

**MISSION**

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**Board of Trustees Regular Meeting**

October 19, 2021 4:00 p.m. Spokane Valley Library

**AGENDA**

Note: Pursuant to Governor Inslee's Proclamation 20-28 dated March 24, 2020, as extended, members of the public can attend the meeting in-person or remotely. To attend the meeting remotely via the internet: <https://sclcd-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377.

Please note remote attendance will be in "listen-only" mode.

Public comment may be submitted 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/>

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. WELCOME INCOMING TRUSTEE ELLEN K. CLARK [4:00-4:03]**
- IV. PUBLIC COMMENT**
- V. ACTION ITEMS**
  - A. Approval of September 21, Regular Meeting Minutes [4:03-4:04]
  - B. Approval of September 2021 Payment Vouchers [4:04-4:06]
  - C. Unfinished Business [4:06-4:10]
    1. New Spokane Valley Library Project Update
  - D. New Business [4:10-5:10]
    1. 2022 Budget
      - a. Public Hearing on Authorized Revenue Sources
      - b. 2022 Preliminary Budget Presentation
      - c. Organizational Memberships Review
      - d. Board Action and Direction to Staff
    2. Personnel Policy: Approval Recommendation.
    3. Janitorial Services Contract Award: Approval Recommendation.
    4. Overview – The Studio
- VI. DISCUSSION ITEMS, POSSIBLE ACTION [5:10-5:15]**
  - A. Future Board Meeting Agenda Items
- VII. REPORTS**
  - A. Trustees [5:15-5:20]
  - B. Executive Director [5:20-5:30]
    - Administrative
    - Community Activities
  - C. Operations [5:30-5:35]
  - D. Fiscal [5:35-5:40]
- VIII. ADJOURNMENT**

[Estimated meeting length: One hour and 40 minutes, plus public comment.]

SPOKANE COUNTY LIBRARY DISTRICT

***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.***

10/19/2021

## BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 21, 2021

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A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference at Moran Prairie Library at 4:00 p.m., Tuesday, September 21, 2021.

**Present:** In-Person and via Zoom Teleconference

John Craig - Chair  
Mark Johnson - Vice Chair (via Teleconference)  
Jessica Hanson - Trustee  
Kristin Thompson - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Director; Sheri Boggs, Collection Development Librarian; Toni Carnell, Human Resources Director; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

**Guest Presenters:** Steven Clark and Katie Vingelen of Integrus Architecture.

**Guests via Conference Call:** Four (4).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

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

**Approval of Aug. 17, Regular, and Aug. 30, Special Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the August 17, regular, and August 30, 2021, special meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of August 2021, Payment Vouchers (Item IV.B.)** Ms. Hanson moved and Mr. Johnson seconded approval of the August 2021 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Aug. - L01	58809-58895 and W00971-W00980	\$565,709.40	\$565,709.40
	08102021PR and 08252021PR	\$402,656.39	\$402,656.39
L01		Total	\$968,365.79

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**Approval of August 2021, Payment Vouchers (Item IV.B.)**

L02	9600 HFC Services – (Owner’s Representative)	\$3,822.75	\$3,822.75
	9601 Green Business Certification	\$1,500.00	\$1,500.00
	9602 Integrus Architecture – Pmt. 4 (New SV Library Design)	\$51,851.04	\$51,851.04
	9603 GeoEngineers Inc. – (Balance of Geotechnical Survey)	\$6,900.00	\$6,900.00
L02		Total	\$64,073.79

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business New Spokane Valley Library Project Update (Item IV.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe welcomed Steven Clark and Katie Vingelen from Integrus Architecture, who joined the meeting to provide an update on the new Spokane Valley Library. The schematic plans were revised and expanded, and design development is now complete. Mr. Clark reported the Integrus team endeavored to incorporate all design themes and feedback received from Owner’s Representative Doug Hammond and District staff. Additional input from the Leadership Team is anticipated. He also noted project points toward LEED Silver continue to be documented, with plans to submit for certification in the future. The pre-application meeting with the city of Spokane Valley was recently completed, with plans to submit building permit documents during the second week of December. Bid openings will be advertised in January and a four-week bid period will follow into February. Ms. Vingelen said floor plans were updated based on staff feedback and now offer more future flexibility. Mr. Clark also reported a budget update was recently completed post-design phase. Building costs were projected to have increased from five to eight percent year over year. In response to queries by Ms. Hanson and Mr. Craig, Mr. Clark said the planned mechanical system will be an electric commercial version of a heat pump, and signage and other materials are planned for wayfinding and to enhance the new library building from Sprague Avenue.

There was no further discussion.

**New Business Emergency Closure of Facilities Policy (Item IV.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the Emergency Closure of Facilities policy, as revised. Mr. Roewe said one substantive change to the policy was to include air quality as a condition that could require closure. He further said there have been noted improvements of air quality in library facilities owned by the District because of the addition of MERV 13 filters.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Use of 3D Printing  
and Cutting  
Equipment Policy  
(Item IV.D.2.)**

USE OF 3D PRINTING AND CUTTING EQUIPMENT POLICY. Ms. Hanson moved and Mr. Johnson seconded approval of the Use of 3D Printing and Cutting Equipment policy, as revised. Mr. Stumbough said the purpose and key elements of the policy remain unchanged. Revisions reflected preferred nomenclature and modifications to staff time and building space, as related to customer projects. In response to Ms. Hanson's query, Mr. Stumbough said 3D printing is conducted at The Studio located at Spokane Valley, and Glowforge, a 3D laser printer, is available at The Lab at North Spokane. Overviews of these subjects will be added to future meeting agendas.

There was no further discussion.

The motion was unanimously approved.

Vice Chair Mark Johnson excused himself from the meeting at 4:25 p.m.

**New Business  
Overview – ILS  
(Item IV.D.3.)**

INTEGRATED LIBRARY SYSTEM (ILS) OVERVIEW. Operations Director Doug Stumbough introduced IT Manager Patrick Hakes and Collection Development Librarian Sheri Boggs who joined the meeting to provide an overview of the District's Integrated Library System (ILS). Ms. Boggs described the ILS as the backbone of the Collection Services Department, and reviewed its multiple core functions, which included library materials, customer accounts, circulation, the online catalog, and customer access to online resources. On the business side of the District, ILS is also used for building and tracking the collection, cataloging, inventory control, acquisitions, and statistics. Mr. Hakes reviewed how the IT Department utilizes the software to test new features, record customer transactions, create and manage reports, process customer payments, and troubleshoot system issues to keep systems running smoothly for frontline staff. Messrs. Stumbough and Roewe said the ILS is critical to the work of staff and what District libraries provide. In response to Mr. Craig's query, Mr. Stumbough explained how nontraditional items are catalogued, such as a telescope or hotspot, and how several items were made unavailable during the pandemic because of special handling and cleaning needs.

There was no further discussion.

**New Business  
ILS Contract Award  
(Item IV.D.4.)**

INTEGRATED LIBRARY SYSTEM (ILS) CONTRACT AWARD. Ms. Thompson moved and Ms. Hanson seconded approval of the seven-year contract award for hosted Integrated Library System (ILS) products and services to SirsiDynix, as recommended. Mr. Stumbough said District staff periodically reviews use of SirsiDynix and have been satisfied with the product and overall services. He also reported staff recently evaluated an option to migrate to a Software-as-a-Service (SaaS) hosted solution for Symphony ILS. In gathering the information and comparing security, recoverability, and cost, staff looked at what a move to a multi-year contract for a hosted SaaS solution would be compared to the current ongoing annual renewals of the platform hosted on District premises. Regarding the increase in cost to lock-in the agreement for a seven-year contract, Mr. Knorr said an increase of four to five percent is realistic and not uncommon. In response

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**New Business  
ILS Contract Award  
(Item IV.D.4.)**

to Ms. Thompson’s query about the \$65,000 increase in cost for the new products, Mr. Hakes explained the incurred cost will be paid to SirsiDynix to upgrade our service. Q & A ensued regarding IT measures toward District security. Mr. Hakes said there are many safeguards in place to mitigate system attacks, although the District’s system would have greater security housed elsewhere. The subject of District security will be added to a future agenda as an overview topic.

There was no further discussion.

The motion was approved.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Spokane Valley Library on October 19. Among other items, the agenda will include updates on the new Spokane Valley Library project, Personnel Policy review, a Public Hearing on Authorized Revenue sources and 2022 Preliminary Budget presentation. A janitorial contract award and an overview of The Studio will also be presented.

There was no further discussion.

**Trustees’ Reports  
(Item VI.A.)**

Mr. Craig noted Ellen K. Clark was appointed to the Board of Trustees by the Board of County Commissioners on September 14.

There was no further discussion.

**Executive Director’s  
Report, Aug. 2021  
(Item VI.B.)**

The Executive Director’s written report for August 2021 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 a welcome letter was sent to Ellen Clark following her appointment to the Board, which included an invitation to join the October 19 meeting at Spokane Valley Library.

There was no further discussion.

**Operations Report,  
August 2021  
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2021, with data for customer use measures, programming, and library activities. In response to Ms. Thompson’s query, Mr. Stumbough said both mobile vehicles are anticipated to arrive in November, and a tour of the new van will be provided at a future meeting.

There was no further discussion.

**Fiscal Report,  
August 2021  
(Item VI.D.)**

Revenue and Expenditure Final Statement through August 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 10,102,654
Expenditures	\$ 9,458,361
Ending Fund Balance	\$ 6,548,722
Fund Budget Expended	61.06%

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**Fiscal Report,  
August 2021  
(Item VI.D.)**

Mr. Knorr said a janitorial services request for proposal (RFP) was announced earlier this month and bids will close September 30. A suggested janitorial contract award and request for approval will be presented to the Board in October. He also briefly shared several aspects of what can be anticipated regarding revenue and expenses for the 2022 preliminary budget.

Mr. Roewe said the SAO audit of the District for period ending Dec. 31, 2020, went well, and praised Mr. Knorr and the Business Office team for their support of the process. The SAO exit recommendations, which will be implemented, included the addition of a dated signature line to all future leave cash out documents, and a Financial Management policy revision in 2022 for electronic funds transfer (EFT) transactions for compliance with BARS 3.8.11.30 and RCW 39.58.750.

There was no further discussion.

**Executive Session  
(Item VII.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Ms. Thompson moved and Ms. Hanson seconded for the Board to commence an executive session at 5:14 p.m. Mr. Craig stated the purpose of the executive session was to review the performance of the Executive Director, with the duration of the meeting anticipated as 45 minutes. Human Resources Director Toni Carnell provided informational review materials in advance of the meeting, and Mr. Stumbough provided technical assistance to limit the virtual session to include only Mr. Roewe and Trustees. The Board returned from executive session and resumed the public meeting at 6:09 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 6:10 p.m. The next in-person Board Meeting is scheduled for Tuesday, October 19, 2021, at 4:00 p.m., in a public meeting room at Spokane Valley Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees

## **WELCOME INCOMING TRUSTEE**

### **Background**

The Board of Trustees conducted interviews of six applicants at a special meeting on Monday, August 9, 2021, and unanimously recommended the appointment of Ellen K. Clark to fill the vacancy left by Ami Calvert, who moved out of state in June. Ms. Clark was recommended by Trustees because of her extensive financial oversight experience. She is also an active library user and advocate, and active in the community. In addition, Ms. Clark is interested in strengthening the health of communities through libraries. The recommendation of Ms. Clark was subsequently forwarded to the Board of County Commissioners.

On September 14, 2021, the Board of County Commissioners appointed Ms. Clark to serve on the SCLD Board of Trustees, effective September 14, 2021, through December 31, 2024.

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



**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, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,063,770.10 for the general fund and \$79,859.77 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2021

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

**GENERAL OPERATING FUND**

<b>VOUCHER NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
058896	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,285.07
058897	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,838.84
058898	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	337.59
058899	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	62.81
058900	CONSOLIDATED IRRIGATION DIST19	WATER - OT	114.33
058901	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,555.72
058902	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
058903	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,023.60
058904	CITY OF DEER PARK	WATER & SEWER - DEER PARK	258.84
058905	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,453.50
058906	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	412.50
058907	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DIS	4,389.22
058908	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	118.39
058909	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,995.42
058910	DAVE KELLEY	REFUND FOR LOST/PAID FEE	18.00
058911	DANIELLE MARCY	TUITION REIMBURSEMENT FOR EMPLOYEE	382.00
058912	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	699.77
058913	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	310.32
058914	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
058915	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	14,670.79
058916	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058917	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	2,563.68
058918	SIMPLY MAGIC LLC	LIBRARY PROGRAMS	1,150.00
058919	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
058920	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058921	RICHARD TURNER	LIBRARY PROGRAMS	1,200.00
058922	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,806.37
058923	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	124.09
058924	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	103.48
058925	CHARITREK INC	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058926	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	1,377.39
058927	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	241.65
058928	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	8.65
058929	EASTERN WASHINGTON UNIVERSITY	LIBRARY PROGRAMS	25.00
058930	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
058931	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	5,677.20
058932	LEANN JEAN HASNESS	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058933	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	12,184.90
058934	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,254.31
058935	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,946.43
058936	REBEKAH DENICE NEAL	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058937	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	17,632.84
058938	MEGAN PERKINS	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058939	RAPID7 LLC	SOFTWARE SUPPORT - INSIGHTVM SUBSCRIPTION	3,820.92

058940	SANDY MONTANO DDS PLLC	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058941	ANNIE LAURIE SEBESTA	LIBRARY PROGRAMS	50.00
058942	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	609.38
058943	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
058944	TOWN OF FAIRFIELD	WATER, SEWER - FF	217.95
058945	TRECpro, LLC	LBB GRANT MICROGRANT, FOR PARTICIPANT	1,000.00
058946	UPS	SHIPPING	47.53
058947	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,048.46
058948	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
058949	WHITWORTH WATER DISTRICT	WATER - NS	421.82
058950	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,037.50
058951	AIR COMMANDER TEST & BALANCE, LLC	HVAC AIRFLOW TESTING FOR ARGONNE BLDG	275.00
058952	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	507.90
058953	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,880.67
058954	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	260.20
058955	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	553.28
058956	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATC	63.92
058957	ARLETTE COUMBS	REFUND FOR LOST/PAID FEE	34.00
058958	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	591.94
058959	EPIGNOSIS, LLC	ANNUAL SUBSCRIPTION FOR TRAINING SOFTWARE	2,388.00
058960	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	187.50
058961	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	24.50
058962	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,760.48
058963	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,230.60
058964	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	891.25
058965	KRONOS INCORPORATED	ANNUAL TECH SUPPORT FOR TIMEKEEPING PROC	3,604.33
058966	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,572.69
058967	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
058968	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	11,995.69
058969	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058970	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058971	QUALITY MASONRY RESTORATION	MASONRY REPAIR AND RESEALING: AR, AH	10,021.65
058972	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1.01
058973	LOUIS SHERRY	REFUND FOR LOST/PAID FEE	5.00
058974	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058975	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	2,827.50
058976	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERV	1,293.98
058977	UPS	SHIPPING	23.65
058978	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	625.36
058979	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER MANAGEMENT SOFTWARE S	425.00
058980	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,036.80
058981	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,360.35
058982	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	46.53
058983	ANNA GRICHANNYY	REFUND FOR LOST/PAID FEE	8.00
058984	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	85.23
058985	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,536.32
058986	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	317.26
058987	KIDS NEWSPAPER	ADVERTISING	800.00
058988	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,512.49
058989	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	4,655.93
058990	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	882.75
058991	SPOKANE SYMPHONY	LIBRARY PROGRAMS - SYMPHONY PASSES	2,452.12
058992	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
058993	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	501.50
058994	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,449.48
058995	US BANK	ANNUAL FEES FOR MPLCFA BOND AGENT	300.00
058996	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
058997	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.38
058998	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,707.15
058999	AVISTA UTILITIES	MONTHLY UTILITIES	6,808.76
059000	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	99.00
059001	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	66.00

059002	CONSOLIDATED IRRIGATION DIST19	WATER - OT	103.46
059003	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,335.15
059004	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DIS	4,389.22
059005	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,601.86
059006	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	8,896.45
059007	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	75.00
059008	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,356.69
059009	MYTURN.COM, PBC	LIBRARY OF THINGS RESERVATION SOFTWARE	2,700.00
059010	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	269.72
059011	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	24,902.22
059012	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	710.07
059013	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	410.80
059014	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
059015	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	942.91
059016	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	722.66
059017	UPS	SHIPPING	15.76
W00981	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFIT	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	89,723.13
W00982	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	68,034.47
W00983	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00984	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,541.55
W00986	U.S. BANK	H S A CONTRIBUTIONS	1,779.75
W00987	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	64,040.64
W00988	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00989	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,831.00
W00990	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,438.81
W00991	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	5,487.50

**Total Non-Payroll General Operating Fund** \$ 634,194.38

**PAYROLL VOUCHERS**

09102021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #17	\$ 215,089.77
09232021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #18	<u>214,485.95</u>

**Total Payroll General Operating Fund** \$ 429,575.72

**TOTAL GENERAL OPERATING FUND** \$ 1,063,770.10

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9604	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	\$ 3,671.17
9605	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	<u>76,188.60</u>
<b>Total Capital Projects Fund</b>			<b>\$ 79,859.77</b>

**August 2021/September 2021  
Paid in September 2021  
Voucher # 058994**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 5,728.50
<b>Maintenance</b>	\$ 1,738.57
<b>Travel</b>	\$ 306.59
<b>Acquisitions</b>	\$ 3,047.31
<b>Information Technology</b>	\$ 1,561.29
<b>Outreach</b>	\$ 67.22
<b>General Fund Purchases</b>	<b>\$ 12,449.48</b>

*Top Individual Charges (>\$350)*

Society for Human Resources	SHRM conference registration	1,194.00
Digital Signage .com	Digital Signage Platform for Library TV's	1,606.28
Zome	New Logo Staff Shirts: 59	857.70
Tire Rama	Alternator Repair Outreach Van	507.40
Custom Lanyard	New logo lanyards: 250	519.99
Clean it Supply	New break room chair: MP	492.81
Mailchimp	Monthly Email Service	549.00
Amazon	Library Materials	518.72
Amazon	Library Materials	413.60

## **NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE**

### **Design update**

In July, Integrus Architecture conducted user group meetings with specific staff groups in the current Spokane Valley Library. Feedback from these sessions were incorporated into design revisions. In late September, Integrus conducted follow-up meetings with members of those user groups to provide an update on design and solicit additional information.

Next steps in October include a meeting on finishes, and additional discussions on collection size and donor recognition.

### **Library Capital Improvement Program (LCIP) grant update**

In July, the District received official notification from the Washington State Department of Commerce that Governor Inslee signed the 2021-2023 State Capital Budget, which includes the approval of our LCIP project, the New Spokane Valley Library, for \$2,000,000.00. As anticipated, the Department of Commerce will retain three percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, the District's net grant award will be \$1,950,000.

As previously discussed, one of the requirements for receiving the grant involves the opportunity for consultation with both the Washington State Department of Archaeology and Historic Preservation (DAHP) and regional Tribes regarding the potential to have cultural resource impacts, in compliance with Governor's Executive Order 05-05.

We received a letter from the DAHP in August with a "determination of no cultural resource impacts with the stipulation for an unanticipated discovery plan."

In September, we submitted invitations to comment to the three Tribes under which the new library location is designated as being in their tribal areas of interest: the Spokane Tribe of Indians, the Confederated Tribes of the Colville Reservation, and the Coeur d'Alene Tribe. As of this writing, we have received a response back from the Spokane Tribe of Indians which concurred with no cultural resource impacts with the requirement for an unanticipated discovery plan. The initial response window of 30 days will close mid-October, after which we will have a better understanding of all necessary next steps. We are drafting an unanticipated discovery plan at present.

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

**Preliminary Budget 2022**

- a. Public Hearing on Authorized Revenue Sources**
- b. 2022 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 2022 will be presented, and a recap of the budget and related significant assumptions are provided below. The variances noted are from the 2021 budget as adopted. The current budget formulation process used both the 2021 budget as adopted, the full year actual results from 2020, and to a lesser degree, actual results for selected line items for the 2021 year.

**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 2022 Budget.

	2022 Budget	
	Revenue	% of Total
Property Taxes and Payments in Lieu of Property Taxes	16,887,000	97.9%
All Other	360,000	2.1%
	<b>17,247,000</b>	

**b. 2021 Preliminary General Fund Budget**

**Revenues**

	2021 Approved Budget	2022 Preliminary Budget	\$ change	% change
Property Taxes (net of TIFs)	15,840,000	16,434,000	594,000	3.8%
Contract Cities	453,000	453,000	-	0.0%
Fines and Fees	55,000	59,000	4,000	7.3%
E-Rate Reimbursements	211,000	211,000	-	0.0%
Interest Income, Grants and Other	133,000	97,000	(36,000)	-27.1%
<b>Total General Fund Revenues</b>	<b>16,692,000</b>	<b>17,254,000</b>	<b>562,000</b>	<b>3.4%</b>

**Property Tax Revenues - change of \$594,000**

- Tax revenue for 2022 as presented is \$594,000 higher than budgeted for 2021.
  - Approximately \$435,000 of the increase is the result of the reported new construction valuation of over \$941 million. This new construction total is over \$220 million more than last year, and for the third year in a row, is the largest new construction total since 2008.
  - Approximately \$160,000 is the result of the allowed 1% increase on the previously highest lawful levy.
  - Offsetting the above is a slightly larger allocation (\$1,000) 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 – no change**

- Budgeted revenue from the city of Airway Heights increases from \$349,000 to \$361,000 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 District levy 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 decrease from \$104,000 to \$92,000. There were no new annexations in 2021 by the city of Spokane within the jurisdiction of this interlocal agreement.

**Fines and Fees - change of \$4,000**

- As previously approved by the Board, the District suspended charging overdue fines from March 2020 until August 2021, in response to the disruption of the COVID-19 pandemic. The budget presented at this meeting is a best guess of the fines to be collected after such a lengthy hiatus. Historically, the fines collected are a number of months following when they were originally assessed. A suspension of this length, coupled with the decline in circulation of physical materials during the pandemic, there

are fewer accumulated fines overall. Thus, only a modest increase is included in the budget as of this time.

**E-Rate Reimbursements – no change**

E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. The District has a five-year contract with no price increases for internet and WAN services; thus, the E-Rate reimbursement of 80% remains unchanged from the previous year.

**Interest Income, Grants and Other – change of (\$36,000)**

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

	2021 Bgt	2022 Bgt	\$ change
Interest Income	62,000	62,000	0
Grants	50,000	7,000	(43,000)
Leasehold Taxes	5,000	7,000	2,000
Timber Taxes	12,000	12,000	0
Credit Card Rebates	4,000	4,000	0
Retail Book Sales	-	5,000	5,000
	133,000	97,000	(36,000)

The interest rate earned on District funds invested in the Spokane Public Investment Fund (SPIF) has been forecasted to average 0.8% for all of 2022, resulting in a forecasted total interest income of \$62,000, the same amount budgeted for 2021.

The only grant currently included in the budget is the continuing after-school snack program at Deer Park.

Other revenues include leasehold and timber tax collections, credit card rebates, and the proceeds of used book sales, which also resumed during 2021.



**Expenses**

	2021 Approved Budget	2022 Preliminary Budget	\$\$ change	% change
Salaries	7,110,400	7,409,000	298,600	4.2%
Benefits	2,451,700	2,490,000	38,300	1.6%
<b>Total Personnel Costs</b>	<b>9,562,100</b>	<b>9,899,000</b>	<b>336,900</b>	<b>3.5%</b>
Supplies	197,700	165,700	(32,000)	-16.2%
Services	1,998,000	2,017,300	19,300	1.0%
Library Materials	2,281,000	2,364,000	83,000	3.6%
Library Programs	131,400	91,000	(40,400)	-30.7%
Capital Expenditures	1,320,000	717,000	(603,000)	-45.7%
Operating Transfer to Capital Proj Fund	1,201,800	2,000,000	798,200	66.4%
<b>Total General Fund Expenditures</b>	<b>16,692,000</b>	<b>17,254,000</b>	<b>562,000</b>	<b>3.4%</b>

**Salaries - change of \$298,600**

For the 2022 Budget, staff are proposing several changes to overall compensation in addition to the annual salary adjustment based on inflation and routine step increases. The following table itemizes these changes and adjustments proposed for 2022, with further clarification below.

Summary of Salary Adjustment Included in the 2022 Budget	
Baseline: 2021 Budget	7,110,400
Reduction from unfilled 2020 positions	(101,700)
Annual Salary Adjustment of 4%	266,889
Addition of a 9th step to all bands	62,940
Addition of a 7th and 8th step for D1, D2 and E bands	6,641
Increase from routine step increases	37,333
Increase of band A2 by 4%	26,681
Total, Rounded	7,409,000

- Inflation, as defined by the August 2021 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 5.83%. Per District policy: HR3 – Compensation: Wages, section 3.15, the August CPI-W has been used for the District cost of living salary adjustment within the range of 0% to 4%. In addition, the state has resumed using the August CPI-W for annual adjustments to the minimum wage rate. The minimum wage will increase from \$13.69 to \$14.49, effective January 1, 2022. Approximately \$266,900 of the annual increase is attributable to this cost-of-living adjustment.
- The addition of a ninth step to District salary and wage scale. The District completed a comprehensive compensation study in 2017, the result of which was the current wage scale with 12 bands and 8 steps applicable for all employees. One of the

recommendations from the study was the need for additional steps to increase employee retention and to better compete with other employers. A follow-up component of the study was to eventually add a 9<sup>th</sup> step to this scale in the future once it became affordable for the District. For the 2022 budget, the District has included this 9<sup>th</sup> step for all employees with a total estimated cost of \$62,940.

- Another outcome of the 2017 compensation study was the decision to temporarily omit steps 7 and 8 from the three director level bands in the salary scale (D1, D2, E), which comprise Leadership Team positions. A follow-up component of the study was to eventually add these two steps to this scale in the future once it became affordable for the District. This budget would correct that omission and realign the percentages between the steps in those three bands equitably with steps in the other bands in the salary scale.
- With the rise of minimum wage over the past five years, there has been a concern of wage compression between band A1 (minimum wage) and A2. Staff are proposing to increase band A2 by 4% to address this compression. Four percent was chosen because there is currently a sufficient gap between band A2 and A3, where this increase will not create further compression with band A3.
- The total number of employees included is 163. There are 74 employees eligible for an additional step as of January 1, 2022, compared to 75 in the prior year. An annual increase of \$37,333 is attributable to these steps.
- There are fewer positions in the 2022 budget from the 2021 budget. Most staff positions remain the same; however, there has been a limited reduction in the total number of positions due to voluntary departures that occurred in 2020. These positions were budgeted for in 2021, but remained unfilled, as library usage has not returned to pre-pandemic levels. This reduction has an estimated cost of (\$101,700).

**Payroll Taxes and Employee Benefits - change of \$38,300**

	2021	2022	Change	% Chg
FICA	544,100	566,900	22,800	4%
Medical, Dental, Vision	1,010,000	1,075,700	65,700	7%
Retirement	788,200	737,200	(51,000)	-6%
Paid Family & Medical Leave	27,300	28,800	1,500	5%
All Other	82,100	81,400	(700)	-1%
<b>Total</b>	<b>2,451,700</b>	<b>2,490,000</b>	<b>38,300</b>	<b>2%</b>

- 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 HDHP
  - AWC recently announced rate increases, effective January 1, 2022:
    - 7.3% for Kaiser Permanente plans
    - 5.8% for Asuris Northwest Health plans

- 2.0% for Delta Dental
- No increases for vision, long-term disability, life insurance and EAP plans
- The Public Employees' Retirement System (PERS) employer contribution rate of 12.86% was reduced to 10.25% on July 1, 2021, and will remain at that rate for all of 2022.
- 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.
- Please note the new long term care insurance plan (WA Cares Fund) passed into law that will become effective on January 1, 2022, is entirely employee paid; thus, is not part of the District budget.

### **Services - change of \$19,300**

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 5% due to a 2-3% increase, plus the additional coverage for the new mobile services vehicles percentage.
- 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.
- The District has five significant contracts with third-party service providers, listed as follows, with their respective estimated budget changes from 2021.
  - Courier Services: No rate change proposed for 2022.
  - Grounds Maintenance: 7% increase.
  - Janitorial Services: 4% increase.
  - HVAC Maintenance: The budget allows for a rate change of up to 10% dependent on location. The District has completed HVAC upgrades at North Spokane, Otis Orchards, and Airway Heights, and included in the upgrades 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. The District hopes to upgrade many of the remaining buildings to MERV 13 filtration in 2022, and the budget does include an allowance for such increased filter costs.
  - Nightly Mobile Security Patrol at North Spokane and Spokane Valley: No change.
  - Social media consulting services have been reduced from \$18,000 to zero, as the District staff is now performing those duties.
  - Auditing fees have been reduced from \$22,000 to zero as the District is on a two-year audit cycle, and there will be no audit during 2022.
  - All other services are budgeted for little or no changes.

### **Library Materials - change of \$83,000**

- Library materials continue to be funded at 14% of total revenues from tax levy and contracted cities, per policy.

**Capital Expenditures – change of (\$603,000)**

As the 2022 year will have a significant focus on the new Spokane Valley Library, the capital projects and equipment list slated for 2022 is fairly short and comprised of projects already started, or new work that also relates to the new building.

Capital Projects	2022 Bgt
Vehicles	255,000
Security	340,000
Other	122,000
	717,000

**Library Programs - change of (\$40,400)**

- Library programs are budgeted at 0.5% of total revenues, plus amounts received from grants and donations specifically for programming. This budget year’s decrease can be attributed to the Libraries Build Business grant ending in 2021.

**Transfers to the Capital Projects Fund**

- The District expects to transfer \$2,000,000 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 2022 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)
- Pacific NW Library Association
- American Library Association (ALA) – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries and Public Library Association

## Community &amp; Business Organizations:

- Cheney Merchants Association
- 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
- National Association of Charitable Gift Planners
- 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.

**d. 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 2022 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 4.0%, based upon the August 2021 CPI-W and District policy HR 3.

- 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%.*

**2022 Final Budget**

3.) Direction to staff to complete the final 2022 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 2022 Budget may also be presented at the December meeting, if needed.

**PERSONNEL POLICY**

**BACKGROUND**

**Policy: Inclusion Statement**

This is a new policy, intended to make clear the District's culture of inclusion and actions taken in ongoing support of that culture. The recommended policy has been reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions.

**Recommended Action:** Board motion to approve the new policy, Inclusion Statement.

## SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: Inclusion Statement**

APPROVAL DATE: 10/19/2021

REVISION DATE:

**Related Policies**

Code of Conduct

HR10 Harassment &amp; Bullying

Spokane County Library District recognizes that within the District's staff there are individuals with diverse interests, backgrounds, ages, life experiences, and information needs, and it is dedicated to creating an inclusive work environment for everyone. We honor and respect these unique experiences, perspectives, and cultural backgrounds that each employee brings to our workplace. The District strives to foster a culture of respect, where our employees feel valued and empowered, and are at the forefront in helping us promote and sustain an inclusive workplace.

Spokane County Library District is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training opportunities for all employees on diversity, equity, and inclusion topics.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity, and inclusion in our workplace.

Spokane County Library District will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive, or unwelcome.

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

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



## **PERSONNEL POLICY**

### **BACKGROUND**

Policy: HR02 Hiring & Employment

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions.

### **Key Revisions**

2.06 Identification Badges – Removed language regarding photos on badges, this language will be moved to procedure.

2.08 Employment Verification/Reference Checks – Removed duplicate language.

2.17 Notice of Resignation – Changed “expected” to provide to “asked” to provide, regarding notice period of intent to resign.

**Recommended Action:** Board motion to approve the changes to policy HR02 Hiring & Employment.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR02 – Hiring and Employment**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~10/20/2020~~ 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

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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 in 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~~ asked to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are ~~expected~~ asked 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.

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

The 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: 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

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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**

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, childcare centers, or retirement homes.

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 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.

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### **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 asked to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are asked 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.

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

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

## **PERSONNEL POLICY**

### **BACKGROUND**

Policy: HR05 Leave

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions.

### **Key Revisions**

**5.01 Holiday Leave** – Updates section to add Juneteenth as a District holiday and adopt the state's nomenclature for the day after Thanksgiving, as Native American Heritage Day.

**5.03 Vacation Leave** – Removes references and additions related to COVID-19 that expired at the end of 2020.

**5.05 Shared Leave** – Adds lifetime total limit of 960 hours for use of Shared Leave. This amount will be prorated for part-time staff.

**5.15 Washington State Paid Family and Medical Leave** – Removes language that was meant to be introductory during the first year of the state program. This language can be found in the RCW and materials provided by the program.

**5.17 Vaccination Leave** – Adds a leave type for employees to use to receive regular, routine vaccinations, as well as COVID-19 vaccines.

Recommended Action: Board motion to approve the changes to policy HR05 Leave.



SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~08/18/2020~~ 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

**Related**

District procedure 100.120 Holidays and other closures

Washington State Paid Family and Medical Leave

Washington Family Care Act RCW 49.12.265-295

Family and Medical Leave Act

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

**5.01 Holiday Leave**

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

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

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

New Year’s Day	January 1
Martin Luther King Jr. Day	January - third Monday
President’s Day	February - third Monday
Memorial Day	May - last Monday
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	September - first Monday
Veteran’s Day	November 11
Thanksgiving Day	November - fourth Thursday
<u>Native American Heritage Day</u>	<u>Day after Thanksgiving</u> November - Friday after fourth Thursday
Christmas Eve Day	December 24
Christmas Day	December 25

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

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

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

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

### **5.02 Unpaid Holidays for Reasons of Faith or Conscience**

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

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

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

### **5.03 Vacation Leave**

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

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

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

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

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

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

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

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

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

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

### Changes in Accrual Rates

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

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

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

### Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

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

#### **5.04 Sick Leave**

All employees are eligible to accrue sick leave.

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

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

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

Earned sick leave will be posted to an employee's account at the end of each payroll

period. If the employee submits sick leave in excess of their accrued and posted balance, the Business Office will charge the excess to vacation leave. (See Sections 5.05 Shared Leave and 5.09 Leave Without Pay).

Sick leave may be taken for the following reasons:

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

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

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

#### **Sick Leave Cash Out**

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

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

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

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

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

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

### **5.05 Shared Leave**

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

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

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

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

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

Recipient:

- For full-time employees, use of Shared Leave will be limited to a maximum of 240 hours per year and 960 hours in total during the entire employment period. ~~This~~ These limits will be prorated for part-time employees.

Donor:

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

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

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

### **5.06 Dept. of Labor & Industries Time Loss Payments**

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

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

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

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

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

### **5.07 Administrative Leave**

Administrative leave is available to all employees.

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

### **5.08 Bereavement Leave**

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

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

Documentation may be required.

### **5.09 Leave without Pay**

Leave without Pay is available to all employees.

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

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

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

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

The Executive Director has sole authority to approve LWOP requests.

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

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

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

### **5.10 Court-Related Leave**

All employees are eligible for court-related leave.

Court-related Leave is allowed when:

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

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

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

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

### **5.11 Military Leave**

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

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

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

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

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

### 5.12 Leave for Victims of Domestic Violence (RCW 49.76)

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

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

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

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

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

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

### 5.13 Federal Family and Medical Leave Act (FMLA)

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

For purposes of this section, the following definitions apply:

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



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

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

FMLA will run concurrent with Worker's Compensation leave.

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

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

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

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

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

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

Under RCW 49.12.265,

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

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

#### **5.15 Washington State Paid Family and Medical Leave**

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

- To welcome a child into their family (through birth, adoption, or foster placement)
- If an employee:
  - Experiences a serious illness or injury
  - Needs to care for a seriously ill or injured relative

- Needs time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

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

#### Payment of premiums

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

#### Taking leave

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

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

#### Protections

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

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

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

### **5.16 Volunteer Emergency Services Leave**

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

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

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

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

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

**5.17 Vaccination Leave**

All employees are eligible to take up to three (3) hours per year to receive regular, routine vaccinations listed by the CDC as "Recommended Vaccines by Disease," as well as the COVID-19 vaccine.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

**Related**

District procedure 100.120 Holidays and other closures

Washington State Paid Family and Medical Leave

Washington Family Care Act RCW 49.12.265-295

Family and Medical Leave Act

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

**5.01 Holiday Leave**

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

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

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

New Year’s Day	January 1
Martin Luther King Jr. Day	January - third Monday
President’s Day	February - third Monday
Memorial Day	May - last Monday
Juneteenth	June 19
Independence Day	July 4
Labor Day	September - first Monday
Veteran’s Day	November 11
Thanksgiving Day	November - fourth Thursday
Native American Heritage Day	November - Friday after fourth Thursday
Christmas Eve Day	December 24
Christmas Day	December 25

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

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

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

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

### **5.02 Unpaid Holidays for Reasons of Faith or Conscience**

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

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

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

### **5.03 Vacation Leave**

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

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

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

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

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

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

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

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and

posted. Employees may not submit vacation leave in excess of their accrued balance. (See Section 5.09 Leave Without Pay.)

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

#### Changes in Accrual Rates

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

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

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

#### Vacation Leave Cash Out

Vacation leave may be cashed out under the following circumstances:

- Annually staff may cash out a portion of their accrued vacation, with the following restrictions.
  - During the month of December, full-time staff may request to cash out up to 40 hours of leave. This amount shall be prorated for part-time staff.
  - Full-time staff must have used a minimum of 80 hours of vacation leave during the current calendar year.
  - Following the cash out, a minimum balance of 200 hours must remain. This amount shall be prorated for part-time staff.
- When an employee separates from employment, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck.
  - New employees who separate from employment for any reason before the successful completion of their Introductory period will not be compensated for any accrued vacation leave.

#### **5.04 Sick Leave**

All employees are eligible to accrue sick leave.

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

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

Part-time employees will have their sick leave prorated based on the actual number of hours in

a pay status in the pay period, but will not earn less than 1 hour of leave for every 40 hours worked.

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

Sick leave may be taken for the following reasons:

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

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

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

#### Sick Leave Cash Out

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

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

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

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

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

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

#### **5.05 Shared Leave**

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

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

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

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

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

Recipient:

- For full-time employees, use of Shared Leave will be limited to a maximum of 240 hours per year and 960 hours in total during the entire employment period. These limits will be prorated for part-time employees.

Donor:

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

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

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

### **5.06 Dept. of Labor & Industries Time Loss Payments**

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

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

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

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

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



### **5.07 Administrative Leave**

Administrative leave is available to all employees.

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

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

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

Documentation may be required.

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

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

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

The Executive Director has sole authority to approve LWOP requests.

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

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

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

### **5.10 Court-Related Leave**

All employees are eligible for court-related leave.

Court-related Leave is allowed when:

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

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

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

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

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

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

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

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

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

### **5.12 Leave for Victims of Domestic Violence (RCW 49.76)**

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

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking; or attend to health care treatment for a victim who is the employee's family member;

- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking ([RCW 49.76.030](#)).

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

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

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

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

### **5.13 Federal Family and Medical Leave Act (FMLA)**

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

For purposes of this section, the following definitions apply:

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

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

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

FMLA will run concurrent with Worker's Compensation leave.

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

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

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

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

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

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

Under RCW 49.12.265,

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

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

#### **5.15 Washington State Paid Family and Medical Leave**

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

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

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

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

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

### **5.16 Volunteer Emergency Services Leave**

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

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

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

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

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

### **5.17 Vaccination Leave**

All employees are eligible to take up to three (3) hours per year to receive regular, routine vaccinations listed by the CDC as "Recommended Vaccines by Disease," as well as the COVID-19 vaccine.

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

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

## **PERSONNEL POLICY**

### **BACKGROUND**

Policy: HR05 Leave Addendum

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions.

### **Key Revisions**

Removes the expired expansion of Family Medical Leave and updates remaining language for clarity.

**Recommended Action:** Board motion to approve the changes to policy HR05 Leave Addendum.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR05 – Leave Addendum**

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

APPROVAL DATE: 04/21/2020

REVISION DATE: ~~5/18/2021~~ 10/19/2021

SUNSET DATE: 12/31/21

**Purpose**

To assist employees affected by the COVID-19 pandemic with ~~job-protected leave and emergency paid sick leave. Policy HR05-Leave, including sections regarding Family and Medical Leave, still apply~~ applies to all other reasons for leave outside of this policy.

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

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**1.) Family Medical Leave Expansion**

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

**Reason for Leave**

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

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

**Duration of Leave**

~~Employees will have up to 12 weeks of leave to use from April 1, 2020, through September 30, 2021, for the purposes stated above. Time used between April 1, 2020, and December 31, 2020,~~

is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

### **Pay During Leave**

Leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

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

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

### **Procedure for Requesting Leave**

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

The notice the employee provides should include at a minimum:

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

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

## **2) Emergency Paid Sick Leave**

### **Eligibility**

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

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.



4. The employee is absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.
5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to ~~either numbers 1 or 2 above~~ any of the above.
8. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### **Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above; this amount is prorated for part-time employees. ~~Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.~~ Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

### **Rate of Pay**

~~Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-6 above. Employees taking leave for reasons 7-8 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:~~

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

### **Interaction with Other Paid Leave**

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

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

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

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

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

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason (such as documentation from a health care provider, if applicable);

4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

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

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

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

### **Carryover**

Any unused paid sick leave under this addendum will not carry over or be paid out to employees.

### **Job Protections**

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR05 – Leave Addendum**

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

APPROVAL DATE: 04/21/2020

REVISION DATE: 10/19/2021

SUNSET DATE: 12/31/21

**Purpose**

To assist employees affected by the COVID-19 pandemic with emergency paid sick leave. Policy HR05–Leave still applies to all other reasons for leave outside of this policy.

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

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**Emergency Paid Sick Leave**

**Eligibility**

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

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.
5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to any of the above.
8. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above; this amount is prorated for part-time employees. Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

**Interaction with Other Paid Leave**

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

**Procedure for Requesting Emergency Paid Sick Leave**

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

The written notice the employee provides should include:

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

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

**Carryover**

Any unused paid sick leave under this addendum will not carry over or be paid out to employees.

**Job Protections**

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

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

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

## **PERSONNEL POLICY**

### **BACKGROUND**

Policy: HR06 Employee Conduct

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice. The recommended revisions have been reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions.

### **Key Revisions**

**6.2 Inclusion** – Adds language to set expectations for employee behavior in an inclusive workplace.

Recommended Action: Board motion to approve the changes to policy HR06 Employee Conduct.

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SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~40/20/2020~~ 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

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Employees are expected to conduct themselves at all times in a professional 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 Inclusion**

All employees are expected to support an inclusive workplace by:

- Treating others with dignity and respect at all times.
- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Fostering teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seeking out insights from employees with different experiences, perspectives, and backgrounds.
- Avoiding slang or idioms that might not translate across cultures.
- Constructively confronting the decisions or behaviors of others that are based on conscious or unconscious biases.
- Being open-minded and listen when given constructive feedback regarding others' perception of your conduct.

### **6.2-3 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.

### **6.3-4 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.

### **6.4-5 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.

### **6.5-6 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.

### **6.6-7 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 10 Workplace Violence**

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

### **6.40 11 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.

### **6.44 12 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.

### **6.42 13 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 workday 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 14 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.
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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 10/19/2021

**Purpose**

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

**Scope**

Applies to all District employees

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Employees are expected to conduct themselves at all times in a professional 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 Inclusion**

All employees are expected to support an inclusive workplace by:

- Treating others with dignity and respect at all times.
- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Fostering teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seeking out insights from employees with different experiences, perspectives, and backgrounds.
- Avoiding slang or idioms that might not translate across cultures.
- Constructively confronting the decisions or behaviors of others that are based on conscious or unconscious biases.
- Being open-minded and listen when given constructive feedback regarding others' perception of your conduct.

### **6.3 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.

### **6.4 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.

### **6.5 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.

### **6.6 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.

### **6.7 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.

### **6.8 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.

### **6.9 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.

### **6.10 Workplace Violence**

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

### **6.11 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.

### **6.12 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.

### **6.13 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 childcare. Employees working under a remote work agreement are expected to make dependent/childcare 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.

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

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

**JANITORIAL SERVICES CONTRACT AWARD**

**BACKGROUND:**

The District chose to terminate the services of Argus Janitorial effective June 30, 2021, in accordance with terms of the contract. American Building Maintenance (ABM) was contracted on a temporary basis starting July 1, 2021, to provide janitorial services while the District initiated the Request for Proposal (RFP) process.

The District drafted the Request for Proposal for Janitorial Services with the intent of procuring a new provider with an effective date of January 1, 2022.

This RFP was published September 3, 2021, and all potentially interested janitorial service contractors were given until September 30, 2021, at 3:00 p.m., to submit proposals.

The District received two proposals in total. The following table lists the respondents, along with key services and associated costs. In addition, the annualized cost of the current temporary contract is included for reference.

	Argus Janitorial	American Building Maintenance	Existing ABM Cost
Bid for Core Services (annualized)	\$ 465,271	\$ 203,238	\$ 195,420
Total Hours for Core Services (annualized)	10,500	8,313	
Per Occurrence Pricing for:			
Carpet Cleaning	\$ 3,722	\$ 6,846	
Window Cleaning	\$ 2,066	\$ 5,419	

Staff have analyzed the submitted proposals and recommends the contract be awarded to American Building Maintenance (ABM). If approved, staff will be authorized to negotiate a contract with ABM in accordance with the terms of the proposal received.

Please note that the contract term is for one (1) year, with the potential for four (4) annual extensions, for a total contract period of up to five (5) years.

**Recommended Action:** Board motion to award the janitorial services contract to American Building Maintenance (ABM).

## **Overview – The Studio**

Public Services Manager Mary Ellen Braks and Technology Programs Specialist Sarah Rooney will provide an overview of The Studio at Spokane Valley Library.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER - DECEMBER 2021*****November 16, 2021: Argonne Library – (4:00 p.m.)***

- New Spokane Valley Library: Update
- 2022 Preliminary Budget Update
  - Cost of Living Adjustment (COLA) for 2022 (Tentative): Approval Recommendation.
  - Adopting a 2022 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 21-xx): Approval Recommendation.
  - Authorizing 2021 Property Tax Levy Increase for Collection in 2022 (Resolution No. 21-xx): Approval Recommendation.
  - Levying the Regular Property Taxes for SCLD for Collection in 2022 (Resolution No. 21-xx): Approval Recommendation.
  - Board Direction to Staff
- Library Meeting Room Use Policy: Approval Recommendation.
- Overview – Use of 3D Printing and Cutting

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Nov. 2, for inclusion in the preliminary agenda to be sent Nov. 3. Meeting packets will be mailed Nov. 10.

***December 21, 2021: Argonne Library – (4:00 p.m.)***

- New Spokane Valley Library: Update
- 2022 Budget Update
- 2021 Work Plan—Year in Review
- 2022 Work Plan
- Code of Conduct Policy: Approval Recommendation.
- 2022 Board Meeting Schedule and Locations (Resolution No. 21-xx): Approval Recommendation.
- 2022 Board Meeting Schedule, Location, and Policy Reviews: Approval Recommendation.
- 2022 Board of Trustees' Officers Election: Action required.
- Recognition of Retiring Trustee Mark Johnson (Resolution No. 21-xx): Approval Recommendation.
- Overview – Tentative

**SPECIAL MEETINGS/ACTIVITIES**2021

TBD Trustee Candidate Interviews

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## EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2021

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

#### Finance Report

##### 2022 Budget

The board meeting agenda includes a Public Hearing on Sources of Revenue and an initial budget presentation for 2022. See separate agenda items and background discussions for this topic.

#### Facilities Report

##### Janitorial Services Provider

The District published a Request for Proposal for Janitorial Services for all District buildings in September and received two responses by the required due date. This topic is also an agenda item, with supporting information.

##### Human Resources – Toni Carnell

Staff updates: During September, there were two new hires (Public Services Associate), one promotion, and three transfers. One employee separated from employment this month, a Collection Services Associate – Interlibrary Loan.

##### Communication & Development – Jane Baker

#### Communication

September began with live segments on *KXLY's Good Morning Northwest* morning show on September 7, promoting Library Card Sign-up Month. Gwendolyn Haley and Mary Ellen Braks were featured, and they highlighted library resources for students.

A Spokesman article, *The Dirt: Spokane County Library District advances plans for new Spokane Valley Library*, on the front page of the local section, reviewed previously published information. No reporter contacted the District for additional information and this article seemed to be triggered by the permit process.

As a Neighborhood Champion for the Shop Local movement with Small Business Saturday, the Communication Department is helping promote by inviting businesses in Cheney, Medical Lake, Millwood, and Deer Park to register to partake in the annual event. Participating businesses will be included on maps that will be available during the week-long event in November/December.

Communication is also promoting the Spokane Symphony tickets that are again available for checkout, as well as continuing to update the brand with the new colors and logo District-wide.

#### Development

The Development Department has begun meeting with potential sponsors and donors for the Capital Campaign for the new Spokane Valley Library. Initial response has been positive with great interest in the project and requests for the Gift Chart.

A template for the Naming Rights Agreement has been drafted and sent for review by legal counsel.

In foundation news, the application for 501c3 designation has been submitted to the Internal Revenue Service.

### Operations - Doug Stumbough

#### Annual Non-Resident Fee Calculation

People who live outside the District's service area can purchase a non-resident card, which entitles everyone residing in the same residence to full library privileges, including all digital resources. The fee is based on the sum of estimated current year collections of regular and excess property taxes, leasehold excise tax, timber tax, and city contract fees, divided by District housing units, rounded up to the nearest \$5. Board Resolution 99-12 directs that the annual fee for the non-resident card be recalculated each fall as an administrative activity and any change shall be effective on January 1 of the following year without further Board action. The calculation for 2022 has been completed and there will be no change to the annual non-resident fee, which will remain \$135.

#### Positive Interaction Report

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Here is an example from September:

- North Spokane Library received a folder of thank-you notes from a mom and her kids at the end of the summer. The letter from the mom was a reminder that what libraries do matters. Below is her letter and a one of the thank-you drawings from the kids.

If you would please share these with whom ever was involved in these summer programs for the children, we would be so grateful.

The children (and I) have been going through something very difficult and terrible right inside what should be the safety of our home.

Not only were these activities well thought out and put together, they brought joy and laughter into our home where those things are a struggle to create, find, and experience.

No words can express how very grateful we are. You have done more than you may ever know.





## Collection Services – Andrea Sharps

### Top Checkouts and Holds

This month we focused 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 expanded reopening started in July:

- Popular **OverDrive** titles September:
  - Checkouts September 1 – September 30:
    - *The Four Winds* by Kristin Hannah. Ebook. (88)
    - *The Four Winds* by Kristin Hannah. Audiobook. (70)
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. Audiobook. (56)
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Ebook. (55)
  - Holds as of October 1:
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Ebook. (128)
    - *Apples Never Fall* by Liane Moriarty. Ebook. (114)
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Audiobook. (98)
    - *Apples Never Fall* by Liane Moriarty. Audiobook. (75)
- Popular **Adult Book** titles September:
  - Checkouts:
    - *The Thursday Murder Club* by Richard Osman (47)
    - *The Guest List: A Novel* by Lucy Foley (37)
    - *Verity* by Colleen Hoover (37)
  - Holds:
    - *Peril* by Bob Woodward and Robert Costa (51)
    - *Apples Never Fall: A Novel* by Liane Moriarty (35)
    - *Modern Farmhouse Made Easy: Simple Ways to Mix Old & New* by Caroline McKenzie (28)

**COLLECTION MONTHLY REPORT  
SEPTEMBER 2021**

<b>Select Transaction Count</b>			
<b>Physical Collection</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Items Processed	38,938	37,928	3%
Interlibrary Loan Total	3,965	3,304	20%
<b>Overdrive</b>			
Total Checkouts	575,360	542,770	6%
Total Holds	176,662	192,748	-8%
<b>hoopla</b>			
Total Checkouts	24,787	23,907	4%
<b>Total Items in Collection</b>			
<b>Material Type</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Print	302,298	320,107	-6%
Nonprint	75,397	84,676	-11%
Overdrive	122,632	103,811	18%
<b>Grand Total</b>	<b>500,327</b>	<b>508,594</b>	<b>-2%</b>
<b>NOTES:</b> PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

**Executive Director – Patrick Roewe**

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month’s meeting. Brief updates on a few other items follow.

**COVID-19 Response Update**

Customer Use Statistics

With almost six complete months of in-person library services completed, staff are continuing to conduct analysis of usage trends. Statistics from 2019 provided the baseline, as that was the last complete year of regular service:

- Door count: The number of customer visits inside the library District-wide for August 2021 was 54% for September when compared to September 2019, which was a modest decline compared to 58% in August. This bucks the trend of upward progression exhibited in May (40%), June (47%), July (52%), and August (58%).
- Circulation: Physical items in September 2021 turned over at 72% of the circulation for September 2019. This is the same percentage as August 2021, and could be suggestive of a plateau in the upward progression when compared to May (56%), June (66%), July (69%), and August (72%).

While we don't expect full restoration to pre-pandemic levels anytime soon, the upward trajectory we saw through August was encouraging, and September represents an interesting change in that trajectory. Staff will continue to monitor usage statistics over the coming months to see where usage is trending.

#### Federally Issued Vaccine Mandate

As reported last month, President Biden announced recently that employers with more than 100 employees will be required to mandate COVID-19 vaccines or weekly testing of their staff. The Occupational Safety and Health Administration (OSHA), part of Department of Labor, is drafting an emergency temporary standard for implementation of the requirement. Until that standard is announced, the District will not know the specific requirements or timelines. We are still monitoring this situation and awaiting OSHA to complete rulemaking so we can better understand impact on our staff and operations. Updates will be shared as more information is known about any requirement that will apply to District staff.

#### **Electric Vehicle Charging Stations Proposal Update**

The District returned the contracts for the installation of electric vehicle charging stations approved by the Board of Trustees to Avista with requested changes from District legal counsel. We hope to have the contracts signed in the near future.

#### **Upcoming Trustee Vacancy**

The conclusion of Trustee Mark Johnson's second term will be December 31, 2021. As trustees are limited to two consecutive terms, the process for soliciting a replacement has been initiated with the Board of County Commissioners (BoCC). Chair John Craig submitted a letter to inform the BoCC of the upcoming vacancy. Additional information will be available at the meeting.

## Operations Report September 2021

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- We officially wrapped up the customer-facing side of our *Libraries Build Business* grant. We held an open house celebration in the Deer Park meeting room for our six program finishers. Three participants came to the library for their certificates and micro-grants (courtesy of ALA and google.org). Packets were mailed to the remaining three people.
- Librarian Sarah O'Hare received word that her grant application with *Communities for Immunity* was accepted. The initiative aims to support efforts by libraries and museums to engage communities in COVID-19 vaccine confidence. While this first round of funding will focus primarily on disseminating science-based information to community members, we're evaluating other program opportunities for the second round of funding.
- Librarian Crystal Miller and I represented the District at KHQ's Virtual Job Fair. Although we were there as a resource this time, and not an employer, the number one question we answered was how to find out about library jobs. We interacted with 25 virtual participants.

#### Early Learning (Mary Ellen Braks)

- Although Storytime attendance slightly increased, one evening Storytime had no participants. It was during the first week of school, and it will take time to establish routines.
- The Early Learning team continues to work on content for online Storytimes and prepare a session for Staff Day on the materials we use in early learning.
- I attended the second part of the online equity training through our early learning coalition that was led by Erin Jones.

#### Education and Enrichment (Gwendolyn Haley)

- September was a quiet month as we planned for more online programs in the fall. We are working on plans for spring, including re-launching the Seed Libraries in February, with a series of garden programs.
- Schools are back in person, which means we are working on reconnecting students and resources.
- We recruited at Gonzaga University's service fair for online Study Buddies, a program we plan to launch later this fall.
- Our online book club will read *The Leavers* as the final title of the year. Over 600 people have signed up for the online book club since it started in January 2021.
- We are once again partnering with the Spokane Symphony for cultural passes, and the MAC and Mobius passes resumed in June.

#### Digital Projects and Resources (Carlie Hoffman)

- Northstar, a resource to teach digital literacy and computer skills, was launched in the Digital Library.
- We posted a Website Development Request for Information on the website. We will begin reviewing submissions in early October.
- The meeting room reservation software was updated in preparation for new open hours.
- I appeared on *Library Out Loud* to promote our new Gale digital resources.

#### Information Technology (Patrick Hakes)

- We are in the process of replacing District phone system.
- With the Board's approval of the new contract, we have started the process of migrating from on-premises to SaaS for SirsiDynix ILS.

### **Mobile Services (Amber Williams)**

- Unfortunately, the truck continues to have delay issues around the wheelchair lift installation and was not yet with the specialty vehicle vendor's lot by the end of the month. The van, on the other hand, is ready for its graphic wrap, one of the last steps, and likely will be in Spokane before the November Board Meeting.
- Mobile Services continues to increase the number of in-person visits, and facilities have been excited to see staff again.

### **Library Reports**

#### **Airway Heights: Autrey Lehman**

- We had a customer exclaim how wonderful our New Books and Books-to-Go sections are, as they could find everything and like to read in those two sections. The customer also enjoyed the self-checkout, commenting the whole process was "painless."
- We donated our remaining supply of single use bags to the food pantry, Cleone's Closet, which was very excited and thanked us for the donation.
- A family hosting a teenager from Lebanon came to make a card. The family has also been checking out cookbooks with Middle Eastern food recipes, and the teen asked us to purchase a book about being an international student in another country.

#### **Argonne: Pat Davis**

- Customers continue to stop in to see if the library is open and are pleased to be able to come in.
- Parents are asking when Storytimes will resume. We take the opportunity to tell them about the online Storytimes and programming.

#### **BookEnd: Briana Ruffing**

- A customer informed me that they go out of their way to come to the BookEnd as it's their preferred library due to the kind employees and selection of DVDs.
- A customer left a comment card saying the employees are always "personable and helpful."

#### **Cheney: Amy Fair**

- The STA Summer Pass program concluded with Cheney handing out 137 passes.
- Librarian Crystal and I attended EWU's Neighborfest event, connecting with 80 college students.
- In anticipation of the statewide plastic bag ban we donated our remaining supply to the Cheney Food Bank. The director expressed his thanks to the library.

#### **Deer Park: Jennie Anderson**

- On our first Sunday open, a customer came in and shared her gratitude that we were open on Sundays.
- A customer commented: "I am so very grateful for staff's help at the library. Staff's patience and willingness to help on the computer and printer has been a life-saver."

#### **Fairfield: Kristy Bateman**

- SCLD provided the city of Fairfield a letter of support for its grant application for broadband development.

#### **Medical Lake: Cecelia McMullen**

- "Yes, yes" said the mom to her children as they kept handing her books to check out. She told us that "this is a positive place because at the grocery store, she has to continuously say "no, no.""
- After demonstrating the contents of a Ready for School STEM kit, a customer was so excited that she went home and placed her first online hold. She expressed her thanks for a fantastic resource.

#### **Moran Prairie: Caitlin Wheeler**

- We have seen a steady increase in meeting, conference, and study room use. The study room is occupied daily, with the conference room not far behind.
- Customers have expressed excitement over our expanded hours. Several mentioned that the evening hours will make it much easier for them to drop by after work.

- A customer who is homeschooling for the first time asked what teaching tools were available in our library of things for her kindergarten through 3<sup>rd</sup> graders. When I showed her our STEM bags, she said, “Oh, these are perfect. There are so many of them!”

**North Spokane: Brian Vander Veen**

- This month, our foyer display case featured art from the artists of the Little Spokane River Artist Studios tour.
- A customer commented to Library Assistant Chris that the library provided “better service than a five-star hotel.”

**Otis Orchards: Briana Ruffing**

- We had a customer display his miniature train collection in our display case which was a big hit and it received a lot of compliments. As a photographer that traveled the world, he was able to collect some unique items.
- A customer commented we consistently have the best selection of discards in our book sale. They were able to start a collection of picture books for their granddaughter for a fraction of what'd they'd cost new.

**Spokane Valley: Aileen Luppert**

- I received a handwritten card in the mail which read, “I’m sending this note to recognize Dana for the great help she gave me in refreshing my Google Drive knowledge. Through “book a librarian,” we had a very productive, virtual session. Her patience and humor cleared out my cobwebs. I appreciated her exceptional customer service.”
- We reinstated a greeter in the lobby to remind customers to properly wear their masks and offer masks when necessary. Overall, we have received positive feedback. Many people have complimented our diligence in enforcing the mask mandate and expressed appreciation for our efforts to make the library safe.

Security Incident Reports

For September 2021, there were 38 Security Incidence Reports filed. 17 more than last month (21) and 30 more than August 2020 (8). Spokane Valley had the most incidents reported (22). The most frequently reported incidents related to Customer Code of Conduct violations (25).

Public Use Measures

**September 2021**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	105,412	108,781		-3%
Door count	54,552	11,512	372,434	26%
Items Borrowed	179,608	122,035	1,496,463	23%
• Airway Heights	2,485	1,305	17,287	3%
• Argonne	7,809	3,317	55,765	53%
• Cheney	6,687	3,203	52,790	32%
• Deer Park	7,869	2,713	55,232	45%
• Fairfield	473	604	5,212	5%
• Medical Lake	1,767	979	14,971	32%
• Moran Prairie	10,272	5,144	80,666	44%
• North Spokane	22,853	9,318	179,505	30%
• Otis Orchards	2,626	1,572	21,767	32%
• Spokane Valley	20,537	9,495	160,517	16%
• The BookEnd	872	322	9504	-19%
• Digital	64,953	63,683	600,169	6%
Programs				
• Number	22	10	269	-69%

• Attendance	274	371	6,093	-64%
Internet Station Use (%)	17.7%		19.0%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	181,727	128,195	1,661,866	105%

### 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, 2021**

	Y-T-D Actual	Annual Budget	<b>Target</b> 75.0% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,875,114	\$ 15,840,000	62.34%	\$ 5,964,886
CONTRACT CITIES - AIRWAY HEIGHTS	264,319	349,000	75.74%	84,681
CONTRACT CITIES - SPOKANE	49,981	104,000	48.06%	54,019
FINES & FEES	41,588	55,000	75.62%	13,412
GRANTS & DONATIONS	44,934	50,000	89.87%	5,066
E-RATE REIMBURSEMENTS	175,569	211,000	83.21%	35,431
LEASEHOLD & TIMBER TAX, REBATES, OTI	39,805	21,000	189.55%	(18,805)
INTEREST REVENUES	41,515	62,000	66.96%	20,485
<b>TOTAL REVENUES</b>	<b>\$ 10,532,825</b>	<b>\$ 16,692,000</b>	<b>63.10%</b>	<b>\$ 6,159,175</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,532,825</b>	<b>\$ 16,692,000</b>	<b>63.10%</b>	<b>\$ 6,159,175</b>
<b>EXPENSES</b>				
SALARIES	\$ 5,048,659	\$ 7,110,400	71.00%	\$ 2,061,741
FRINGE BENEFITS	1,784,023	2,451,700	72.77%	667,677
SUPPLIES	97,247	197,700	49.19%	100,453
UTILITIES	390,242	493,500	79.08%	103,258
SERVICES	909,666	1,439,500	63.19%	529,834
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	561,231	1,320,000	42.52%	758,769
LIBRARY MATERIALS	1,381,265	2,031,000	68.01%	649,736
ELECTRONIC LIBRARY MATERIALS	156,408	250,000	62.56%	93,592
LIBRARY PROGRAMS	78,422	131,400	59.68%	52,978
<b>TOTAL EXPENSES</b>	<b>\$ 10,470,789</b>	<b>\$ 15,490,200</b>	<b>67.60%</b>	<b>\$ 5,019,411</b>
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 10,470,789</b>	<b>\$ 16,692,000</b>	<b>62.73%</b>	<b>\$ 6,221,211</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 62,036</b>	<b>\$ -</b>		
BEGINNING CASH	5,904,429			
NET FROM ABOVE	62,036			
<b>ENDING CASH</b>	<b>\$ 5,966,465</b>			

**Number of months cash on hand 4.6**