



S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Board of Trustees Regular Meeting November 15, 2022 4:00 p.m. Argonne Library

AGENDA

Remote Attendance: 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 that remote attendance will be in listen-only mode.

Public Comment: The District accepts written comments that will be distributed to the Trustees and read aloud by staff during the Public Comment portion of the agenda. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclcd.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of October 18, 2022 Regular Meeting Minutes
 - B. Approval of October 2022 Payment Vouchers
 - C. Unfinished Business
 - 1. New Spokane Valley Library: Update
 - D. New Business
 - 1. 2023 Budget
 - a. Cost of Living Adjustment (COLA) for 2023: Approval Recommendation
 - b. Adopting a 2023 Final Budget and Certifying it to the Board of County Commissioners (Resolution No. 22-04): Approval Recommendation
 - c. Authorizing 2022 Property Tax Levy Increase for Collection in 2023 (Resolution No. 22-05): Approval Recommendation
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2023 (Resolution No. 22-06): Approval Recommendation
 - e. Board Direction to Staff
 - 2. Community Revitalization Financing and Tax Increment Area Agreement (Resolution 22-07): Approval Recommendation
 - 3. Personnel Policy HR05 Leave: Approval Recommendation
- V. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees
 - B. Executive Director
 - C. Operations
 - D. Fiscal
- VII. ADJOURNMENT**

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.

November 15, 2022

BOARD OF TRUSTEES MEETING MINUTES: October 18, 2022

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at Spokane Valley Library, on Tuesday, October 18, 2022 at 4:00pm.

Present: John Craig – Chair
Kristin Thompson – Vice Chair
Jessica Hanson – Trustee
Ellen Clark – Trustee
Jon Klapp – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Rick Knorr (Finance Director), Kristy Bateman (Operations Manager), Vincent Davi (Video Production Specialist), Sandy Orr (Collection Services Manager), Patrick Hakes (IT Manager), Emily Greene (Administrative Services Manager), and three (3) members of the public.

Guests via Zoom: Jane Baker and Seven (7) members of the public.

Call to Order (Item I) Chair John Craig called the meeting to order at 4:00pm and welcomed everyone in attendance.

Agenda Approval (Item II) Vice Chair Kristin Thompson moved for the approval of the agenda and Trustee Jon Klapp seconded. The motion was approved.

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

Approval of September 20, 2022 Regular Meeting Minutes (Item IV.A) Mr. Craig called for any corrections to the September 20, 2022 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of September 30, Special Meeting Minutes (Item IV.B) Mr. Craig called for any corrections to the September 30, 2022 Special Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of September 2022 Payment Vouchers (Item IV.C) Mr. Klapp moved and Ms. Clark seconded the approval of the September Payment Vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
September-GF	60088-60191 and W001178-W001193	\$813,694.36	\$813,694.36
	09092022PR and 09232022PR	\$468,859.13	\$468,859.13
		Total	\$1,282,553.49
CPF	9659 Hammond Facility Consulting Services	\$5,508.41	\$5,508.41
	9660 Integrus Architecture	\$17,283.85	\$17,283.85

	9661 Kilgore Construction Inc Intermountain Materials	\$2,148,128.80	\$2,148,128.80
	9662 Testing (Fees for August 2022)	\$5,946.14	\$5,946.14
		Total	\$2,176,867.20

There was no further discussion. The motion was unanimously approved.

**Unfinished Business
New SV Library Update
(Item IV.D.1)**

NEW SPOKANE VALLEY PROJECT UPDATE. Mr. Roewe stated that the construction of the New Spokane Valley Library has reached 50% completion. Construction continues to stay on schedule, as well as on budget. Discussion ensued about steel prices increasing and a future need to work with the City of Spokane Valley regarding a potential easement agreement for utility access on the eastern edge of the parking lot.

There was no other discussion.

**New Business
2023 Budget
(Item IV.E.1.a)**

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Chair Craig called the Public Hearing on Authorized Revenue Sources to order at 4:05pm and called for public testimony. Mr. Knorr presented The District's sources of revenue and information on the tax levy. Property taxes and payments in lieu of property taxes, contracted city payments from the city of Airway Heights, and annexation mitigation payments for Moran Prairie from the city of Spokane, comprise 97 percent of the projected 2023 budget revenue of \$18,034,500. All other comprise 3 percent. There was no public testimony. Mr. Craig adjourned the public hearing at 4:15pm.

**New Business
2023 Budget
(Item IV.E.1.b)**

2023 PRELIMINARY BUDGET PRESENTATION. Mr. Knorr presented the 2023 budget. He summarized development of the preliminary budget for 2023. He noted the preliminary budget for next year was formulated on the approved 2022 budget, as well as the anticipated final budget results for 2022 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2022 and 2023. Preliminary budget information included cash on hand with the intent to maintain the same amount the District started with each year. Mr. Knorr also reviewed projected increases of expenses, which will be the focus of discussion at the November meeting. Discussion ensued about the impact of new construction and Tax Increment Financing Area (TIFs) on the budget.

Mr. Knorr provided more information on the future of the capital projects fund now that debt service payments for the new Spokane Valley library will be occurring. Discussion ensued regarding the potential impact of future reductions in transfers to the capital projects fund due to debt service payments.

Regarding the recommended 4% cost-of-living adjustment, discussion ensued about how it related to the salary step increases for eligible staff, and whether the recommendation was sustainable in relation to the proposed overall budget.

**New Business
2023 Budget
(Item IV.E.1.c)**

ORGANIZATIONAL MEMBERSHIP REVIEW. Ms. Hanson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2023 General Operating Fund budget. In response to Trustee queries, Mr. Roewe said that the only new membership was for the Washington Association of Public Records Officers at an annual cost of \$25.00.

There was no further discussion. The motion was unanimously approved.

**New Business
2023 Budget
(Item IV.E.1.d)**

ELIMINATING OVERDUE FINES DISCUSSION. Mr. Roewe presented the recommendation to eliminate overdue fines starting in 2023, citing the District's intent to expand access to library resources and address equity concerns. He stated that given the ongoing decline in revenue for overdue fines, their viability as a long-term revenue source is uncertain. Damaged and lost fees will still be assessed, so the customer will still be held accountable for the timely return of items. Mr. Roewe stated based upon the experience of peer libraries across the state and country, eliminating fines has increased customer use and engagement. Discussion ensued about the effects of eliminating the fines. Trustees agreed by consensus to direct staff to return with a formal recommendation to revise the Customer Privileges and Responsibilities policy to eliminate overdue fines at a future Board meeting.

**New Business
2023 Budget
(Item IV.E.1.e)**

BOARD DIRECTION TO STAFF. Trustees agreed by consensus for staff to go forward with planning and completing the final 2023 General Operating and Capital Projects funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, in response to the August 2022 CPI-W and as prescribed by District Personnel Policy, HR03. Staff were also directed to review for accuracy and adjust as needed to the salary budget and capital projects budget. Additional budget-related information requested by the Board will be provided at the November meeting.

**New Business
Future Operation of the
BookEnd: Discussion
(Item IV.E.2)**

FUTURE OPERATION OF THE BOOKEND. Mr. Roewe presented a recommendation to not renew the BookEnd's lease, located in the Spokane Valley Mall, after June 2023. Information presented included how and why the BookEnd was created, as well as statistics of customer use at this location, which demonstrated less use when compared to all other District libraries. Discussion ensued about the redeployment of staff and resources if the BookEnd was closed. The Board requested more information regarding customer demographics and operating costs to be presented for discussion at a future meeting in advance of any final decision.

There was no other discussion.

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

FUTURE BOARD MEETING AGENDA ITEMS. Chair Craig reviewed the upcoming meeting agenda items for the next two months. The next meeting will be held at the Argonne Library on November 15.

There was no other discussion.

**Trustee Reports
(Item VI.A)**

There were no trustee reports or further discussion.

**Executive Director
Report
(Item VI.B)**

Mr. Roewe provided information on the upcoming replacement process of retiring Trustee Kristin Thompson. Mr. Roewe also provided an overview of upcoming discussion items such as a new TIF agreement located in North Spokane, updates on substance use paraphernalia around the libraries, and the recently completed naming rights contract for the community room in the new Spokane Valley Library.

There was no further discussion.

**Operations Report
(Item VI.C)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report.

There was no further discussion

**Fiscal Report
(Item VI.D)**

Mr. Knorr provided the Revenue and Expenditure Final Statement through September 30, 2022 prior to the meeting. Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Craig adjourned the meeting at 6:12pm. The next Board Meeting is scheduled for Tuesday, November 15, 2022, at 4:00pm in the public meeting room at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,164,798.16 for the general fund and \$1,400,655.78 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2022

SIGNED: 
TITLE: Finance Director

SIGNED: 
TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
60192	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
60193	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	374.53
60194	THE ART SPIRIT	LIBRARY PROGRAMS	150.00
60195	AVISTA UTILITIES	MONTHLY UTILITIES	7,608.57
60196	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
60197	ALEXANDRA CASTILLO ESPINO	REFUND OF FEE PAID FOR LOST ITEM	8.00
60198	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.46
60199	CONSOLIDATED IRRIGATION DIST19	WATER - OT	120.83
60200	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,002.93
60201	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	225.10
60202	COLUMBIA FIRE AND IRON	LIBRARY PROGRAMS	350.00
60203	CORBAN UNIVERSITY LIBRARY	LOST BOOK FEE - ILL	60.00
60204	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	42.15
60205	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,333.10
60206	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,638.13
60207	EDNETICS	ANNUAL NETAPP SUPPORT AND MONTHLY VOICE MGMT	12,249.11
60208	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
60209	EPIGNOSIS LLC	ANNUAL SUBSCRIPTION: STAFF TRAINING SOFTWARE	2,600.53
60210	GLOBAL KNOWLEDGE TRAINING LLC	NETWORK MANAGEMENT SOFTWARE MAINTENANCE	360.00
60211	DARIN KEITH HILDERBRAND	LIBRARY PROGRAM	100.00
60212	JOCELYN MENDEZ	REFUND OF FEE PAID FOR LOST ITEM	14.20
60213	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	51.32
60214	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	559.07
60215	PROVIDENCE	CPR TRAINING, 15 EMPLOYEES	1,144.50
60216	RIVER CITY GLASS	WINDOW REPAIR: SV AND MP	3,440.73
60217	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	249.40
60218	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	603.20
60219	SWK TECHNOLOGIES, INC.	PAYROLL AND HR SOFTWARE HOURLY TRAINING	2,000.00
60220	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,793.01
60221	UPS	SHIPPING	18.83
60222	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	919.66
60223	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,280.95
60224	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	280.82
60225	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	3,098.48
60226	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	576.69
60227	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	257.03
60228	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	763.94
60229	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	220.59
60230	DEMCO, INC.	CHILDRENS FURNITURE FOR NS (NS Friends Paid)	12,749.44
60231	EDNETICS	MANAGED VOICE SERVICES, OCT 2022	2,234.31
60232	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	1,125.00
60233	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60234	FAUCETS 'N STUFF PLUMBING	SPRINKLER SYSTEM WINTERIZING SERVICES	1,369.26
60235	FLEET PAINTING, INC	MOBILE SERVICES VEHICLE REPAIR	5,358.44
60236	GREENLEAF LANDSCAPING, INC.	GROUNDNS MAINTENANCE	5,497.43
60237	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,213.14
60238	FABIOLA H HAMMOND	LIBRARY PROGRAM	100.00

60239	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	908.74
60240	LE CATERING CO	BALANCE DUE FOR CATERING, STAFF DAY	2,829.33
60241	AMY LUKE	PRIME TIME CATERING, 50% PAYMENT	1,500.00
60242	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	60.00
60243	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60244	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	838.52
60245	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60246	STANDARD PRINTWORKS	ADVERTISING/PRINTING	99.74
60247	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	491.68
60248	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	2,040.00
60249	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,406.87
60250	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	500.00
60251	WICK ENTERPRIZES, LLC	ADVERTISING	1,182.62
60252	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	567.50
60253	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	652.16
60254	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	1,321.12
60255	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	220.00
60256	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,059.44
60257	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	39,117.07
60258	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	10,863.63
60259	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	48,971.49
60260	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	983.78
60261	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	150.85
60262	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER MANAGEMENT SOFTWARE SUBSCRIP	425.00
60263	THE FIG TREE	LIBRARY MATERIALS	170.00
60264	INFOBASE	ELECTRONIC LIBRARY SERVICES	3,198.00
60265	INTEGRUS ARCHITECTURE, P.S.	ARCHITECT FEES FOR SECURITY UPGRADE PROJECT	300.00
60266	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	525.00
60267	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	804.83
60268	SURGE COFFEE CO	BEVERAGE CATERING FOR WRITERS CONFERENCE	625.00
60269	UPS	SHIPPING	16.62
60270	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,016.89
60271	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	527.38
60272	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	4,615.18
60273	AVISTA UTILITIES	MONTHLY UTILITIES	7,184.23
60274	TAMARA BERRY	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60275	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	59.80
60276	JOHN BLADEK	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60277	JORDAN BROWN	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60278	CONSOLIDATED IRRIGATION DIST19	WATER - OT	60.83
60279	CARRIE DEL PIZZO	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60280	DEPARTMENT OF LABOR & IND.	ANNUAL BOILER INSPECTIONS: OT, NS, MP	142.00
60281	EXCHANGE PUBLISHING, LLC	LIBRARY MATERIALS	146.62
60282	DERRICK FREELAND	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60283	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,026.69
60284	KELLY MILNER HALLS	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60285	CINDY S. HVAL	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60286	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,170.86
60287	GORDON S JACKSON	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60288	SETH S MARLIN	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60289	PATRICIA MEREDITH	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60290	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,511.26
60291	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,754.30
60292	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	15,196.51
60293	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.81
60294	TRENT REEDY	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60295	MARIA-TERESA RUIZ-SORROCHE	LIBRARY PROGRAMS	100.00
60296	KISHA LEWELLYN SCHLEGEL	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60297	SIRSIDYNIX	SOFTWARE INTEGRATION FOR THE CATALOG OVERLAY	4,835.16
60298	LINDA JOY SINGLETON	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60299	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60300	SPOKANE SCORE 0180	LIBRARY PROGRAMS	600.00
60301	EIJA SUMNER	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60302	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	937.97
60303	BARRETT WILLIAMS	REFUND OF FEE PAID FOR LOST ITEM	9.00
60304	WSU EXTENSION	LIBRARY PROGRAMS	375.00

60305	FRANK SCALISE	LIBRARY PROGRAM: WRITERS CONFERENCE PRESENTER	200.00
60306	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	134.22
W000001194	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE	50.00
W000001195	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,191.33
W000001196	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001197	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001198	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	69,311.75
W000001199	ASSOCIATION OF WASHINGTON CITIES - VIMLY BEMONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE		101,206.25
W000001200	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	18.15
W000001201	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	130.56
W000001203	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	69,460.35
W000001204	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001205	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,440.39
W000001206	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001207	STATE OF WASHINGTON	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES PAID	11,299.94
W000001208	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES PAID	17,014.86
W000001209	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAXES PAID	1,746.67
W000001210	Voided	Voided, paid with credit card not ACH	-
W000001211	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE	50.00
W000001212	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	80.86
W000001213	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	203.00

Total Non-Payroll General Operating Fund \$ 719,526.03

PAYROLL VOUCHERS

10102022 PP19	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 222,579.46
10252022 PP20	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	<u>222,692.67</u>

Total Payroll General Operating Fund \$ 445,272.13

TOTAL GENERAL OPERATING FUND \$ 1,164,798.16

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9663	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,513.00
9664	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR, MONTHLY PROGRESS PMT	1,367,634.69
9665	MODERN ELECTRIC WATER CO	CONSTRUCTION SITE BASE FEES FOR WATER	225.96
9666	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	24,298.43
9667	INTERMOUNTAIN MATERIALS TESTING	TESTING FEES FOR Sept 2022	2,483.70
9668	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	500.00
Total Capital Projects Fund			<u>\$ 1,400,655.78</u>

September 2022/October 2022
Paid in October 2022
Voucher # 60249

Card Category	Amount
General Purchases	\$ 5,540.76
Maintenance	\$ 931.07
Travel	\$ 443.56
Acquisitions	\$ 2,220.65
Information Technology	\$ 3,049.51
Mobile Services	\$ 221.32
General Fund Purchases	<u>\$ 12,406.87</u>

Top Individual Charges

Amazon	Curved Monitors for staff, qty 2	2,360.72
Filters Fast	MERV 13 filters, qty 60	1,221.76
Mailchimp	Monthly Email Service	762.30
4Imprint	Storytime Presentations Tote Bag for staff, qty 60	548.55

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - OCTOBER 2022

Construction activity update

Project progress remains steady overall and is about 60% complete. The work led by general contractor Kilgore Construction Inc. (KCI) continues to be within or ahead of schedule.

Building framing and roofing are now substantially complete. Mechanical, electrical, and plumbing items are progressing. Curtain wall aluminum framing is ongoing, with glass installation on track for November. This allows the building to be heated as the work shifts to an interior focus for the winter. Curbs for the driveways parking lot are in place, and the asphalt will be installed soon, though this is weather dependent.

Cost changes

In terms of cost changes, the previously reported Change Order #5 was signed this month, representing a total cost just under \$19,000. The single largest item is for future indoor air quality testing that will satisfy a component for LEED (Leadership in Energy and Environmental Design) certification, as required for the Library Capital Improvement Program Grant.

There are eight changes currently being negotiated and priced. Other modifications are being considered but have not been priced at this time. Current cost changes will become part of a Change Order #6, which is estimated to have a total cost under \$10,000.

Overall, confirmed change orders represent contingency fund expenditures remain at less than 1.62% of total construction costs, which is comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project. This percentage will likely increase modestly once items in Change Order #6 have been priced.

City of Spokane Valley MOU update

Status is the same as reported last month.

Potential for Easement Agreement

Status is the same as reported last month.

Public Art update

As previously reported, staff have continued working on the restoration and recontextualization of an existing "enamel in metal framework on Masonite" triptych of figures from Lewis Carroll's Alice in Wonderland by renowned Pacific Northwest Artist Harold Balazs. These figures were commissioned for the original (and current) Spokane Valley Library in 1955 and have artistic and historical significance for both the District and the community.

The District signed a contract for restoration, appraisal, and related work in August 2022. The appraisal was completed in October 2022 by The Art Spirit Gallery of Coeur d'Alene, ID, which has represented the works of Harold Balazs for 26 years. The retail value for the pieces is appraised at \$15,000. The insurance value for the pieces is appraised at \$24,000.

Agenda Item IV.C.1

In addition to the appraisal, work has been completed on protective Plexiglas boxes for the pieces, and new wood backings on which to mount them are being fabricated.

Once that work is complete, the artwork could eventually be relocated to the new library, pending Board approval as per the District's Public Art in District Facilities Policy. Staff plan to bring forward a recommendation at the December 2022 meeting.

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

2023 Final Budget Update

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and are stated here collectively for reference:

- a. **Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2023 Budget.**
- b. **Board motion to adopt Resolution No. 22-04 - Adopting the 2023 Budget and Certifying It to the Board of County Commissioners.**
- c. **Board motion to adopt Resolution No. 22-05 - Authorizing 2022 Property Tax Levy Increase for Collection in 2023.**
- d. **Board motion to adopt Resolution No. 22-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2023.**
- e. **Board Direction to staff**

General Background

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2022.

Specific Background and Recommended Action by Item

Item IV.D.1.a: Cost of living Adjustment for 2023: Approval Recommendation

Background

The initial budget presented at the October regular meeting included a tentative annual cost of living adjustment of 4.00%, based on the August 2022 CPI-W year-over-year increase, as limited by District policy. The CPI-W is an all-U.S. urban wage earners consumer price index. The August CPI-W year over year increase is used by the state of Washington for establishing the annual adjustment to the state minimum wage. The minimum wage effective January 1, 2023, will increase from \$14.49 to \$15.74, an increase of 8.7%.

The budget presented for adoption includes the recommendation of a 4.00% cost of living adjustment. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment from a minimum of 0% to a maximum of 4.00%.

Recommended action: Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2023 budget.

Item IV.D.1.b: Adopting a 2023 Budget and Certifying it to the Board of County Commissioners (Resolution No. 22-04): Approval Recommendation.

Background

The General Fund Budget, Exhibit A to Resolution No. 22-04, has changed from the initial budget presented in October as follows:

	November Final Budget	October Preliminary Budget	Variance
REVENUES			
PROPERTY TAXES, BEFORE TIF	17,229,000	17,229,000	-
LESS TIF ALLOCATIONS	(179,000)	(179,000)	-
CONTRACT CITIES	452,000	452,000	-
FINES & FEES	20,000	20,000	-
E-RATE REIMBURSEMENTS	231,000	231,000	-
INTEREST, GRANTS AND OTHER	281,500	281,500	-
	<u>18,034,500</u>	<u>18,034,500</u>	-
EXPENSES			
SALARIES	8,001,900	8,052,000	(50,100)
PAYROLL TAXES & BENEFITS	2,781,000	2,793,100	(12,100)
LIBRARY MATERIALS	2,450,300	2,424,800	25,500
SERVICES	1,580,200	1,604,500	(24,300)
CAPITAL EXPENDITURES	420,000	465,000	(45,000)
UTILITIES & OTHER	794,100	788,100	6,000
TRANSFERS OUT	<u>2,007,000</u>	<u>1,907,000</u>	<u>100,000</u>
	<u>18,034,500</u>	<u>18,034,500</u>	-

Comments on the variances from the preliminary budget presentation at the October meeting are as follows:

REVENUES

PROPERTY TAXES, BEFORE and after TIF ALLOCATIONS

No change is proposed to property tax revenue from the initial budget. The District did receive the new valuations for state assessed property, which is the last remaining meaningful component of the 2023 tax levy. As shown in the following table, the levy amount generated from state assessed values did increase slightly, but not by enough to change the final overall budgeted tax levy.

		Tax Levy Amount based on New Construction Values	Tax Levy Amount based on New State Assessed Values
Report "B/C"	9/26/2022	447,000	8,500
Report "D"	11/2/2022	447,000	12,100
Final	Jan-23	to be determined	to be determined

This Nov 2 communication received from the Spokane County Assessor's Office will be the last communication received before the budget and levy request is due. Accompanying the assessor's message was the standard comment about the potential for future changes.

Please remember that the assessed values WILL change due to:

- *Processing of exemptions*
- *Tax appeals*
- *Corrections*

Lastly, these changes could be either increases or decreases, and there are provisions in the District's estimates used for the 2023 budget to address either result.

ALL OTHER REVENUES

No changes are proposed to any of the other revenue lines from the initial budget.

EXPENSES: GENERAL FUND

- **SALARIES:** Salaries are reduced by \$50,100 from the initial budget presentation. The primary change was to reduce FTEs(Full-Time Equivalent) from 139.8 to 138.8, all coming from what is best described as the reserve for future staffing. Expect a continued discussion of how the salary budget was derived and the number of positions and FTE's included therein at the meeting.
- **PAYROLL TAXES AND BENEFITS:** See the table below for the major components of payroll taxes and employee benefits and changes in budget.

Total FICA and retirement payroll taxes are reduced in proportion to the slight reduction in salaries. Total medical, dental, and vision benefits are reduced due to an increase in the number of employees covered under the high deductible plan options from the previous version, based on the current roster. Paid Family and Medical Leave increased because the state of Washington announced in late October that the payroll tax rate will be increasing from 0.6% to 0.8% of total paid salaries effective January 1, 2023, resulting in a \$16,900 increase. The District has opted to pay the employee contribution to the program in all previous years, and staff recommends that the District continues to do so.

Payroll Taxes and Employee Benefits				
	November Final	October Preliminary		
	Budget	Budget	Change	% Chg
FICA	612,300	616,100	(3,800)	1%
Medical, Dental, Vision	1,192,300	1,211,100	(18,800)	2%
Retirement	813,600	818,800	(5,200)	1%
Paid Family & Medical Leave	64,100	47,200	16,900	-26%
All Other	98,700	99,900	(1,200)	1%
Total	2,781,000	2,793,100	(12,100)	0%

- **LIBRARY MATERIALS:** Library materials are 14% of total tax revenues and the increase is due to the recalculation using the very latest estimates for property tax revenues.
- **SERVICES:** Total services have decreased from the October initial budget presentation by \$24,300, due to a decrease in training and travel. The District training budget has not been changed since 2019, however actual training usage has decreased notably over the past 3 years. The reduced amount is based on the last highest use year of 2019, which saw a significant remainder unspent at the end of that pre-pandemic year. It was decided to reduce the budget to better match expected usage. Expect a more detailed presentation on all components of services expenses during the meeting.
- **CAPITAL EXPENDITURES:** Total capital expenditures have been reduced by 45,000 from the initial presentation. The table below shows the items included in the capital budget and how they have changed since the October meeting, after staff review and recalculation.

	November Final	October Preliminary	Variance
CAPITAL EXPENSES			
SECURITY	215,000	190,000	25,000
HVAC UPGRADE	75,000	100,000	(25,000)
WEBSITE UPGRADE	110,000	150,000	(40,000)
MINOR EQUIPMENT	20,000	25,000	(5,000)
	<u>420,000</u>	<u>465,000</u>	<u>(45,000)</u>

- **UTILITIES AND OTHER:** Utilities and other is \$6,000 higher, a very small difference and is due to small changes in estimates.
- **TRANSFERS OUT:** The transfer out to the debt service fund did not change from the October budget. The transfer out to the capital project fund was increased from \$800,000 to \$900,000, a result of cumulative effect of the reductions discussed above.

EXPENSES: CAPITAL PROJECTS FUND

The Capital Projects Fund Budget, Exhibit B to Resolution 22-04, follows Exhibit A.

The Capital Projects Fund exists to account for the financial resources that are restricted, committed, or assigned for the construction of capital facilities or other related capital assets.

The Capital Projects Fund will continue to account for the construction of the new Spokane Valley Library in 2023. As of December 31, 2022, the new library will be approximately 61% completed, thus the 2023 Capital Project Fund will include the remaining 39% of the project. The new library is expected to be complete by June 2023. Following completion of the new Spokane Valley Library project, the ending fund balance as of December 31, 2023 is estimated to be \$4,347,358.

EXPENSES: DEBT SERVICE FUND

The Debt Service Fund Budget, Exhibit C to Resolution 22-04, follows Exhibit A and B at the end of this agenda item.

The Debt Service Fund exists to account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt. The 2023 year will be the first year for this Debt Service Fund. Specifically, it will be created to make the required principal and interest payments for the State of Washington Certificates of Participation, Series 2022B, which is the formal name for the loan through the LOCAL program used to finance the new library. Payments on this loan are to be made twice a year; principal and interest payment on June 1, 2023, and interest only payment on Dec 1, 2023. This fund is intended to be fully expended on an annual basis.

Staff will provide additional information regarding Exhibit B and Exhibit C during the meeting.

The full text of the resolution follows at the end of this agenda item (attachment #1).

Recommended action: Board motion to approve Resolution No. 22-04 - Adopting a 2023 Budget and Certifying It to the Board of County Commissioners.

**Item IV.D.1.c: Authorizing 2022 Property Tax Levy Increase for Collection in 2023
(Resolution No. 22-05): Approval Recommendation.**

Background

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item (attachment #2).

Recommended action: Board motion to approve Resolution No. 22-05 - Authorizing 2022 Property Tax Levy Increase for Collection in 2023.

Item IV.D.1.d: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2023 (Resolution No. 22-06): Approval Recommendation.**Background**

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2023. A Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item (attachment #3).

Recommended action: Board motion to approve Resolution No. 22-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2023.

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and are stated here again collectively for reference:

- a. **Board motion to authorize the District to use a 4.0% cost of living adjustment per District Personnel Policy 3.15 for the 2023 Budget.**
- b. **Board motion to adopt Resolution No. 22-04 - Adopting the 2023 Budget and Certifying it to the Board of County Commissioners.**
- c. **Board motion to adopt Resolution No. 22-05 - Authorizing a 2022 Property Tax Levy Increase for Collection in 2023.**
- d. **Board motion to adopt Resolution No. 22-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2023.**
- e. **Board Direction to staff.**

Attachment #1**RESOLUTION NO. 22-04**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2023 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2023 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2023 maintenance and operation of the District, which is reflected in the 2023 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2023 Budget to the Board of County Commissioners of Spokane County.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: ADOPTION OF 2023 BUDGET

The Board adopts 2023 Budgets as follows:

General Operating Fund (001-661):	\$ 18,034,500
Capital Projects Fund (008-661):	\$ 6,223,988
Debt Service Fund (005-661)	\$ 1,107,375

Section 2: CERTIFICATION OF 2023 BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2023 Budget (a copy of which is attached hereto as Exhibit A, B and C, and incorporated herein by reference), which includes estimates of the 2023 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A**Spokane County Library District
2023 General Operating Fund Budget****REVENUES**

PROPERTY TAXES	\$	17,229,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(179,000)
CONTRACT CITIES - AIRWAY HEIGHTS		366,000
CONTRACT CITIES - SPOKANE		86,000
FINES & FEES		20,000
E-RATE REIMBURSEMENTS		231,000
GRANTS & DONATIONS		10,000
INTEREST REVENUES AND OTHER		<u>271,500</u>
TOTAL REVENUES BEFORE TRANSFERS		<u>18,034,500</u>

TRANSFERS IN		<u>-</u>
TOTAL REVENUES & TRANSFERS IN	\$	<u><u>18,034,500</u></u>

EXPENSES

SALARIES	\$	8,001,900
FRINGE BENEFITS		2,781,000
SUPPLIES		164,500
UTILITIES, INTERNET & BROADBAND		534,600
SERVICES		1,580,200
LIBRARY MATERIALS		2,200,300
ELECTRONIC LIBRARY MATERIALS		250,000
LIBRARY PROGRAMS		95,000
CAPITAL EXPENDITURES		<u>420,000</u>
TOTAL EXPENSES BEFORE TRANSFERS		<u>16,027,500</u>

TRANSFER TO DEBT SERVICE FUND		1,107,000
TRANSFER TO CAPITAL PROJECTS FUND		<u>900,000</u>
TOTAL EXPENSES & TRANSFERS OUT	\$	<u><u>18,034,500</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$	<u><u>-</u></u>
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Estimated Beginning Fund Balance: January 1, 2023	\$	7,679,100
Net Excess of Revenues over Expenses		<u>-</u>
Estimated Ending Fund Balance: December 31, 2023	\$	<u><u>7,679,100</u></u>

Exhibit B**Spokane County Library District
2023 Capital Projects Fund Budget****REVENUES**

Proceeds from Washington State Department of Commerce Grant	1,950,000
Contribution from City of Spokane Valley	839,000
Proceeds from Capital Campaign Donations	200,000
Transfers in from General Fund	900,000
Interest Income	<u>167,400</u>
TOTAL REVENUES	<u><u>\$ 4,056,400</u></u>

EXPENSES

Construction Costs, Including Sales Tax	\$ 4,953,510
Architect Fees	176,250
Furniture, Fixtures and Equipment	1,000,000
All Other Costs	<u>94,228</u>
TOTAL EXPENSES	<u><u>\$ 6,223,988</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ (2,167,588)</u></u>
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Estimated Beginning Fund Balance: January 1, 2023	\$ 6,514,946
Net Excess of Revenues over (under) Expenses	<u>(2,167,588)</u>
Estimated Ending Fund Balance: December 31, 2023	<u><u>\$ 4,347,358</u></u>

Exhibit C**Spokane County Library District
2023 Debt Service Fund Budget****REVENUES**

Transfer in from General Fund	1,107,000
Interest Income	<u>375</u>
TOTAL REVENUES	<u><u>\$ 1,107,375</u></u>

EXPENSES**State of Washington Certificates of Participation, Series 2022B**

Payments of Principal	725,000
Payments of Interest	<u>382,375</u>
TOTAL EXPENSES	<u><u>\$ 1,107,375</u></u>
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ -</u></u>

Estimated Beginning Fund Balance: January 1, 2023	\$ -
Net Excess of Revenues over (under) Expenses	<u>-</u>
Estimated Ending Fund Balance: December 31, 2023	<u><u>\$ -</u></u>

Attachment #2**RESOLUTION NO. 22-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2022 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2023 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the District actual property tax levy amount from the previous year was \$16,595,883 and

WHEREAS, the population of the District is more than 10,000; and

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 18, 2022, to consider the District's revenue sources for the 2023 current expense budget, pursuant to RCW 84.55.120; and

WHEREAS, the Board, after hearing, and after duly considering all relevant evidence and testimony presented, has determined the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2022 levy to be collected in 2023 in the amount of \$180,959, which is a percentage increase of 1.090% from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, and any annexations that have occurred.

Section 2: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Attachment #3**RESOLUTION NO. 22-06**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2023 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2023 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2022 maintenance and operation of the District, which is reflected in the 2023 Budget adopted by Resolution No 22-04;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing

held October 18, 2022, to consider the District's revenue sources for the 2023 current expense budget, pursuant to RCW 84.55.120;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED
as follows:

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2023
GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2022 property tax levy for collection in 2023 in the amount of \$17,229,000.

Section 2: CERTIFICATION OF 2022 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2022 property tax levy for collection in 2023.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 22-07): APPROVAL RECOMMENDATION

Background

What is a TIF?

Tax Increment Financing (TIF) is a financing tool that local governments in Washington State can use to fund public infrastructure in targeted areas to encourage private development and investment (RCW 39.114). The law allows for the formation and allocates regular property taxes of overlapping local taxing districts generated by increased property tax values within the increment area to the sponsoring entity to finance public improvement costs.

Public improvements eligible for TIF financing include street and sidewalk improvements, utility improvements, parking, terminal and dock facilities, park and ride or other transit facilities, park and community facilities, brownfield mitigation, affordable housing, childcare facilities, maintenance and security and historic preservation costs.

How does a TIF agreement affect the District?

For the duration of the agreement, the District will on an annual basis receive the baseline property tax plus 25% of the District's tax levy derived from any increase in assessed value in the TIF area. The other 75% would be apportioned to the TIF for financing the area's public improvements. Once the agreement ends, the District will receive the full property tax revenue from the increase in assessed value in the area.

Increment Area No. 2022-01

Staff were contacted by attorney Roy Koegen of Public Finance Consultants LLC in early October 2022 regarding the County's interest in establishing a new TIF area north of the Kaiser property in Mead. This new TIF area would be comprised of a portion of a previous TIF area that supported public improvements around the northside Costco.

The term of the TIF agreement would be 30 years. Staff have conducted a financial analysis of the proposed TIF area and have determined that the District's 2023 property tax revenue baseline for the TIF area to be approximately \$31,300. Going forward, the District would received this baseline tax revenue plus 25% of the District's tax levy derived from any increase in assessed value in the TIF area

Trustees were informed of the forthcoming agreement at their October 2022 meeting. Based upon discussion, staff relayed the request that a clause addressing the potential for annexation of the TIF area be included in the agreement, similar to what had been included in a separate 2016 TIF agreement extension amendment. Such a clause is included in the agreement.

The District has been historically supportive of TIF agreements due to the long-term community benefit, and staff recommend approval of this agreement due to those same considerations.

Attached are Resolution 22-07 and the agreement for Increment Area No. 2022-01. District legal counsel have reviewed both of these documents. Also attached is a map showing the boundaries of the proposed TIF area.

Executive Director Patrick Roewe will provide a brief overview of the topic and will be available to answer questions.

Recommended Action: Motion to approve Resolution 22-07: Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 22-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, the Spokane County Library District, Spokane County, Washington (the “Library District”), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington;

WHEREAS, Spokane County, Washington (the “County”), a Class A county, has expressed an interest in forming an increment area in the area comprised of the site of the former Kaiser plant in the County (the “Increment Area”) to finance public improvements using community revitalization financing;

WHEREAS, the County is required to enter into a written agreement for the use of community revitalization financing with taxing districts that levy at least 75% of the regular property tax on property within the proposed Increment Area as a condition to using community revitalization financing;

WHEREAS, the Library District is one of three taxing districts, including the County, with territory in the proposed Increment Area;

WHEREAS, RCW 27.12.212 authorizes the Library District to participate in the financing of such public improvements by entering into a Community Revitalization Financing and Tax Increment Area Agreement (the “Agreement”); and

WHEREAS, the Board of Trustees of the Library District (the “Board”) has determined that creation of the Increment Area and, with certain limits, the corresponding use of community revitalization financing to finance a portion of the costs of those public improvements associated with the Increment Area in the best interest of the patrons and taxpayers of the Library District;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: Approval of Agreement

The Agreement attached hereto as Exhibit “A” is approved.

Section 2: Execution

Each of the Chair of the Board and the Executive Director of the Library District are separately hereby authorized to execute the Agreement on behalf of the Library District.

Section 3: Miscellaneous

Each of the Chair of the Board and the Executive Director of the Library District are separately hereby authorized to execute such other documents and take such actions as are necessary to further accomplish the purposes of the Agreement.

Section 4: Repealer

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, repealed, and shall have no further force or effect.

Section 5: Effective Date

This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15th day of November, 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair

ATTEST:

Patrick Roewe, Secretary
to the Board of Trustees and Executive

Director (S E A L)

CERTIFICATION

I, Patrick Roewe, Secretary to the Board of Trustees of Spokane County Library District, Spokane County, Washington, hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution duly passed and adopted at a regular meeting of the Board of Trustees of Spokane County Library District, duly held at the District's Argonne Library on November 15, 2022, of which meeting all members of such Board had due notice, and at which a majority thereof was present; and that at such meeting such resolution was adopted by the following vote:

AYES, and in favor thereof, Trustees:

NAYS, Trustees:

ABSENT, Trustees:

ABSTAIN, Trustees:

I further certify that I have carefully compared the same with the original resolution on file and of record in my office; that such resolution is a full, true and correct copy of the original resolution adopted at such meeting; and that such resolution has not been amended, modified, or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand on this 15th day of November, 2022.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Patrick Roewe, Secretary to the Board of
Trustees

[S E A L]

EXHIBIT “A”

**COMMUNITY REVITALIZATION FINANCING AND
TAX INCREMENT AREA AGREEMENT**

**COMMUNITY REVITALIZATION FINANCING
AND
TAX INCREMENT AREA AGREEMENT**

This COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (this “Agreement”) is entered into by and between Spokane County Library District, Spokane County, Washington (the “Library District”), Spokane County, Washington (the “County”) and Mead Works Development LLC (the “Developer”) (together, the “Parties”).

W I T N E S S E T H :

WHEREAS, the Library District is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the “State”);

WHEREAS, the County is a Class A county duly organized and existing under and by virtue of the Constitution and the laws of the State;

WHEREAS, pursuant to chapter 39.89 RCW, the County is authorized to use community revitalization financing to finance public improvements within an increment area if certain conditions are satisfied;

WHEREAS, the County desires to form an increment area, the boundaries of which are set forth on Exhibit “A” hereto (the “Increment Area”) to finance the public improvements described on Exhibit “B” hereto (the “Public Improvements”);

WHEREAS, the County is required to enter into a written agreement for the use of community revitalization financing with taxing districts that levy at least 75% of the regular property tax on property within the Increment Area before it may use community revitalization financing;

WHEREAS, the Library District is one of three taxing districts, including the County, with territory in the proposed Increment Area;

WHEREAS, pursuant to chapters 39.34 and 39.89 RCW, the Library District and the County are authorized to fix the duration of this Agreement;

WHEREAS, the Library District and the County have determined it is in the best interest of the Increment Area taxpayers for the Library District and the County to agree to apportion regular property taxes within the Increment Area in the manner set forth in RCW 39.89.070;

WHEREAS, the Library District and the County have determined it is in the best interest of Increment Area taxpayers to affix a duration for this Agreement such that it shall terminate no

later than 30 years from the date the tax allocation revenues generated from the Increment Area are first collected; and

WHEREAS, the Board of Trustees of the Library District adopted Resolution No. 22-07 on November 15, 2022, authorizing the execution of this Agreement;

NOW, THEREFORE, the Library District and the County each mutually agree as follows:

Section 1. The term of this Agreement (the “Term”) shall be for a period of 30 years from the date the tax allocation revenues generated from the Increment Area are first collected.

Section 2. The Library District approves the County’s use of community revitalization financing under RCW 39.89 to finance all or a portion of the cost of the Public Improvements.

Section 3. The Library District and the County each agree to apportion regular property taxes, as that term is defined in RCW 39.89.020, in the manner set forth in RCW 39.89.070(1)(b) until the expiration of the Term of this Agreement or until the County has received \$25,000,000 in tax allocation revenues (as defined in RCW 39.89.020(11)) under this agreement, whichever happens first.

Section 4. In consideration for the Library District consenting to the formation of the Increment Area in accordance with this Agreement, the Developer hereby agrees and covenants that during the Term of this Agreement or until the County has received \$25,000,000 in tax allocation revenues (as defined in RCW 39.89.020(11)) under this Agreement, whichever happens first, the Developer will not, for the property described on Exhibit “A” hereto, consent to annexation, petition for annexation, nor sign a covenant consenting to annexation of such property described on Exhibit “A” hereto, by the City of Spokane. This agreement shall bind purchasers, successors and assigns of the property described on Exhibit “A” hereto, or any part thereof. The Developer further represents that it will not: (a) seek to amend the water service area under the Coordinated Water Services Act for the purposes of receiving City of Spokane water or (b) request the extension of water or sewer utilities from the City of Spokane, for the property described on Exhibit “A” hereto.

Section 5. The Parties agree and understand that a material and substantial part of the consideration for this Agreement is the promise and warranty of the Developer and its successors and assigns that during the Term of this Agreement or until the County has received \$25,000,000 in tax allocation revenues (as defined in RCW 39.89.020(11)) under this Agreement, whichever happens first, it will not petition the City of Spokane to annex the property described on Exhibit “A” hereto, or any part thereof, nor will it support any action by third parties to do so. Any breach of that promise and warranty shall be deemed a default of this Agreement, and the Library District may seek specific performance, injunctive relief and/or damages. The Developer stipulates that its consent to annexation by the City of Spokane during the Term of this Agreement or until the County has received \$25,000,000 in tax allocation revenues (as defined in RCW 39.89.020(11)) under this Agreement, whichever happens first, shall be null and void and without legal authority. The waiver of this right is part of the consideration herein.

Section 6. This Agreement contains all the terms and conditions agreed upon by the parties with respect to the subject matter hereof. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto, other than those imposed by operation of law.

Section 7. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Agreement.

Section 8. This Agreement will be effective only when signed by each of the Parties hereto and then only as of the last date of execution.

IN WITNESS WHEREOF, the Spokane County Library District, Spokane County and the Developer have each executed this Agreement as of the date(s) set forth below.

SPOKANE COUNTY LIBRARY
DISTRICT
Spokane County, Washington

Patrick Roewe, Executive Director

(S E A L)

Date: November 15, 2022

SPOKANE COUNTY, WASHINGTON

Mary L. Kuney, Chair

Al French, Vice-Chair

Josh Kerns, Commissioner

ATTEST:

Ginna Vasquez, Clerk of the
Board of County Commissioners

(S E A L)

Date: _____

MEAD WORKS DEVELOPMENT, LLC

Joe Frank, Manager

Date:_____

STATE OF WASHINGTON

COUNTY OF SPOKANE

ss.

I certify that I know or have satisfactory evidence that Patrick Roewe is the person who appeared before me, and he acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as Executive Director of the Spokane County Library District, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal on this ____ day of _____, 2022.

Print Name:

NOTARY PUBLIC in and for the State of Washington

Residing at:

My commission expires:

STATE OF WASHINGTON

COUNTY OF SPOKANE

ss.

I certify that I know or have satisfactory evidence that Mary L. Kuney is the person who appeared before me, and she acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as Chair of the Board of County Commissioners of Spokane County, Washington, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal on this ____ day of _____, 2022.

Print Name:

NOTARY PUBLIC in and for the State of Washington

Residing at:

My commission expires:

STATE OF WASHINGTON

COUNTY OF SPOKANE

ss.

I certify that I know or have satisfactory evidence that Al French is the person who appeared before me, and he acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as Vice Chair of the Board of County Commissioners of Spokane County, Washington, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal on this ____ day of _____, 2022.

Print Name:

NOTARY PUBLIC in and for the State of Washington

Residing at:

My commission expires:

STATE OF WASHINGTON

COUNTY OF SPOKANE

ss.

I certify that I know or have satisfactory evidence that Josh Kerns is the person who appeared before me, and he acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as a member of the Board of County Commissioners of Spokane County, Washington, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal on this ____ day of _____, 2022.

Print Name:

NOTARY PUBLIC in and for the State of Washington

Residing at:

My commission expires:

STATE OF WASHINGTON

COUNTY OF SPOKANE

ss.

I certify that I know or have satisfactory evidence that Joe Frank, is the person who appeared before me, and he acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as a Manager of the Mead Works Development, LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal on this ____ day of _____, 2022.

Print Name:

NOTARY PUBLIC in and for the State of Washington

Residing at:

My commission expires:

EXHIBIT "A"

TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT

INCREMENT AREA BOUNDARIES AND LEGAL DESCRIPTION

Portions of Sections 4, 8, 9, 16 and 17, Township 26 N, Range 43E, W.M. Spokane County, Washington more particularly described as follows:

That certain Parcel of Land, lying Northerly of the Southerly Right of Way Line of Hawthorne Road, Easterly of the Westerly Right of Way Line of U.S. Highway 2 (Newport Highway), Northerly of the 6.14 acre parcel per Record of Survey, Recorded in Book 173 of Surveys, Page 45, Easterly of the Westerly Right of Way Line of Pittsburg Street, Southerly of the Northerly Right of Way Line of Farwell Road, Westerly of the Westerly Right of Way Line of the North Spokane Corridor Freeway, Northerly and Westerly of the following described Line;

BEGINNING at the Southeast Corner of Tract 6 per record of Survey, Recorded in Book 87 of Surveys, Pages 39 thru 59; thence Westerly along the South Line of said Tract 6 the following (2) two courses;

- 1) N89°43'12"W a distance of 2648.05 feet;
- 2) N89°33'04"W a distance of 2484.01 feet; thence leaving said South line, S39°42'36"W a distance of 111.98 feet to the beginning of a non-tangent curve concave to the Southeast and having a radius of 919.40 feet and a chord bearing and distance of S25°21'40"W, 455.70 feet; thence Southerly along said *curve* through a central angle of 28°41'50" an arc distance of 460.49 feet to the North Line of said Section 16; thence continuing along said curve through a central angle of 10°50'18" an arc distance of 173.92 feet; thence S00°10'27"W a distance of 456.34 feet to the beginning of a tangent curve concave to the Northeast and having a radius of 444.00 feet; thence Southeasterly along said curve through a central angle of 39°48'55" an arc distance of 308.54 feet; thence S39°38'28"E a distance of 514.25 feet to the beginning of a tangent curve concave to the Northeast and having a radius of 444.00 feet; thence Southeasterly along said curve through a central angle of 11°06'51" an arc distance of 86.13 feet; thence S50°45'19"E a distance of 513.24 feet to the beginning of a tangent curve concave to the Southwest and having a radius of 556.00 feet; thence Southerly along said curve through a central angle of 33°58'39" an arc distance of 329.72 feet; thence S16°46'40"E to the South Right of Way Line of Hawthorne Road and the terminus of this Line description.

EXCEPT all Rights of Ways

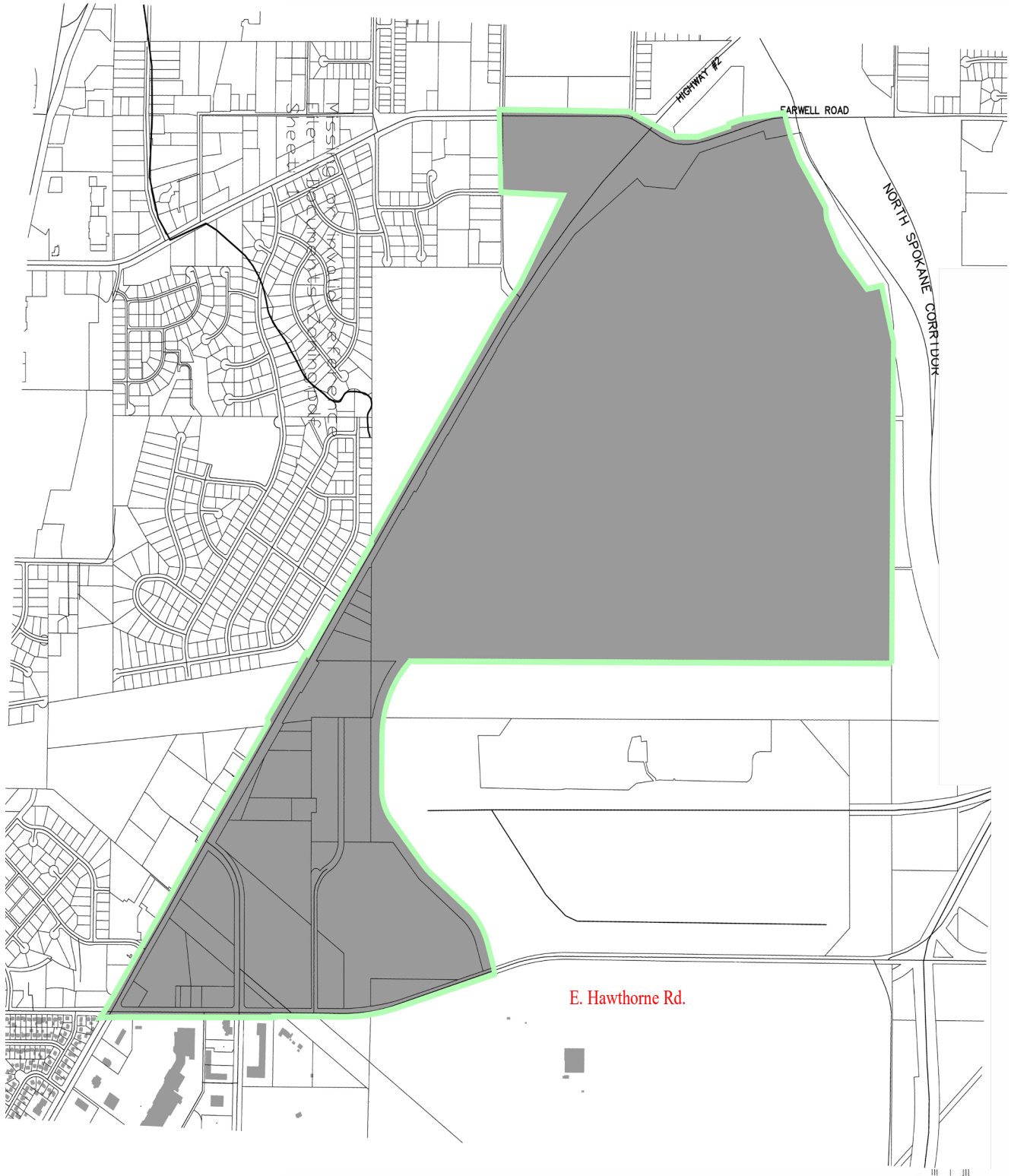
Subject to all easements of Record. Containing 554 Acres more or less

EXHIBIT “B”

TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT

DESCRIPTION OF PUBLIC IMPROVEMENTS

Infrastructure improvements within Increment Area No. 2022-01 that include: (a) street and road construction and maintenance, (b) water and sewer system construction and improvements, (c) sidewalks and street lights, (d) parking and terminal facilities, (e) park and ride facilities of a transit authority, (f) park facilities and recreation areas, (g) stormwater and drainage management systems, (h) permanently affordable housing, and (i) expenditures for any of the following purposes: (1) providing environmental analysis, professional management, planning and promotion of retail trade activities in Increment Area No. 2022-01, (2) providing maintenance and security for common or public areas in Increment Area No. 2022-01, and (3) historic preservation activities authorized under RCW 35.21.395.



HR05 LEAVE

Background

The purpose of this policy is to set forth the District's policies for the accrual and use of District leave and the application of state and federal leave law.

Revisions are limited to sections 5.03 Vacation Leave and 5.04 Sick Leave. All other sections of the policy remain as previously approved by the Board of Trustees.

Revisions to 5.03 Vacation Leave eliminate an arbitrary distinction and provide equal accrual of vacation leave for all eligible employees, regardless of overtime eligibility status. In light of rising salary threshold for overtime exempt workers issued by the Washington State Department of Labor & Industries, these revisions would prevent previously exempt salary bands from seeing a reduction in vacation accrual because of the state-mandated change in eligibility.

Regarding vacation accrual rates, please note that a new full-time employee would accrue 128 hours of vacation in the first year of employment, and that accrual amount would increase by four hours a year before maxing out at 192 hours of vacation in the 16th year of employment. That accrual rate is pro-rated for part-time employees.

Revisions also allow for use of vacation leave immediately, rather than limiting use of this accruing benefit until after the end of the Introductory Period. Staff do not anticipate that either of these changes will have a meaningful operational impact.

Revision to 5.04 Sick Leave add 'mental health care' as a qualifying reason for using sick leave. While mental health has always been a qualifying reason, citing it specifically affirms its status as such for employees.

Staff recommend that these changes be made effective January 1, 2023 in order for the changes in vacation accrual to start with the first of the year and provide time to inform staff and make necessary changes in the payroll system.

The District's legal counsel has reviewed prior iterations of this policy. Overall, the recommended revisions do not represent any substantive changes as it pertains to legal compliance.

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

Human Resources Director Toni Carnell will be available to answer any questions.

Recommended Action: Board motion to approve revisions to the HR05 Leave policy, effective January 1, 2023

POLICY: HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~10/19/2021~~ 1/01/2023

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
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 will begin accruing vacation leave upon hire. Vacation leave may be used after completion of the first payroll period when the accrued leave has been posted.

~~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.

Actual start date and/or Leave without Pay may impact accruals for that pay period.

~~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, mental health care 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.)

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.

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.

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.

POLICY: HR05 – Leave

APPROVAL DATE: 01/01/1982

REVISION DATE: 1/01/2023

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
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 will begin accruing vacation leave upon hire. Vacation leave may be used after completion of the first payroll period when the accrued leave has been posted.

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 shall 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.

Actual start date and/or Leave without Pay may impact accruals for that pay period.

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.

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, mental health care or medical care of:
 - The employee
 - 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.)

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.

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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.

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- **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.

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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:

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- 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.

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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.

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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.

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.

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2022-
JANUARY 2023**

December 20, 2022: Argonne Library – (4:00 p.m.)

- New Spokane Valley Library: Update
- 2022 Budget Amendment (Resolution No. 22-xx): Approval recommendation
- Future Operation of the BookEnd: Discussion
- Customer Privileges and Responsibilities policy: Approval Recommendation
- 2022 Work Plan—Year in Review
- 2023 Work Plan
- 2023 Meeting Schedule/Locations and Policies Review: Approval Recommendation.
- New Spokane Valley Library Public Art: Harold Balazs’s “Figures from Lewis Carroll’s Alice in Wonderland:” Approval Recommendation
- 2023 Board of Trustees’ Officers Election: Action Required.
- Recognition of Retiring Trustee Kristin Thompson (Resolution No. 22-xx): Approval Recommendation.

SPECIAL MEETINGS/ACTIVITIES

2022

TBD Trustee Candidate Interviews

January 17, 2023: Argonne Library – (4:00 p.m.)

- New Spokane Valley Library: Update
- Bulletin Boards and Community-Interest Publications: Policy Review
- Computer, Wireless Network, and Internet Use: Policy Review

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2022**Business Office, Finance and Facilities – Rick Knorr****General Fund**

Financial results through the October 2022 are presented.

Property Tax Revenues:

October is the month that most second half of property tax collections are received. Total collections now thru 10 months are \$15,317,020, 93% of the levy, or very much in line with historical trends through October as shown in the following table.

Percentage Collected Through October	
2018	93.5%
2019	95.5%
2021	93.8%
2022	93.0%

The year 2020 is omitted from the above as it was an anomaly due to pandemic-related due date extensions for tax payments in 2020.

Grant and Donations Revenue:

Grant and donation revenues for 2022 now total over \$120,000 and are comprised of the following items along with their respective purpose. The 2022 budget as adopted only included the after school snack program and a small amount of over the counter donations.

Grant and Donations through Oct 2022	
Wash State LSTA Grant: Purchase of Chromebooks, qty 99	62,924
North Spokane Friends: Childrens Area Furnishings	13,959
Library Build Business Grant: Gale Course, Business Plan Builder Subscription, and the rest unspent	22,114
Medical Lake Friends: Medical Lake Library items, mostly still unspent	6,842
Washington State: After School Snack Program	2,322
Library Foundation: Summer Reading and Writers Conference	3,900
Individual Friends Groups: Summer Reading	3,900
Over the counter donations and other	5,565
	121,526

Note that the first two items on this list were for capital equipment and furnishings and are mentioned in the following section.

Capital Equipment Expenses:

Total capital equipment expenses paid through October 2022 is \$630,486 which is 98% of the budget. The table below details the capital projects undertaken this year along with the projected costs remaining to finish. All projects listed should be completed by the end of this year.

Capital Expenditure:	Amount Paid through Oct 2022	Balance to Finish by Year End	Total Expected by Year End	Amount Budgeted
Security Upgrade Project: Engineering	46,592	3,408	50,000	
Security Upgrade Project: General Contractor	341,801	123,081	464,882	375,000
HVAC Controls Upgrade and Installation: CH,AH,OT	7,329	33,002	40,331	68,900
HVAC Furnace Upgrades: Finish NS	13,426	-	13,426	50,000
Mobile Outreach Vehicle/LINC: Final payments	53,578	-	53,578	70,200
New Chromebook Computers (99), incl charging carts	62,924		62,924	-
IT Capital Equipment	55,076		55,076	50,000
New Childrens Play Area Items for North Spokane	11,730		13,959	-
Reupholstered Public Furniture	14,432		14,432	-
All other office furnishings	23,598		23,598	25,000
	630,486	159,491	792,206	639,100

To elaborate on what is shown above, total capital expenditures will exceed budget at year end for the following two reasons:

1. Purchase of the Chromebooks and the purchase of the North Spokane children's area items were not in the budget but were purchased due to grants and donations received to support those purchases. Thus, the expenses are over budget but so is revenue for an equivalent amount.
2. The security upgrade project is over budget. The total amount of the low bid was \$409,000 not including sales tax, or \$445,400 after sales tax which was more than our budget estimate of 375,000.

Further explanation will be provided during the meeting.

Capital Project Fund

The construction of the new library is progressing very well, so well in fact that the project is nearly a month ahead of schedule, which will create the need for a budget amendment

for the Capital Project Fund next month in the December meeting. The original budget was for total expenditures of \$7,461,000. With two months of construction remaining in 2022, the total expenditures will be over \$8,000,000, thus requiring a formal budget amendment increasing the spending authority for the Capital Project Fund. Further explanation will be provided during the meeting.

The total budget for the new library facility has not changed. It remains within the \$15,133,000 established at the start of construction.

Facilities Report

Security Upgrade Project

Intrusion System: All District facilities have been converted to the new intrusion system.

Access Control: The contractor has been installing wiring to all the card reader locations of the access control system and programming each building's access control modules. The card reader devices continue to be last remaining component still undelivered.

As illustrated in the prior table, the entire security upgrade project, intrusion and access control is expected to be complete and paid in full by the end of this year.

Human Resources – Toni Carnell

Training

Staff Day was held on 10/10, with 135 in attendance. Keynote speaker Chris Crutcher received high praise for his keynote address and all breakout sessions were highly rated. Planning has begun for our next Staff Day on May 12, 2023.

Optional CPR certification training took place on 10/21, with a dozen staff becoming CPR/AED certified.

New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Mobile Services Associate (2)
- Video Production Specialist

Promotions:

- Public Services Associate-Float to Mobile Services Operations Specialist

Transfers

- Public Services Associate
- Public Services Technician to Collection Services Technician

Separations:

- Public Services Associate

Communication & Development – Jane BakerCommunication

Two larger events returned to the District and were the focus of the Communication Department in October. Spokane Is Reading held their first in-person event in two years filling the meeting room at North Spokane with nearly 100 in attendance. Communication Specialist Erin Dodge is the president of the committee. Communication promoted the event and coordinated a live stream via social media. A few days later the Writers Conference was also held at North Spokane with 200 attendees. Sessions were filmed and edited for web and social posting through the end of the year.

Development

The Development Department secured a signed agreement with Safeco-Liberty Mutual Insurance for a \$10,000 sponsorship of a bench in the Plaza of the new Spokane Valley Library. This is a 10-year sponsorship.

Along with a successful Pint Night fundraiser, YaYa Brewing in Spokane Valley continues to raise funds during the fourth quarter 2022 through their Angel Wings program that donates a portion of Angel IPA sales to selected nonprofits.

Operations - Doug Stumbough

For the month of October, a total of 65,595 customers visited our libraries in person, up 8,060 from 57,535 (14%) in September. The total number of 87,100 physical items borrowed by customers in the libraries remained on par with the 87,421 physical items borrowed in September (-311).

Positive Interaction Reports

There are many instances where District staff, services, and programs impact on our customers in sometimes small but encouraging ways. Here are a few examples from this month:

After receiving a library card, a new Airway Heights customer commented on the James Webb Telescope display created by Moran Prairie library staff. He said that he was an astronomy professor and when he walked by the display, he was so impressed he had to read it and then thank the Moran Prairie staff for sharing the amazing display.

Cheney took a call from Ruth of Slightly West of Spokane Studio Tour, who wanted to confirm the meeting room was reserved for their annual art show later this fall. She also thanked the Cheney Library for always being a wonderful partner for their event, complemented the staff for always being fabulous to work with, and said the show at the Cheney Library is a cornerstone of their group's events.

A regular customer at North Spokane dropped off a thank you card and some art for Public Services Associates Chris V. and Chris H. The card read: "The Dynamic Chris Duo, Thank you both so much for your help today with finding books, downloading the app, paying fines, and most importantly sharing your kindness and joy! You both are so wonderful. You have made such a lasting impact on my life and my boys. You truly radiate

what it means to be a loving community member. I am beyond thankful for your influence and presence in our lives! Until next time. All our love, Keleigh, Cade, and Emmett."

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we are focusing on **OverDrive (digital)** titles for all ages 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 for the month:

- Popular **OverDrive** titles October:
 - **Audiobook checkouts:**
 - *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo (91)
 - *The Last Thing He Told Me* by Laura Dave (75)
 - *The 6:20 Man* by David Baldacci (71)
 - **Ebook checkouts:**
 - *Sparring Partners* by John Grisham (65)
 - *The Last Thing He Told Me* by Laura Dave (60)
 - *Verity* by Colleen Hoover (59)
 - **Audiobook holds** as of November 1:
 - *I'm Glad My Mom Died* by Jennette McCurdy (102)
 - *The Boys from Biloxi* by John Grisham (95)
 - *Where the Crawdads Sing* by Delia Owens (90)
 - **Ebook holds** as of November 1:
 - *It Starts with Us* by Colleen Hoover (125)
 - *The Boys from Biloxi* by John Grisham (117)
 - *Long Shadows* by David Baldacci (91)
- Popular **Adult Physical Book** titles October:
 - Checkouts:
 - *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo (81)
 - *Apples Never Fall* by Liane Moriarty (54)
 - *The Woman in the Library: A Novel* by Sulari Gentill (42)
 - Holds:
 - *The Boys from Biloxi* by John Grisham (44)
 - *Treasure State: A Cassie Dewell Novel* by C.J. Box (33)
 - *Long Shadows* by David Baldacci (30)

Spokane Is Reading Presents Kate Lebo

The 2022 Spokane Is Reading title selection was *The Book of Difficult Fruit: Arguments for the Tart, Tender, and Unruly (with recipes)* by Kate Lebo, an award-winning author and baker from Spokane. Two free Spokane Is Reading presentations were held on October 26, the first in-person Spokane Is Reading events since 2019. The 1pm presentation at

the North Spokane Library had 72 people in attendance, and the 7pm presentation at Spokane Public Library's Central Library saw an audience of 114. The author was very engaging, and both presentations were well received with audience members asking good questions. Lebo won the 2022 Washington State Book Award for Creative Nonfiction for her 2021 release *The Book of Difficult Fruit* with the winners being announced on September 13. The book is available in physical and digital formats with District customers availing themselves of these options as seen above.

**COLLECTION MONTHLY REPORT
OCTOBER 2022**

	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	46,975	43,935	7%
Interlibrary Loan Total	5,154	4,479	15%
Overdrive			
Total Checkouts	695,447	636,160	9%
Total Holds	214,990	194,852	10%
hoopla			
Total Checkouts	29,408	27,477	7%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	310,371	302,845	2%
Nonprint	76,477	75,377	1%
Overdrive	141,640	124,006	14%
Grand Total	528,488	502,228	5%

NOTES: 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 2023 budget and new Spokane Valley Library project, along with other agenda items for this month's meeting. Brief updates on a few other items are as follows:

Electric Vehicle Charging Stations Update

Following Board approval of the Easement for Electric Vehicle Charging Station in July 2022, infrastructure work began at Moran Prairie this month, with the last of the concrete work to be finished in November. After landscapers patch the area, work will stop till March when the large electrical equipment and charger arrives. It is currently backordered from Italy.

Avista staff completed a preliminary visit at North Spokane and will submit a site plan with easement information for Board consideration and potential approval in the coming weeks.

Upcoming Trustee Vacancy

The conclusion of Trustee Kristin Thompson's second term will be December 31, 2022. 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.

Service Milestone Presentations

I had the opportunity to present service pins to one employee reaching a service milestone in October. These service pins are presented to staff for every five years of employment with the District. Congratulations to Shannon McMinn on 15 years of service.

Operations Report October 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We kicked off the month with a Shred Day event at North Spokane and Spokane Valley. 263 individuals dropped off personal documents to be securely destroyed.
- Librarians Amanda Carpentier and Janet Hacker-Brumley joined me in representing the District at the Access Spokane Job Fair. We talked about employment opportunities with the library, online resources for job seekers, and signed people up to receive job alerts when new positions are posted.
- The Hispanic Business Professional Association presented, in Spanish, a business workshop for the Latinx and Hispanic community. Topics covered included the importance of professionalism in the workplace, employee management, and Washington State labor laws. 20 people attended.

Early Learning (Mary Ellen Braks)

- This month we had 64 storytimes with an attendance of 1,280.
- Our childcare visits started up in full swing this month. We provided 47 storytimes to 687 children at 20 centers.
- This month I held storytime training sessions for staff on creating a last minute storytime when they need to fill in for another staff member.
- Our Early Learning team attended the first Early Learning Fellows session of the year. This group is facilitated by NEWESD 101 and focuses on best practices for working with and teaching young children.

Education and Enrichment (Gwendolyn Haley)

- The SCLD Online Authors Series for the month of October featured three authors:
 - The Diamond Eye: Author Talk with Kate Quinn, Acclaimed Best Selling Author
 - Where The Children Take Us: Author Talk with Zain E. Asher, CNN International Anchor and Memoirist
 - Not Nice: Stop People Pleasing, Staying Silent, & Feeling Guilty with Dr. Aziz Gazipura - Best Selling Author and Leading Expert on Social Confidence
- During the month, 85 customers registered for the event, and about half watched it live. 647 customers viewed the archived talks.
- Online Book Club begin the last book of the year, *The Woman in the Library* a thriller by Sulari Gentill. We will be reading and discussing the book in online forums until the end of December. Readers can access the book electronically through Freading, or check it out from our library.
- *The Spokane Writers Conference* (sponsored by the Library Foundation of Spokane County) returned to the North Spokane Library after a 2-year hiatus. 225 people registered for at least one of the 16 sessions offered, in person and online. The day of the event, the library bustled between the sessions. 12 of

the 16 sessions were recorded and will be available until the end of the year to view.

- October saw the return of some favorite programs. We are partnering with Seth Woodard Elementary for a *Prime-Time Family Reading* program, in person at the Argonne Library. Lego programs are back in the libraries with passive weekly *Lego Free Play* drop-in activities and a more structured “*Building with Books: LEGO Challenge*. Families celebrated Halloween with us at *Slightly Spooky Celebrations*. 225 people attended to play games, share stories, and craft activities. Other programs included *Blacksmithing*, *Introduction to Tatting*, *Seed Saving*, and a variety of STEM programs.
- We also launched some new program initiatives in October and will be working on growing them over the next few months. North Spokane has a new *Memory Café* that meets on Tuesdays from 11am-12:30pm. At Spokane Valley Library, a *Teen Leadership Council* launched, creating an opportunity for teens in the Greater Spokane Valley.
- We partnered with the INW Dyslexia Association to highlight Dyslexia Awareness month in October through library displays, a guest blog, and a program at the North Spokane Library.

Digital Projects and Resources (Carlie Hoffman)

- Work continues setting up Aspen, our public catalog enhancement overlay.
- Request for Proposal for Website Development submissions are under review. A matrix is being finalized and scoring will begin soon.
- Forms on our website are being updated using software that will allow us to create, edit, and update forms more easily.

Information Technology (Patrick Hakes)

- Quarterly website updates and resolution of several issues.
- Installed mobile routers into Mobile Services vehicles and configured Site-to-Site VPN access for secure connections.
- Continued rollout of Chromebooks.

Mobile Services (Danielle Marcy)

- Storytimes to childcare and ECAEP classrooms have resumed.
- A resident of Applewood expressed gratitude to the Mobile Service team for bringing a list of recommended artists to expand his listening experience.

Library Reports

Airway Heights: Autrey Jeske

- Families enjoyed our *Spooky Celebration* program, making bats, pom-pom monsters, and partaking in the scavenger hunt.

Argonne: Amy Fair

- Amy and Librarian Janet Hacker-Brumley worked with the Spokane Regional Domestic Violence Coalition to get materials for Domestic Violence Action Month (October) into the library. We had bookmarks, a book display and

customers wrote a message of hope or support to local victims and survivors of domestic violence.

- Friends of the Argonne Library held a successful booksale in October.
- Those that attended the *Slightly Spooky Celebration* enjoyed the crafts, games, and scavenger hunt.

BookEnd: Stacy Loberg

- We got a puzzle table set up and customers enjoy working on it while visiting.

Cheney: Jonathan Melcher

- At the *Cheney Merchants Association Drive Through Trick or Treat* event we handed out all our craft bags. In two hours, we interacted with 455 people
- At the *Cheney Trick or Treat Trail*, put on by Cheney Parks & Recreation, stories were read for well over two hours and interacted with 275 people

Deer Park: Jacob O'Doherty

- The *STEM Ozobots* were a big success this month, and parents and kids alike have told us that they are excited to continue with the program.
- Snack Time saw a brief return to pre-covid numbers with 40 kids participating in a single day.
- *Pumpkin Lane* was a blast, and 1800 kids celebrated with a bookmark and color changing pencils from the District.

Fairfield: Kristy Bateman

- Attendees enjoyed the *Spooky Celebration* and the crafts, games, and scavenger hunt.

Medical Lake: Cecelia McMullen

- "You guys got the best deal in town" said a customer after complaining about price increases. People continuously rave about our free services, especially printing and audiobooks.
- Our community met the *Medical Lake High School Robotics Team* at the Library. Students demonstrated competition robots, did a STEM activity, and had a picture booth.
- Playing golf between the stacks was a favorite activity at our popular *Slightly Spooky Celebration*.

Moran Prairie: Caitlin Wheeler

- Families enjoyed bowling, scavenger hunts, making creature headbands, and more at our *Spooky Celebration*.
- The display case this month featured beadwork and cedar work by artisans from several tribes with ancestral lands within the Inland Northwest. Display pieces were generously loaned by PSA Kathleen.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted the afternoon session of this year's *Spokane is Reading* event, with local author Kate Lebo, who read from her

book *The Book of Difficult Fruit*. About 70 community members attended the afternoon event.

- North Spokane also hosted the District's 6th *Annual Spokane Writers Conference*.

Otis Orchards: Stacy Loberg

- Otis Orchards Elementary School visited the library for a tour and activity! We had about 90 3rd and 4th graders!
- We had three events happen at the library for the month of October: *Jerky Making, Seeding Saving and Slightly Spooky Storytime*.

Spokane Valley: Danielle Milton

- Spokane Valley staff continued to get back out into the community by attending various events such as the Spokane Valley Fire Department's Open House and a Fall Family Festival, in addition to connecting with a group from Mica Peak High School, Summit School and a homeschooler group.
- We had three programs conducted in Spanish this month which were all very well attended.

District-wide Information

Security Incident Reports

For October 2022, there were 24 Security Incidence Reports filed. Ten less than last month, September 2022 (34) and five less than September 2021 (29). Spokane Valley had the most incidents reported (10). The most frequently reported incidents related to General Code of Conduct Violations (8).

Public Use Measures

October 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	118,785	106,151		12%
Door count	65,618	59,955	654,897	51%
Items Borrowed	192,928	63,493	724,802	9%
• Airway Heights	2217	2189	22134	14%
• Argonne	7117	7314	74668	18%
• Cheney	6439	6626	72887	23%
• Deer Park	6557	8159	63665	0%
• Fairfield	392	476	4968	-13%
• Medical Lake	2467	1905	22589	34%
• Mobile Services	1443		12730	
• Moran Prairie	13105	10382	139898	54%
• North Spokane	22762	24610	237441	16%

• Otis Orchards	2738	2505	26440	9%
• Spokane Valley	21027	21147	227652	25%
• The BookEnd	836	1051	9207	-13%
• Digital	21,341	18,190	214,990	10%
• Totals	158458	150165	1642583	17%
Programs				
• Number	222	36	911	199%
• Attendance	6,834	3,688	27,588	182%
Internet Station Use (%)	17.5%	17.7%	19.9%	
Meeting room bookings	336	132	2,678	1929%
Digital Resource Use	138,441	180,710	1,551,013	-16%

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.*



Agenda Item VI.D.

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Ten Months Ended October 31, 2022

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; text-align: center;"> Target 83.3% </div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 15,317,020	\$ 16,429,500	93.23%	\$ 1,112,480
CONTRACT CITIES - AIRWAY HEIGHTS	269,729	357,000	75.55%	87,271
CONTRACT CITIES - SPOKANE	46,797	91,000	51.42%	44,203
FINES & FEES	111,851	59,000	189.58%	(52,851)
GRANTS & DONATIONS	121,526	7,000	1736.09%	(114,526)
E-RATE REIMBURSEMENTS	235,026	231,000	101.74%	(4,026)
LEASEHOLD & TIMBER TAX, REBATES, OTHER	44,114	28,000	157.55%	(16,114)
INTEREST REVENUES	50,459	62,000	81.39%	11,541
TOTAL REVENUES	\$ 16,196,521	\$ 17,264,500	93.81%	\$ 1,067,979
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 16,196,521	\$ 17,264,500	93.81%	\$ 1,067,979
EXPENSES				
SALARIES	\$ 6,069,453	\$ 7,409,000	81.92%	\$ 1,339,547
FRINGE BENEFITS	2,053,681	2,504,400	82.00%	450,719
SUPPLIES	131,952	194,700	67.77%	62,748
UTILITIES	447,171	521,300	85.78%	74,129
SERVICES	1,241,717	1,466,000	84.70%	224,283
INSURANCE	83,421	75,000	111.23%	(8,421)
CAPITAL EQUIPMENT	630,486	639,100	98.65%	8,614
LIBRARY MATERIALS	1,702,845	2,113,000	80.59%	410,155
ELECTRONIC LIBRARY MATERIALS	217,490	250,000	87.00%	32,511
LIBRARY PROGRAMS	94,152	92,000	102.34%	(2,152)
TOTAL EXPENSES	\$12,672,367	\$15,264,500	83.02%	\$ 2,592,133
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 14,672,367	\$ 17,264,500	84.99%	\$ 2,592,133
Net Excess of Revenues Over/(Under) Expenses	\$ 1,524,154	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	1,524,154			
ENDING CASH	\$ 9,263,559			
Number of months cash on hand	7.3			



Agenda Item VI.D.

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the ten months ended October 31, 2022**

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ 9,004,428	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	-	1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	-	200,000
Interest Earnings	86,438	55,000
TOTAL REVENUES	<u>9,090,866</u>	<u>12,086,000</u>
Transfers In	2,000,000	2,000,000
TOTAL REVENUES & TRANSFERS IN	<u>11,090,866</u>	<u>14,086,000</u>
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 5,591,694	\$ 6,838,000
Architect Fees	371,529	395,000
Owners Rep, Permits and All Other	172,361	228,000
TOTAL EXPENSES	<u>6,135,584</u>	<u>7,461,000</u>
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ 4,955,282</u>	<u>\$ 6,625,000</u>
 BEGINNING CASH	\$ 3,879,164	
NET FROM ABOVE	<u>4,955,282</u>	
ENDING CASH	<u>\$ 8,834,446</u>	

Spokane County Library District
Capital Projects Fund
Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	Total
Total Through Start of Construction	-	756,787	136,408	893,195
<i>APRIL</i>		51,560	9,046	60,606
<i>MAY</i>	372,119	13,563	42,037	427,719
<i>JUNE</i>	502,849	26,552	13,491	542,892
<i>JULY</i>	515,008	26,563	8,303	549,874
<i>AUGUST</i>	685,955	22,142	12,308	720,405
<i>SEPTEMBER</i>	2,148,129	17,284	11,454	2,176,867
<i>OCTOBER</i>	<u>1,367,635</u>	<u>24,298</u>	<u>8,497</u>	<u>1,400,430</u>
	<u>5,591,695</u>	<u>938,749</u>	<u>233,047</u>	<u>6,771,988</u>
<i>Percentage Completed</i>	44%	82%	17%	45%
Balance to Finish	7,041,491	211,251	1,121,634	8,365,879