2020, for the purposes of obtaining credit approval and subsequent financing for the new Spokane Valley Library building. On October 2, the District received the following status update on the application:

While (the program) has had library districts as participants in the past, it has been many years, and we have never done a real estate transaction given the change in RCW. Please let your board know that the review process has been thorough, and more time-intensive due to the changes.

Owner's Representative for the New Facility

In preparation for the future construction project for a new library, the District plans to hire an owner's representative as an integral part of the construction design and construction management team for the full duration of the project. A request for proposal toward this service has been drafted, but not yet published.

Facilities Report

North Spokane Restroom Remodel

The restrooms at North Spokane are complete and the District is quite confident the remodel will be well received. The District is still holding the final retainage until all release of liens have been received from all project subcontractors.

HVAC Upgrade Project

The HVAC Renovations Project will be discussed as a separate agenda item for this meeting.

Argonne Library Roof Replacement

Immediately following the HVAC renovations RFP, the District published an invitation to bid on a complete replacement of the ballasted membrane roof for the Argonne Library. The current roof is 30 years old, and of the same type, age, and condition as the roof at Otis Orchards Library, which was replaced in 2016. Bids will be received later this month, and a recommendation of the most responsible lowest bidder will be presented to the Board of Trustees for review and approval no later than Tuesday, November 17.

Human Resources – Toni Costa

Training

The training focus continues to include mental health, dealing with stress and ongoing development of leadership skills. Recorded webinars and self-paced trainings were added to the LMS (the District's online training platform) on topics such as self-care during the pandemic, leadership, and new programming ideas.

A series of trainings by Ryan Dowd were added, for a total of 14 additional hours of training on working with those experiencing homelessness, working with difficult customers and situations related to COVID, and other related topics.

Other Updates

September saw some employee turnover. One employee was promoted from Library Assistant to the new position of Social Media Specialist in the Communication department. Three employees left the District, a Public Services Specialist from Spokane Valley, a Librarian from Deer Park, and two Library Pages from Moran Prairie and North Spokane.

Communication and Development – Jane Baker

Communication

Communication welcomed Andrea Brumbaugh to the department as our Social Media Specialist. Andrea is assisting customers via social media platforms, as well as curating content, scheduling programs, and engaging with the public.

Highest interest from the September eNews was the Online Freezer Meals and Homeschool Programs. Kids/Family programs and curbside pickup were also popular. Communication also assisted in creating a virtual booth for Valleyfest.

The Department introduced a new platform, Lucidpress, which allows for creation of templates for many of the libraries internal printing projects. This decentralizes printing, provides a faster turnaround of projects for staff, while preserving the District's brand.

Development

Development is in the pre-planning stages, including a timeline, for fundraising activities related to potential naming rights and major gifts related to construction of a new Spokane Valley Library.

Operations – Doug Stumbough

Curbside Pickup

Due to a week of historically hazardous air quality levels this month, curbside service was suspended from the 12th through the 18th, and usage levels were understandably impacted. 11,512 customers visited our libraries in September and checked out 37,972 items through curbside service. While the monthly totals were down from the 12,601 visits and 50,714 checkouts in August, the per-day use was higher in both categories, with an average of 606 visitors and 1,998 checkouts per day this month compared to 485 and 1,951 respectively in August. North Spokane (3,091 visitors; 9,318 items checked out) and Spokane Valley (2,954; 9,594) continue to see the most activity, each averaging about 20 visits per hour.

Customer-placed holds increased significantly in September compared to the same month last year (21%) with 42,683 requests for physical items (35,365 in 2019), indicating that an increasing number of customers are finding and using 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.

Collection Services – Andrea Sharps

Selection Strategies in Response to the COVID-19 Library Closures

Effective September 1, the maximum number of monthly checkouts for *hoopla* was increased to six (6) from five (5). We realized we had the budgetary capacity within the monthly budget allocation to make this modest but impactful increase. The one (1) additional monthly checkout will be helpful for students of all ages who are learning remotely or are in a hybrid school model due to the pandemic. We kept the OverDrive checkout limit the same as well as the OverDrive customer recommendations limit in order to give as many of the District's 118,000 cardholders as possible the opportunity and ability to access and enjoy this popular digital service during library closures due to the continuing COVID-19 crisis. The District crossed the 500,000 checkouts (for 2020) threshold for OverDrive on September 9, which is an impressive milestone.

Starting in June, and then again monthly in July and August, select items from the BookEnd were made available to fill holds based on the number of holds District-wide. Starting in September, we have expanded these parameters and are running the report twice a month with a lower holds threshold. This temporary workaround will help to get more copies of high-demand items into customers' hands more quickly and will free up room on the BookEnd's shelves for incoming new materials when library buildings are reopened to customers.

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 September 2020:
 - Checkouts September 1 – September 30:
 - *Book of the Little Axe* by Lauren Francis-Sharma. eBook. (126)
 - *Where the Crawdads Sing* by Delia Owens. eBook **and** eAudiobook. (65)
 - *Walk the Wire* by David Baldacci. eBook. (61)

- Holds as of October 1:
 - *Midnight Sun* by Stephenie Meyer. eBook. (103)
 - *Midnight Sun* by Stephenie Meyer. eAudiobook. (100)
 - *A Time for Mercy* by John Grisham. eBook. (91)

As a note, *Book of the Little Axe* by Lauren Francis-Sharma was the American Library Association’s Libraries Transform Book Pick selection from September 14 – September 28. This popular digital reading program connects readers nationwide by offering free unlimited simultaneous access to the same eBook for public libraries in the United States participating in OverDrive, which makes it a great pick for book clubs.

- Popular **Adult Book** titles September 2020:
 - Checkouts:
 - *Too Much and Never Enough: How My Family Created the World’s Most Dangerous Man* by Mary L. Trump (34)
 - *Camino Winds* by John Grisham (29)
 - *All the Devils are Here* by Louise Penny (22)
 - Holds:
 - *Rage* by Bob Woodward (67)
 - *Disloyal: A Memoir: The True Story of the Former Personal Attorney to the President of the United States* by Michael Cohen (38)
 - *Eight Minutes to Ageless: The Manual on Maturing that You’ve Never Read—But It’s Not Too Late* by Kelli Pearson (36)

Select Digital Circulation Statistics

hoopla Checkouts	
September 2019	1905
September 2020	2681
%	+41%
OverDrive Checkouts	
September 2019	51300
September 2020	61002
%	+19%
OverDrive Holds	
September 2019	14080
September 2020	20837
%	+48%

COLLECTION MONTHLY REPORT

September 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	37,928	51,386	-26%
Interlibrary Loan Total	3,304	9,417	-65%
Overdrive			
Total Checkouts	542,770	464,495	17%
Total Holds	192,748	142,442	35%
hoopla			
Total Checkouts	23,907	18,028	33%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	320,107	314,448	2%
Nonprint	84,676	85,085	0%
Overdrive	103,811	90,719	14%
Grand Total	508,594	490,252	4%

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

Executive Director – Patrick Roewe

Leadership Team Updates:

The majority of this month’s efforts are addressed in other agenda items. As has been the case for the last six months, a 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. Supplementary updates are as follows:

Air Quality Response Plan

In response to the historically hazardous air quality referenced above in the Operations report, the District now has in place an AQI (Air Quality Index) response plan. Based upon the AQI level published by the Spokane Regional Clean Air Agency, the District has identified certain response protocols. Most significantly, curbside service (or any outdoor-based activity) is suspended at the “Unhealthy” (or higher) level, and all District operations are suspended at the “Hazardous” level.

Trustee Vacancy Update

We have informed the Spokane County Board of Commissioners of the upcoming Trustee vacancy, and look forward to coordinating next steps with them based upon their timeline.

Training

I attended a webinar made available by the Municipal Research and Services Center (MRSC) entitled "First Amendment Considerations for Local Government: Protests, Petitions, Social Media, & Signs." First Amendment issues arise for local governments in a variety of ways. This webinar provided up-to-date guidance on how local governments should handle situations currently in the news that involve First Amendment rights, such as the use of public spaces for political activity and considerations for social media use by both government agencies and their staff.

Operations Report September 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Small Business Boot Camp registration period closed September 14. Of the 16 applicants, 12 met the criteria and were invited to participate. (The other submissions were from business owners outside of Deer Park.) By the end of September, all 12 confirmed they will join the program.
- Patrick Hakes created a Microsoft Teams work space for Small Business Boot Camp participants, staff, and SCORE instructors. This will be our main point of communication outside of our workshops, and a way for us to monitor progress and get the group working together in a virtual environment.
- We've been working on plans for Small Business Saturday. With all the uncertainty around COVID-19 we are making things as low-key as possible for local businesses and community members.

Early Learning (Mary Ellen Braks)

- The Early Learning team has been filming videos for virtual Storytime.
- I have been working on the grant program *HELLO Math*. Spokane STEM received a grant from Washington STEM to work on this project. SCLD staff has been designing card sets that facilitate conversations around math for families and teachers to use with the preschoolers.
- The Early Learning team has created an online reading program called, *1000 Books Before Kindergarten*. The program is live and we will be having two *Virtual Celebrations* in October.

Education and Enrichment (Gwendolyn Haley)

- More than 350 people participated in a variety of virtual programs. These included a well-received panel discussion on *Talking about Race with your Kid* and an information session about homeschooling presented by experienced homeschoolers from the Washington Homeschool Association. A series on *Freezer Meal* and *Instant Pot* cooking this month drew 214 attendees, and *Marvel Trivia* had a super-engaged crowd of 52. August's *Learning Circle on the Constitution* continued and an online book discussion on *All American Boys* was held. *The Science from Home Video Series* with librarian Molly launched, with new science experiments shared every Monday.
- We expanded the West Valley School District virtual student card pilot program to include all secondary schools in the school district.
- We are planning for *Prime Time Family Reading* programs (including a bilingual Spanish/English program) and working on a *Writing Buddies* program to replace *Reading Buddies* for this school year.
- We launched the *Spokane is Reading: Diverse Voices Challenge* on Beanstack, and will be adding challenges for K-12 later this fall.

Digital Projects and Resources (Carlie Hoffman)

- Staff training and instructions for mobile printing were updated and posted. This service will be launching to the public soon.
- History Research Center, a digital resource that includes African-American, American, American Indian, Ancient and Medieval, and Modern World History, is now available in the Digital Library.
- Set up was started for a new online programming service for online book clubs that will launch this fall.

Information Technology (Patrick Hakes)

- Gathered information on costs for various options on IT space options in light of plans for a new Spokane Valley Library.
- Started gathering information on firewall needs to go out for RFP. This is required for the 2021-2022 E-Rate fiscal year.
- Developed a preliminary IT budget for 2021, which in addition to long-planned projects, reflect further equipment needed for flexibility of changing customer service models and working locations.

Library Reports

Airway Heights: Jennie Anderson

- Curbside is so much appreciated here at Airway Heights. Customers have repeatedly mentioned they are extremely grateful for all the services the library offers; from physical materials, to databases, to programs.
- Just this past week, a young family came to pick up books and their 2-year-old daughter was in the car “reading” Engage. Her mom said it’s her favorite thing to “read” and that she takes it everywhere.

Argonne: Pat Davis

- Staff have done several new homeschool cards for families. Families are excited to have access to more materials as they begin to navigate homeschooling.
- Customers continue to express gratitude for curbside service, yet are eager to know when they can browse the collection. These have been great opportunities to tell customers about *Book Butler* and to let them know they can request ILLs or purchases of materials not in our collection. One gentleman remarked “That makes my day!”

BookEnd: Danielle Marcy

- Customers are constantly expressing appreciation for curbside service. Customers have been calling to checkout items that are on our shelves and are always grateful they are still able to checkout from the collection.

Cheney: Amy Fair

- Despite closures due to poor air quality, our curbside average rose by about 10 transactions per day. Customer comments on the service continue to be overwhelmingly positive.
- We have several families using the library’s Wi-Fi in the parking lot so that their children can complete online schoolwork. Customers keep expressing how thankful they are that we continue to make this service available.

Deer Park

- A customer raved about the curbside service. She commented that her grandsons would be lost without the reading materials she has been getting for them. She said to make sure that I told everyone, “The Library is making a difference!” She is encouraging her son to try our new *Book Butler* service and complimented SCLD for offering this innovative service.
- The *Summer Snack* program has been extended through December 2020. Staff served a record 797 snacks to hungry children this month during curbside service.
- The League of Women Voters set up a booth and encouraged folks to visit, ask questions, and connect with them.

Fairfield: Kristy Bateman

- While our regular customers are continuing to request items, we have seen holds come through with names we don’t recognize. It is nice to know new people are accessing our services.

Medical Lake: Cecelia McMullen

- A customer began the phone call declaring “I don’t do computers.” She just wanted “a bit of murder, some romance, and something that would make her think.” The selections were ready at curbside the same day.
- One family, “thirsty for books,” used *Book Butler* to find young adult materials. They were so pleased with the selections that they called us for more recommendations. The materials were shared by five family members, proving that a great book has no age boundaries.

Moran Prairie: Caitlin Wheeler

- Customers continue to express gratitude for curbside on a nearly daily basis. This month included one customer who said “it’s the only thing keeping me sane.” Another thanked me for her books and let me know “The library is what I miss the most.”

- The week after the smoke closure saw MP hitting over a hundred curbside pickups a day. On our busiest day, we averaged a pickup every 2.5 minutes. Customers were grateful we had extended their holds, and were kind and understanding about our safety measures. One even stopped me to let me know she “just thought it was the most wonderful thing that [we] closed for the smoke.”
- The League of Womens Voters weathered wind and rain to bring voting registration information to our community. Despite the poor weather, they registered a new voter and answered some questions from current voters. One volunteer expressed cheer not only at having registered a new voter, but at having been given the time and space to speak to her fellow volunteer and members of the community face-to-face – an opportunity to socialize that she called “precious.”

North Spokane: Brian Vander Veen

- On Monday, Sept 28, we served our 10,000th curbside customer at North Spokane since curbside began in June.
- Library assistant Rosemarie reports a number of positive comments from curbside customers, including “You guys are saints. Thank you so much!” and “You are so wonderful, just wonderful.”

Otis Orchards: Danielle Marcy

- Librarian Tammy Henry hosted a virtual tour of the library for a homeschool family. The children loved seeing the backroom (where they are never allowed to go) and seeing where their books end up when they put them in the book return.
- Using a smart-watch the staff determined they walk about 5 miles a day doing curbside pickup. The very next day a friendly customer jokingly asked how many miles they are getting in each day--they were able to tell her actually around 5!

Spokane Valley: Aileen Luppert

- We continue to receive appreciation and gratitude through notes and the mail. This month a message found in the book drop read, “Thank you! We were lost without our books. Curbside has made our household so happy! We appreciate all you do!”
- On a busy Saturday, in which there were 202 curbside runs and nearly 900 checkouts, the League of Women Voters hosted a voter registration drive in our parking lot.

Security Incident Reports

For September, there were eight reports filed, one more than last month (7). Spokane Valley had the most incidents reported with three. The most frequently reported incidents related to General Code of conduct with three incidents. There is no door count comparison due to the COVID-related building closures; however, approximately 5,430 customers used our curbside pickup services.

Public Use Measures

September 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	108,781	107,776		1%
Door count	11512	101,141	295,445	-68%
Items Borrowed	122,035	213,561	1,221,094	-40%
• Airway Heights	1,887	5,124	20,841	-55.70%
• Argonne	4,836	11,462	47,217	-57.26%
• Cheney	4,569	12,861	50,757	-55.48%
• Deer Park	3,951	11,684	47,679	-58.00%
• Fairfield	720	1,015	5,769	-45.14%
• Medical Lake	1,336	3,780	14,061	-63.10%
• Moran Prairie	7,588	16,603	72,038	-53.04%
• North Spokane	16,050	43,366	183,982	-55.04%
• Otis Orchards	2,419	4,941	22,060	-53.34%
• Spokane Valley	14,336	45,048	174,939	-59.82%
• The BookEnd	514	3,958	13,385	-60.85%

• Digital	63,683	53,205	566,700	17%
Programs				
• Number	10	256	856	-70%
• Attendance	371	8,350	17,101	-75%
Internet Station Use (%)	0	45.8%	47.1%	
Meeting room bookings	0	522	1,410	-72%
Digital Resource Use	128,195	79,325	809,902	3%

Public Use Measure Definitions

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

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

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

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

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

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

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

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2020**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 75.0%	
REVENUES				
PROPERTY TAXES	\$ 9,034,997	\$ 15,315,000	58.99%	\$ 6,280,003
CONTRACT CITIES - AIRWAY HEIGHTS	254,344	339,000	75.03%	84,656
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	49,960	155,000	32.23%	105,040
GRANTS & DONATIONS	63,301	39,000	162.31%	(24,301)
E-RATE REIMBURSEMENTS	278,854	198,000	140.84%	(80,854)
LEASEHOLD & TIMBER TAX, REBATES, OTI	21,407	26,100	82.02%	4,693
INTEREST REVENUES	59,184	80,000	73.98%	20,816
TOTAL REVENUES	\$ 9,812,901	\$ 16,252,100	60.38%	\$ 6,439,199
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 9,812,901	\$ 16,252,100	60.38%	\$ 6,439,199
EXPENSES				
SALARIES	\$ 5,018,753	\$ 6,985,400	71.85%	\$ 1,966,647
FRINGE BENEFITS	1,792,084	2,451,300	73.11%	659,216
SUPPLIES	107,668	165,700	64.98%	58,032
UTILITIES	344,154	480,900	71.56%	136,746
SERVICES	868,657	1,386,900	62.63%	518,243
INSURANCE	60,728	62,000	97.95%	1,272
CAPITAL EQUIPMENT	625,890	1,490,000	42.01%	864,110
LIBRARY MATERIALS	1,376,622	2,057,000	66.92%	680,378
ELECTRONIC LIBRARY MATERIALS	144,339	250,000	57.74%	105,661
LIBRARY PROGRAMS	68,425	112,900	60.61%	44,475
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 10,407,320	\$ 15,492,100	67.18%	\$ 5,084,780
TRANSFERS OUT	-	760,000	0.00%	760,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,407,320	\$ 16,252,100	64.04%	\$ 5,844,780
Net Excess of Revenues Over/(Under) Expenses	\$ (594,419)	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	(594,419)			
ENDING CASH	\$ 4,543,008			

Number of months cash on hand 3.5

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Nine Months Ended September 30, 2020**

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>	<u>Balance Remaining</u>
REVENUES			
Interest Earnings	28,501	32,000	(3,499)
TOTAL REVENUES	<u>28,501</u>	<u>32,000</u>	
TRANSFERS IN	-	760,000	
TOTAL REVENUES & TRANSFERS IN	<u>28,501</u>	<u>792,000</u>	
EXPENSES			
	0	0	
TOTAL EXPENSES	<u>0</u>	<u>0</u>	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>28,501</u>		
BEGINNING CASH	2,047,339		
NET FROM ABOVE	<u>28,501</u>		
ENDING CASH	<u>2,075,840</u>		

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

	9/30/2019	12/31/2019	3/31/2020	6/30/2020	9/30/2020
REVENUES					
PROPERTY TAXES	441,691	4,898,564	800,498	7,558,778	675,720
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	65,874	84,781	87,781	81,781
CONTRACT CITIES - SPOKANE	-	41,374	-	50,854	-
	-	-	-	-	-
FINES & FEES	42,617	38,633	39,519	4,397	6,044
GRANTS & DONATIONS	26,924	22,002	16,214	5,455	41,631
E-RATE REIMBURSEMENTS	137,726	64,086	185,864	40,320	52,671
MISC TAX COLLECTIONS & OTHER	10,105	19,292	15,170	4,606	1,630
INTEREST REVENUES	22,433	25,202	17,569	20,310	21,306
TOTAL REVENUES	747,369	5,175,026	1,159,616	7,772,502	880,783
EXPENSES					
SALARIES	1,585,670	1,605,206	1,658,398	1,682,593	1,677,762
FRINGE BENEFITS	559,570	562,404	601,258	594,069	596,757
SUPPLIES	38,201	56,666	35,241	21,042	51,385
UTILITIES	145,503	113,891	148,330	88,246	107,578
SERVICES	361,045	370,410	480,865	126,166	261,626
INSURANCE	-	-	60,553	175	-
EQUIPMENT & SOFTWARE	38,251	95,830	173,658	146,744	305,488
LIBRARY MATERIALS	343,086	348,226	468,468	523,989	384,165
ELECTRONIC LIBRARY MATERIALS	34,963	58,745	85,982	21,812	36,546
LIBRARY PROGRAMS	36,450	31,568	21,711	24,570	22,144
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	3,142,739	3,242,946	3,734,463	3,229,406	3,443,450
Fringe Benefits as % of Total Compensation	26.1%	25.9%	26.6%	26.1%	26.2%
Fringe Benefits as % of Salaries	35.3%	35.0%	36.3%	35.3%	35.6%