



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

December 17, 2024 4:00 p.m.

Argonne Library, 4322 N Argonne Rd, Spokane

### AGENDA

**Remote Attendance:** To attend the meeting remotely via the internet: <https://sclid-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:** In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. 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.sclid.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
  - A. Approval of [November 19, 2024 Meeting Minutes](#)
  - B. Approval of [November 2024 Payment Vouchers](#)
  - C. Unfinished Business
    - 1. [2024 Budget Amendment \(Resolution No. 24-05\)](#): Approval Recommendation
    - 2. [2024 Work Plan – Year in Review](#)
  - D. New Business
    - 1. [2025 Work Plan](#)
    - 2. [2025 Board Meeting Schedule \(Resolution No. 24-06\)](#): Approval Recommendation
    - 3. [2025 Meeting Content Review](#)
    - 4. [2025 Board of Trustees’ Officers Election](#): Action Required
    - 5. [Personnel Policies](#): Approval Recommendation
      - a. [HR01 Inclusion Statement](#)
      - b. [HR02 Hiring & Employment](#)
      - c. [HR03 Compensation](#)
      - d. [HR04 Benefits](#)
      - e. [HR05 Leave](#)
      - f. [HR06 Employee Conduct](#)
      - g. [HR08 Equal Employment Opportunity](#)
      - h. [HR09 Whistleblower](#)
      - i. [HR12 Searches & Inspections](#)
      - j. [HR14 Rest Periods, Meal Periods, & Break Time for Nursing Mothers](#)
      - k. [HR16 District-Provided Equipment](#)
- 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.***

December 17, 2024

## **BOARD OF TRUSTEES MEETING MINUTES: November 19, 2024**

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 the Argonne Library, Tuesday, November 19, 2024 at 4:00pm.

**Present:** Jessica Hanson – Chair  
Jon Klapp – Vice Chair  
Ellen Clark – Trustee  
Robert Paull – Trustee  
Patti Stauffer - Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Jane Baker (Communications and Development Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), Toni Carnell (Human Resources Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), and five (5) members of the public.

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

**Agenda Approval (Item II)** Trustee Patti Stauffer moved and Trustee Robert Paull seconded the approval of the meeting agenda.

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

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

**Approval of October 15, 2024 Regular Meeting Minutes (Item IV.A)** Chair Hanson called for any corrections to the October 15, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written. There was no further discussion.

**Approval of October 2024 Payment Vouchers (Item IV.B)** Vice Chair Jon Klapp moved and Trustee Paull seconded the October 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
October – GF	0062664 – 0062752 and W001589 – W001607	\$898,538.44	\$898,538.44
	PR10102024 and PR10252024	\$516,344.34	\$516,344.34
		Total	\$1,414,882.78

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

**Unfinished  
Business  
Airway Heights:  
Potential  
Interlocal  
Agreement  
Amendment:  
Approval  
Recommendation  
(Item IV.C.1)**

Executive Director Patrick Roewe presented updates to the interlocal agreement amendment with the City of Airway Heights. Updates included revisions from the City of Airway Heights attorney and that the ILA amendment would only be the first step in this project. Discussion ensued about the appraisal of the parcels, the District attorney review of the new revisions, and next steps. Trustee Paull moved and Trustee Stauffer seconded the approval of the Interlocal Agreement Amendment with the City of Airway Heights as revised.

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

**Unfinished  
Business  
Award Contract:  
Architect and  
Engineering  
Services:  
Approval  
Recommendation  
(Item IV.C.2)**

Finance Director Jason Link presented information of the recent RFP for Architect and Engineering Services for the District buildings HVAC systems. Discussion ensued about the six responses the District received, the evaluation team and scoring categories, and how the contract would work. Trustee Stauffer moved and Vice Chair Klapp seconded the approval to award the Architect and Engineering Service contract to Integrus Architecture PS.

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

**Unfinished  
Business  
Award Contract:  
Grounds  
Maintenance and  
Snow Removal  
Services:  
Approval  
Recommendation  
(Item IV.C.3)**

Finance Director Link presented information of the recent RFP for Grounds Maintenance and Snow Removal Services. Discussion ensued about the District receiving one response, the increase of 5% over the current rate, and how the contract is written. Vice Chair Klapp moved and Trustee Paull seconded the approval to award the Grounds Maintenance and Snow Removal Services to Greenleaf.

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

**New Business  
2025 Budget: Cost  
of Living  
Adjustment  
(COLA) for 2025:  
Approval  
Recommendation  
(Item IV.D.1.a)**

Finance Director Link reviewed changes from the preliminary budget presented at the October meeting to the final budget being presented. Discussion ensued about the final numbers for property tax revenue, adjustments to total revenue, expense changes because of revenue changes, and no changes to payroll costs first presented in October. Discussion also ensued about the reduction of the 2025 budget expenditures due to plans to use unspent funds from the 2024 budget to initiate a computer hardware replacement project this year.

Trustee Paull moved and Vice Chair Klapp seconded the approval of a 4% COLA to be used in the final budget.

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

**New Business  
2025 Budget:  
Adopting a 2025  
Final Budget and  
Certifying it to the  
Board of County  
Commissioners  
(Resolution No.  
24-02): Approval  
Recommendation  
(Item IV.D.1.b)**

Discussion ensued about appreciation for the work staff puts into the presentations of budgets and use of resources. Vice Chair Klapp moved and Trustee Paull seconded that Resolution No. 24-02 Adopting a 2025 Final Budget and Certifying it to the Board of County Commissioners, be adopted.

**RESOLUTION NO. 24-02**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2025 BUDGET;  
CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2025 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

**New Business  
2025 Budget:  
Authorizing 2024  
Property Tax Levy  
Increase for  
Collection in 2025  
(Resolution No.  
24-03): Approval  
Recommendation  
(Item IV.D.1.c)**

Trustee Stauffer moved and Trustee Ellen Clark seconded that Resolution 24-03, Authorizing 2024 Property Tax Levy Increase for Collection in 2025, be adopted.

**RESOLUTION NO. 24-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2024 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2025 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**New Business  
2025 Budget:  
Levying the  
Regular Property  
Taxes for SCLD for  
Collection in 2025  
(Resolution No.  
24-04): Approval  
Recommendation  
(Item IV.D.1.d)**

Trustee Clark moved and Vice Chair Klapp seconded that resolution 24-04, Levying the Regular Property Taxes for SCLD for Collection in 2025, be adopted.

**RESOLUTION NO. 24-04**

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 2025 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2025 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY

COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER  
MATTERS  
PROPERLY RELATING THERETO.

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

**New Business  
2025 Budget:  
Board Direction  
to Staff  
(Item IV.D.1.e)**

Executive Director Roewe informed the board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor's Office.

There was no further discussion.

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

Chair Jessica informed the board of the addition of a 2024 budget resolution to the agenda for December. Discussion ensued about the need for the resolution. Discussion also ensued about the meeting content review that will happen in December for 2025 Board of Trustees meetings, and the post-pandemic data analysis Vice Chair Klapp had requested at a previous meeting.

There was no further discussion.

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

Chair Hanson informed the board that Trustee Clark was reappointed for a second term. Trustee Stauffer commented on how well the North Spokane Library was managed on election day for ballot drop offs.

There was no further discussion.

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

Executive Director Roewe shared plans for next month's meeting. He also informed the board that officer elections will take place at the December meeting. Communications and Development Director Jane Baker informed the board that STCU has agreed to a 5-year sponsorship of LINC. Discussion ensued about new wrapping on the LINC to represent this sponsorship, STCU being recognized in District communications, and the planned presence of LINC at STCU events. Executive Director Roewe also called attention to a letter received regarding the Memory Café.

There was no further discussion.

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

Operations Director Doug Stumbough presented the board with data related to the ballot drop boxes at each District location. Discussion ensued about the Election Department having sole responsibility of the ballot boxes, how many ballots were dropped off at each location, and an upcoming review of the box locations. Discussion ensued about the surge in new cardholders at the Fairfield Library.

There was no further discussion.

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

Finance Director Link provided a report of revenues and expenditures for October 2024 prior to the meeting.

There was no further discussion.

**Adjournment  
(Item VII)**

Chair Hanson adjourned the meeting at 5:18pm. The next Board Meeting is scheduled for Tuesday, December 17, 2024 at the Argonne Library.

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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,237,246.09 for the general fund, \$0.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: November 30, 2024




SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: Finance Director

TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062753	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	6,011.63
0000062754	ByWATER SOLUTIONS	SOFTWARE SUPPORT	17,850.00
0000062755	CAMTEK INC.	SECURITY & SAFETY	147.02
0000062756	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000062757	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	281.76
0000062758	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	652.97
0000062759	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	104.27
0000062760	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	557.55
0000062761	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,958.46
0000062762	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062763	THE FIG TREE	LIBRARY MATERIALS	150.00
0000062764	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	977.18
0000062765	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	6,016.35
0000062766	INFOBASE	ELECTRONIC LIBRARY SERVICES	3,392.75
0000062767	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,485.97
0000062768	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,849.14
0000062769	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	29,555.38
0000062770	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,592.42
0000062771	SPOKANE SCORE 0180	LIBRARY PROGRAMS	800.00
0000062772	SPRINGSHARE LLC	SOFTWARE SUPPORT	2,874.00
0000062773	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,279.80
0000062774	TIMBERLAND REGIONAL LIBRARY - ILL	ILL	2.00
0000062775	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,700.54
0000062776	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,022.57
0000062777	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	136.23
0000062778	WITHERSPOON BRAUCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,397.50
0000062779	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - INTERPRETOR	618.57
0000062780	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062781	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	32.88
0000062782	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	205.59
0000062783	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.43
0000062784	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	285.74
0000062785	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	89.40
0000062786	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	2,052.00
0000062787	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,229.56
0000062788	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000062789	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	554.41
0000062790	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,015.23
0000062791	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,739.65
0000062792	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	20.26
0000062793	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,812.54
0000062794	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	327.64
0000062795	MINUTEMAN PRESS	LIBRARY PROGRAMS	256.14
0000062796	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	973.70
0000062797	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,396.63
0000062798	VALLEY GLASS (CRJW)	BLD MAINTENANCE - AR MAIN DOOR ADA OPENER	4,138.20
0000062799	WAPRO - WASH. ASSOC. OF PUBLIC RECORDS OFFICERS	DUES & MEMBERSHIPS	25.00
0000062800	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,752.07
0000062801	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000062802	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - INTERPRETOR	173.10
0000062803	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,889.53
0000062804	ARZOO ARIAN	LIBRARY PROGRAMS	150.00
0000062805	KELLY CHADWICK	LIBRARY PROGRAMS	150.00
0000062806	CHICAGO DISTRIBUTION CENTER	LIBRARY MATERIALS	80.55
0000062807	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	248.65
0000062808	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	490.06
0000062809	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	70.00
0000062810	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	946.64
0000062811	ANNA HURD	REFUNDS OF LOST PAID	15.00
0000062812	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,251.81
0000062813	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	870.00
0000062814	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	648.62



0000062815	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	900.00
0000062816	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,734.10
0000062817	ERIN NELSON	LIBRARY PROGRAMS	1,500.00
0000062818	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	69.00
0000062819	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	28,878.31
0000062820	MEGAN PERKINS	LIBRARY PROGRAMS	600.00
0000062821	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	676.00
0000062822	MINUTEMAN PRESS	OFFICE SUPPLIES	402.72
0000062823	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	489.40
0000062824	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	225.80
0000062825	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	614.37
0000062826	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,891.15
0000062827	WASHINGTON STATE UNIVERSITY	ILL SERVICES	265.00
0000062828	JULIE ZINK	LIBRARY PROGRAMS	150.00
0000062829	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	156.92
0000062830	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - INTERPRETER	198.74
0000062831	ABSOLUTE BACKGROUND SEARCH INC	BACKGROUND CHECKS	251.25
0000062832	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	367.67
0000062833	AVISTA UTILITIES	MONTHLY UTILITIES	10,033.02
0000062834	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	19.38
0000062835	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	259.68
0000062836	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	749.71
0000062837	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	85.55
0000062838	DELL MARKETING L.P. C/O DELL USA LP	HARDWARE LICENSING AND SUPPORT	5,645.19
0000062839	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,189.23
0000062840	EDNETICS	HARDWARE LICENSING AND SUPPORT	4,603.38
0000062841	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	913.46
0000062842	DAVID OLSON	REFUNDS OF LOST PAID	32.00
0000062843	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	4,964.01
0000062844	SOFTWARE ONE, INC	SOFTWARE SUPPORT	22.11
0000062845	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062846	SPOKANE SCORE 0180	LIBRARY PROGRAMS	400.00
0000062847	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	280.09
0000062848	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	749.44
0000062849	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	409.71
0000062850	UPS	SHIPPING	20.49
0000062851	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,599.18
W000001608	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	94,785.47
W000001609	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001610	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.75
W000001611	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,864.33
W000001612	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	538.96
W000001613	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	318.32
W000001614	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,927.45
W000001615	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	79,186.14
W000001616	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001617	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,112.75
W000001618	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,792.54
W000001619	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	515.43
W000001620	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
	<b>Total Non-Payroll General Operating Fund</b>		\$ 692,608.28
	<b>PAYROLL VOUCHERS</b>		
11082024 PP21	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #21	\$ 291,688.46
11252024 PP22	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #22	252,949.35
	<b>Total Payroll General Operating Fund</b>		\$ 544,637.81
	<b>TOTAL GENERAL OPERATING FUND</b>		\$ 1,237,246.09

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>TOTAL CAPITAL PROJECT FUND</b>		\$ -

**DEBT SERVICE FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>TOTAL DEBT SERVICE FUND</b>		\$ -

**October 2024 / November 2024**  
**Paid in November 2024**  
**Voucher # 62826**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 4,434.91
<b>Maintenance</b>	\$ 2,289.14
<b>Travel</b>	\$ 3,936.78
<b>Acquisitions</b>	\$ 5,032.40
<b>Information Technology</b>	\$ 523.31
<b>Mobile Services</b>	\$ 674.61
<b>General Fund Purchases</b>	\$ 16,891.15

*Top Individual Charges*

Amazon	Total all material purchases from Amazon	4,334.41
Pens.com	SCLD Bags for Book Sales	1,906.73
Hootsuite Inc	Advertising Annual Renewal	1,293.73
Home Depot	Maintenance Supplies	1,380.63

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## 2024 Budget Amendment

### Background

#### Budget Authorization

Resolution #23-04 established the budget for the 2024 year for the General Fund, Capital Projects Fund, and the Debt Service Fund. The grand total expenses and transfers-out established by this resolution, in accordance with RCW 27.12.240, cannot be exceeded without prior approval of the Board of Trustees, generally in the form of a budget amendment.

#### General Fund Budget Amendment

Total general fund expenses have been very close to budget throughout the entire fiscal year.

As shown in the fiscal report for November 2024, total expenditures for the General Fund through eleven months is 89.4% of budget, or less than the 91.7% expected for year-to-date expenditures through November. With one more month of typical operating expenditures remaining, it is expected that total expenses and transfers out will be less than the current appropriation of \$18,585,500.

The District desires to reclassify certain operating expenditures and transfer classifications within the General Fund to accommodate current year operational needs.

The District has transferred funds to the Debt Service Fund in prior years sufficient to meet the current year debt service obligations. The District desires to reclassify the current year General Fund transfer from the Debt Service Fund to the Capital Project Fund in order to fund anticipated costs associated with the Argonne heating, ventilation, and air conditioning project in 2025 that is forecasted to exceed that year's budgeted operating transfer.

#### Capital Project Fund Budget Amendment

The Capital Project Fund accounts for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

The amount of construction work anticipated in 2025 is forecasted to exceed the current year transfer-in resulting in a decrease in fund balance. The District is proposing to increase the transfer-in for 2024 from \$600,000 to \$1,599,000 to provide additional resources to stabilize the fund for projects in future years.

#### Debt Service Fund Budget Amendment

The Debt Service Fund accounts for financial resources that are restricted, committed or assigned to expenditures for principal, interest, and related costs on general long-term debt.

The District has pre-funded the debt expenditures for the current fiscal year and therefore a transfer in 2024 is not necessary to meet the current obligations. The District is proposing to

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decrease the transfer-in for 2024 from \$1,110,000 to \$0 to provide additional resources to the Capital Project Fund.

**Recommended Action:** Board motion to approve Resolution No. 24-05, Amending the 2024 Budget.

**RESOLUTION NO. 24-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING AN AMENDMENT TO THE 2024 BUDGET; 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 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 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2024 through Resolution 23-04 for the General Fund, the Capital Projects Fund, and the Debt Service Fund;

WHEREAS, RCW 27.12.240 dictates the Board shall not make expenditures in any year in excess of the amount of money appropriated for library purposes.

WHEREAS, the District desires to reclassify certain operating expenditures and transfer classifications within the General Fund to accommodate current year operational needs;

WHEREAS, the District has transferred funds from the General Fund to the Debt Service Fund in prior years sufficient to meet the current year debt service obligations. The District desires to reclassify the current year General Fund transfer to the Debt Service Fund to the Capital Project Fund in order to fund anticipated costs associated with the Argonne heating, ventilation, and air conditioning project in 2025 that are forecasted to exceed that year's budgeted operating transfer;

WHEREAS, the Capital Project Fund accounts for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The amount of construction work anticipated in 2025 is forecasted to exceed the current year transfer-in, resulting in a decrease in fund balance. The District is proposing to increase the transfer-in for 2024 in order to provide additional resources to stabilize the fund for projects in future years;

WHEREAS, the Debt Service Fund accounts for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt. The District has pre-funded the debt expenditures for the current fiscal year and therefore a current year transfer is not necessary to meet the current obligations. The District is proposing to decrease the transfer in revenue for 2024 to provide additional resources to the Capital Project Fund;

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

**Section 1:     AMENDMENT OF 2024 BUDGET**

The Board hereby amends the 2024 Budget (attached hereto as Exhibits A, B and C) resulting in the revised appropriated expenditures amount by fund of:

General Operating Fund (001-661):	\$ 18,585,500
Capital Projects Fund (008-661):	\$ 1,000,000
Debt Service Fund (005-661)	\$ 1,110,125

**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, held this 19<sup>th</sup> day of December 2024.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Jessica Hanson, Chair  
Board of Trustees

ATTEST

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Patrick Roewe, Secretary to the Board of Trustees

## Exhibit A

### Spokane County Library District 2024 General Operating Fund Budget

#### REVENUES

PROPERTY TAXES	\$	17,724,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(184,000)
CONTRACT CITIES - AIRWAY HEIGHTS		377,000
CONTRACT CITIES - SPOKANE		103,000
FINES & FEES		45,000
E-RATE REIMBURSEMENTS		265,000
GRANTS & DONATIONS		26,000
INTEREST REVENUES AND OTHER		229,500
<b>TOTAL REVENUES BEFORE TRANSFERS</b>		<u>18,585,500</u>

TRANSFERS IN

<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	\$	<u>18,585,500</u>
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#### EXPENSES

SALARIES	\$	8,510,600
FRINGE BENEFITS		2,863,400
SUPPLIES		193,100
UTILITIES, INTERNET & BROADBAND SERVICES		575,500
LIBRARY MATERIALS		1,437,800
LIBRARY MATERIALS		2,222,800
ELECTRONIC LIBRARY MATERIALS		300,000
LIBRARY PROGRAMS		173,300
DEBT SERVICE EXPENDITURES		260,000
CAPITAL EXPENDITURES		450,000
<b>TOTAL EXPENSES BEFORE TRANSFERS</b>		<u>16,986,500</u>

TRANSFER TO DEBT SERVICE FUND

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TRANSFER TO CAPITAL PROJECTS FUND		1,599,000
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<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	\$	<u>18,585,500</u>
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<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	\$	<u>-</u>
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Estimated Beginning Fund Balance: January 1, 2024	\$	8,000,000
Net Excess of Revenues over Expenses		-
Estimated Ending Fund Balance: December 31, 2024	\$	<u>8,000,000</u>

## Exhibit B

### Spokane County Library District 2024 Capital Projects Fund Budget

#### REVENUES

Proceeds from Capital Campaign Donations	\$	200,000
Transfers in from General Fund		1,599,000
Interest Income		30,000
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>1,829,000</b>

#### EXPENSES

Construction Costs, Including Sales Tax	\$	800,000
Furniture, Fixtures and Equipment		200,000
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>1,000,000</b>

<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$</b>	<b>829,000</b>
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Estimated Beginning Fund Balance: January 1, 2024	\$	4,350,000
Net Excess of Revenues over (under) Expenses		829,000
Estimated Ending Fund Balance: December 31, 2024	<b>\$</b>	<b>5,179,000</b>



**Exhibit C**

**Spokane County Library District  
2024 Debt Service Fund Budget**

**REVENUES**

Transfer in from General Fund	-
Interest Income	125
<b>TOTAL REVENUES</b>	<u>\$ 125</u>

**EXPENSES**

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

Payments of Principal	765,000
Payments of Interest	345,125
<b>TOTAL EXPENSES</b>	<u>\$ 1,110,125</u>

**NET EXCESS OF REVENUES OVER (UNDER) EXPENSES** \$ (1,110,000)

Estimated Beginning Fund Balance: January 1, 2024	\$ 1,110,000
Net Excess of Revenues over (under) Expenses	<u>(1,110,000)</u>
Estimated Ending Fund Balance: December 31, 2024	<u>\$ -</u>

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## 2024 WORK PLAN REVIEW

### Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities, typically focused on significant organizational and/or capital projects.

The work plan for 2024 was divided into four thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Support and Continuity:** Internal-focused initiatives that undergird District operations by streamlining processes, upgrading hardware and software, encouraging staff engagement and retention, and ensuring that contracted services are efficient, cost-effective, and meet District needs.
- **Customer Experience:** Projects that focus on improving the ways in which customers interact and utilize District services and resources.
- **Facility Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and systems therein.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2024:

### Strategic Initiatives:

- **Community Engagement Plan Implementation:** Staff have focused on implementation of the Community Engagement Plan (CEP) in 2024, with an emphasis on training in community engagement methodology and how resources will be realigned and redeployed to more effectively pursue the plan's goals. As part of that effort:
  - **Realignment Plan:** The District finalized the Public Services Realignment Plan. Using the Community Engagement Plan (CEP) approved by the Board as a springboard, the plan has three overarching goals: Align programs and services to the goals and objectives of the CEP; Balance output of programs and services to match current level of interest and demand from our customers; Create organizational capacity in order to respond to future customer interests and needs without further straining resources (time, talent, treasure).
  - **Process Evaluation:** The District launched a Process Evaluation framework in which staff are directly engaged in a structured analysis of the work they do in service to our customers and communities. This model includes working with staff to identify ways to make processes more efficient and build upon that organizationally by systematically going through departments and activities with a standardized

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approach. The intended outcome is to work collaboratively with staff to increase efficiency and recapture resources (time, talent, treasure) that can then be deployed elsewhere. This evaluation process includes the development of the FIRSt (Foundation -> Impact -> Resources -> Support) tool, which was previously shared with the Board. FIRSt provides a framework for evaluating mission alignment, community impact, and organizational sustainability.

- **Facilities Master Plan:** During 2024, facilities staff completed walk-throughs of all buildings, taking an inventory of each building's immediate maintenance needs. This included everything you see and don't see: electrical systems, HVAC systems, air conditioning, ventilation, drainage systems, roofing, siding, concrete, asphalt, carpeting, windows, etc. Due to competing priorities, the District was not able to complete as much of this project as desired. The District also now has an on-call architectural and engineering contract that can be utilized to assist in creating the Facilities Master Plan. This project will roll over to 2025.

#### **Operational Support and Continuity:**

- **Service Contracts:** Staff initiated a Request for Proposal (RFP) process for several important contracted-provided services in 2024. This process involved issuing the RFPs, evaluating proposals received, and recommending that a contract be awarded by the Board of Trustees. Each of these contracts are five years in length: awarded initially on an annual basis with the opportunity for four annual extensions:
  - Grounds Maintenance
  - Heating, Ventilation, & Air Conditioning (HVAC) Maintenance
  - Courier Services (transportation of library materials and other items between District locations)
  - Architect and Engineering Services
  - Internet and WAN (Wide Area Network) Services
- **Technology Replacement:** Several current staff and public use computers have exceeded their initial planned life cycle through regular maintenance, updates, and a shift in use patterns. That said, technology has continued to progress, requiring a refresh in both hardware and software. In 2024, staff completed an assessment of needs and built a replacement plan for staff and public computers based on priority, budget, and impact. This first phase of replacement hardware was ordered, with implementation planned in 2025. It is expected that all phases of the replacement plan will take place over the course of two to three years.
- **Benefits review: Medical/Vision/Dental insurance options and providers:** In 2024, the District completed a review of benefits offered. We reached out to the Washington State Health Care Authority's Public Employees Benefit Board (PEBB) Program and Washington Counties Insurance Fund to request information on comparable benefit offerings. We found the current benefit plan offerings the District contracts for from Washington Association of Cities (AWC) to be the most cost effective and beneficial for employees.

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- **Compensation Review:** In 2024, the District engaged in a comprehensive compensation review aimed at ensuring fair and competitive salaries for all positions. We reached out to other, similarly situated library districts in the state to gather comparable data, as well as an analysis of benchmarks, industry trends, and internal equity considerations. This initiative is driven by a commitment to attracting, retaining, and motivating top talent. The goal was to ensure that our compensation aligns with industry standards and supports our retention and recruitment efforts. This work was completed during the summer, with updated job descriptions implemented in June and a limited number of compensation band adjustments taking place in August.
  - **Investigation of options for Enterprise Resource Planning (ERP) software:** Due to competing priorities, this investigation did not occur in 2024. This project will be rolled over to 2025.
  - **Service Center Transition:** Staff completed the transition of the Service Center from vacant building to active support location in 2024. Collaborative workspace, operations center, training, and storage facilities were established in the former Spokane Valley building following the completion of small-scale updates. Staff are occupying the facility and spaces are being utilized for meetings and trainings as intended.

**Customer Experience:**

- **Patron Point:** Staff oversaw the implementation of Patron Point, a marketing platform specifically designed for libraries to enhance digital marketing through targeted engagement. Phase one, segmentation of the eNewsletter, was launched in 2024. In observing the analytics reported by Patron Point showing what customers were most interested in, staff used segmentation to create a second eNewsletter focusing on Kids and Families. The series of “Welcome” emails for new cardholders was also reworked and moved to the platform. Phase two: customer engagement emails, ILS notices, and the addition of text notices, are features planned for implementation in 2025.
- **Website refresh:** The majority of the design and development has been completed for the website refresh. At present, staff are working on the organization of information and navigation in preparation for user testing. Staff plan to have the website launched to the public by summer 2025, so this element of the project will roll over to 2025.

**Facility Updates and Upgrades:**

- **HVAC:** As part of the levy funding priorities, the next phase of HVAC-related improvements includes several location-based projects. The District hired an engineering firm to conduct an energy efficiency audit of several District locations, as well as an assessment of the Argonne/Administration building’s HVAC system. Based upon that assessment, the District now has an on-call architectural and engineering contract that will be utilized to assist in launching this project. This project will roll over to 2025.

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- **HVAC Controls:** Upgrade control systems at District locations to allow for remote management of the systems by the Facilities team. Based on timing and cost, upgraded control systems can be added at the following locations: Moran Prairie, North Spokane, Medical Lake and Fairfield. The District now has an on-call architectural and engineering contract that can be utilized to assist in creating maintenance projects. This project will roll over to 2025.
  - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need, and initial analysis took place in 2024. The District now has an on-call architectural and engineering contract that can be utilized to assist in creating capital improvement projects. This project will roll over to 2025.

**Recommended Action:** This item is for Board of Trustee information and discussion, with no formal action required at this time.

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## 2025 WORK PLAN

### Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities, typically focused on significant organizational and/or capital projects.

Similar to previous years, the work plan for 2025 is divided into four key areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Support and Continuity:** Internal-focused initiatives that undergird District operations by streamlining processes, upgrading hardware and software, encouraging staff engagement and retention, and ensuring that contracted services are efficient, cost-effective, and meet District needs.
- **Customer Experience:** Projects that focus on improving the ways in which customers interact and utilize District services and resources.
- **Facility Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and systems therein.

With these priorities in mind, the Leadership Team will focus resources on the following in 2025:

### Strategic Initiatives:

- **Community Engagement Plan:** Staff will continue to implement established priorities and assess related impact. Work on the Realignment Plan and the Process Evaluation framework will continue, both with the overarching goal to create organizational capacity in order to respond to future customer interests and needs without further straining resources (time, talent, treasure).
- **Facilities Master Plan:** In order to better prepare for long term facilities needs and potential future capital expenditures in support of District maintenance and operations, staff will pursue a facilities master plan so that we may better prioritize goals, maintain assets, schedule work, and monitor progress. A well-executed plan should lead to fewer emergencies, less disruption, more straightforward repairs, and a consistent budgeting process. Staff completed the first step in taking an inventory of each building's assets in 2024. For 2025, the focus will be working with the District's on-call contract architectural firm in preparing a plan with formal action steps and prioritization of work.
- **Airway Heights Interlocal Agreement Amendment Implementation:** Staff will work with the City of Airway Heights and the District's legal counsel to complete the actions memorialized in the amendment, including but not limited to: the title transfer of the property, an agreement outlining the District's right of first offer regarding the vacant

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parcel, and the resolution to the remaining elements of the interlocal agreement still in effect.

- **Levy Lid Lift Analysis:** Staff will conduct a financial forecast of anticipated revenues and expenses, and a maintenance and operational needs analysis for the coming 5-year period in order to finalize plans for a potential levy lid lift election.

**Operational Support and Continuity:**

- **Service Contracts:** Staff will initiate a Request for Proposal (RFP) process for two important contracted-provided services in 2025. This process will involve issuing the RFPs, evaluating proposals received, and recommending that a contract be awarded by the Board of Trustees. Each of these contracts are typically five years in length: awarded initially on an annual basis with the opportunity for four annual extensions:
  - Janitorial Services
  - Non-Exclusive Provider of Print Materials
- **Technology Replacement:** In 2024, staff completed an assessment of needs and a replacement of staff and public computers based on priority, budget, and impact. This first phase of replacement hardware was ordered, with implementation planned for early 2025. It is expected that all phases of the replacement plan will take place over the course of two to three years.
- **Investigation of options for Enterprise Resource Planning (ERP) software:** ERP software manages business functions such as human resources, accounts receivable, accounts payable, payroll, timekeeping, and other related purposes. The current configuration of software is comprised of disparate systems from various vendors that do not communicate to each other in an efficient manner. In addition, at least one of these systems is no longer supported by the vendor. Staff will take a comprehensive look at current systems and identify where improvements can be made. This assessment will help inform the current state of operations and where inefficiencies could be addressed in a new ERP system. Staff will then define the scope and goals of an ERP implementation project. This will involve determining the specific tasks and processes the ERP system will be responsible for, what data needs to be integrated, and what specific business objectives the system needs to support.
- **Service Center Transition:** Following the successful transition completed in 2024, staff will engage in a long-term analysis of the building's viability. Additional use options will also be examined and a long-term plan created, informed in part by the next phase of the Facilities Master Plan and Strategic Plan Implementation initiatives. In addition, and if necessary, staff will develop and execute a short-term plan for using the building as temporary space for Administrative Offices activities and staff due to the planned HVAC replace at Argonne/Administration.

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**Customer Experience**

- **Patron Point:** In 2024, staff oversaw phase one of the implementation of Patron Point, a marketing platform specifically designed for libraries to enhance digital marketing to attract, onboard, inform, engage, and retain customers through targeted engagement. For implementation in 2025, phase two will focus on customer engagement emails, ILS notices, and the addition of text notification for customers.
- **Website Launch:** Staff will complete the organization of information and navigation in preparation for user testing, with the refreshed website launching to the public by summer 2025.

**Facility Updates and Upgrades:**

- **Energy Management Plan /Operations Management Plan:** As part of the Clean Building Act, the District is required to evaluate its buildings over 20,000 square feet (Spokane Valley and the Service Center). The District recently completed an initial review of both of those buildings, receiving: Energy Management Plans and Operations Maintenance Plans. In 2025, the District plans to utilize information to work with our architectural/engineering firm and HVAC maintenance provider to create a District-wide plan to standardize energy management and maintenance.
- **HVAC:** As part of the levy funding priorities, the next phase of HVAC-related improvements includes several location-based projects:
  - **HVAC Controls:** Upgrade control systems at District locations to allow for remote management of the systems by the Facilities team. Based on timing and cost, upgraded control systems can be added at the following locations: Argonne, Deer Park, Moran Prairie, North Spokane, Service Center and Fairfield.
  - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Argonne and Deer Park. These two libraries are next in line based on age and need, and work will commence in replacing both in 2025.
  - **Service Continuity Planning:** Staff will work with both the on-call architecture and engineering firm, as well as future contractors, to collaborate on an approach that will minimize disruptions to public service and staff functions for these projects.
- **Ballot Drop Box Location Review:** In collaboration with the Spokane County Elections Department, District libraries have served as ballot drop box locations for 17 years. Given that usage and related traffic has increased over that time, staff will work with County Elections to evaluate the drop box locations in order to improve public access and minimize library service disruption where possible.



**Recommended Action:** This item is for Board of Trustee information and discussion, with no formal action required at this time.

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**2025 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 24-06)****Background**

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via resolution. Based upon prior Board direction, the schedule includes meetings at all libraries. This rotating schedule provides local communities a more convenient opportunity to attend Board meetings in-person.

**Proposed 2025 Regular Meeting Schedule**

The proposed 2025 schedule follows, with regular meetings scheduled in a similar manner to prior years. Trustees may alter the proposed meeting locations if they so choose.

DATE	LOCATION
January 21, 2025	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
February 18, 2025	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 18, 2025	Medical Lake Library, 321 E Herb St., Medical Lake
April 15, 2025	Cheney Library, 610 1 <sup>st</sup> St., Cheney
May 20, 2025	Fairfield Library, 305 E. Main St., Fairfield
June 17, 2025	Deer Park, 208 S. Forest Ave., Deer Park
July 15, 2025	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
August 19, 2025	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
September 16, 2025	Moran Prairie Library, 6004 S Regal St., Spokane
October 21, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane
November 18, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane
December 16, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane

Attached is Resolution 24-06, which sets forth the schedule and meeting locations for 2025.

**Recommended Action:** Board motion to approve Resolution No. 24-06, which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2025.

**RESOLUTION NO. 24-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2024 CALENDAR YEAR; 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 Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

**Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR 2025.**

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the calendar year of 2025 follows.

<b>DATE</b>	<b>LOCATION</b>
January 21, 2025	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
February 18, 2025	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 18, 2025	Medical Lake Library, 321 E Herb St., Medical Lake
April 15, 2025	Cheney Library, 610 1 <sup>st</sup> St., Cheney
May 20, 2025	Fairfield Library, 305 E. Main St., Fairfield
June 17, 2025	Deer Park, 208 S. Forest Ave., Deer Park
July 15, 2025	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
August 19, 2025	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
September 16, 2025	Moran Prairie Library, 6004 S Regal St., Spokane
October 21, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane
November 18, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane
December 16, 2025	Argonne Library, 4322 N. Argonne Rd., Spokane

**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, held this 17<sup>th</sup> day of December 2024.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Jessica Hanson, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Patrick Roewe, Secretary to the Board of Trustees

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## **2025 BOARD MEETING CONTENT SCHEDULE**

### **Background**

The following schedule provides the policy review and overview/spotlight schedule for regular meetings in 2025.

The overviews focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history and include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees.

As per District practice, policy reviews typically occur on a biennial schedule.

Similar to 2024, meeting agendas in October and November include limited policy reviews and overviews in order to better focus on budget discussions and other essential business matters.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome.

### **2025 Board of Trustees' Meeting Schedule**

**(includes Location, Policy Review, and Overview for each meeting)**

*See next page.*

Month	Location - Library	Policy Review	Overview
January 21	Spokane Valley	Bulletin Boards & Community-Interest Publications; Computer, Wireless Networks & Internet Use; Customer Privileges & Responsibility; Use of Video Surveillance System	Open Government Training
February 18	North Spokane	Exhibits & Displays	Post-Pandemic Usage Trend Analysis, part I
March 18	Medical Lake	Children’s safety in Libraries	Medical Lake
April 15	Cheney	Confidentiality of Library Records	Wellness Program
May 20	Fairfield	Personnel; Travel	Open
June 17	Deer Park	Memberships in Organizations	Open
July 15	Airway Heights	None	Airway Heights
August 19	Otis Orchards	None	Otis Orchards
September 16	Moran Prairie	Code of Conduct; Use of 3D Printing & Cutting Equipment	Mobile Services and LINC
October 21	Argonne	None	None
November 18	Argonne	None	None
December 16	Argonne	Public Comment at Board Meetings; Personnel	Post-Pandemic Usage Trend Analysis, part II

**Important Dates for 2024:**

May 9th All Staff Day

**Recommended Action:** This item is for your information and discussion, with no formal action required at this time.

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## 2025 BOARD OF TRUSTEES OFFICER ELECTION

### Background

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Newly elected officers assume their duties January 1 of the following year and serve through December 31.

The officer election process requires the following steps: The Board Chair will call for nominations at the meeting. A motion, second, and vote to approve the motion is required for election. It is recommended that these steps be done separately for each officer position.

### Required Actions:

- A nomination, motion, second, and vote for Chair, to serve January 1 through December 31, 2025.
- A nomination, motion, second, and vote for Vice Chair, to serve January 1 through December 31, 2025.

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## PERSONNEL POLICIES REVIEW

### Background

The Personnel Policies of the Spokane County Library District (District) implement and clarify the rights, obligations, conditions, and benefits of employment with the District. These policies are reviewed on at least a biennial basis and typically presented to the Board of Trustees twice a year.

For December, revisions to 11 of the District's 19 personnel policies are recommended.

The revisions of note are as follows. Additional edits were made for clarity and general updates.

- HR01 Inclusion Statement
  - Language was updated to reflect the ongoing process to maintain an inclusive work environment.
  
- HR02 Hiring & Employment
  - Throughout: replaces 'salary' with 'compensation' at suggestion of counsel
  - 2:01: Adds language clarifying the nature of employment with the District
  - 2.06: Adds language to clarify who can access personnel, medical, background check, driver record check, and credit check records
  - 2.07: Strengthens language regarding release of information for employment verification and reference checks
  - 2.12: Removes language that allowed for conversion of a temporary position to a regular position.
  - 2.18: Adds language regarding performance meetings and documentation. This is a codification of current practice and expectations.
  - Adds language to all policies regarding amendment of policy in the case of changes to law, regulation, or ordinance.
  
- HR03 Compensation
  - Throughout: replaces 'salary' with either 'compensation' or 'wage' at suggestion of counsel, added 'or their designee' to actions needing Executive Director approval
  - 3.06: Expands Definition of Specialty Pay and adds a table of types of pay
  - 3.08: Changes wage rule for voluntary demotion for increased flexibility in setting post-demotion compensation
  - 3.14: Reduces minimum time for call-back pay to 30 minutes. Staff will continue to receive travel time and work time as applicable.
  
- HR04 Benefits
  - Throughout: Adds clarifying language replacing "annually" with "as a part of the annual budget process"
  - 4.02: Adds language stating that the cost of dependent coverage may be all or in part the employee's responsibility



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- 4.07: Adds “may offer”, to reflect the potential to not offer tuition reimbursement due to a number of factors, including budget, and clarifying that this benefit is subject to available funds. Also added that the benefit may be taxable.
  - HR05 Leave
    - Throughout: adds ‘or their designee’ to actions needing Executive Director approval
    - 5.01: Revises how Holiday Leave is structured in order to provide employees with greater flexibility in using said leave given that the District operates 7 days a week:
      - Changes the way Holiday Leave is banked and used – employees will receive 96 hours in the holiday leave bank and can use the actual hours of a regularly scheduled shift falling on a holiday instead of in 8-hour increments (prorated for part time employees).
      - Expands the eligible use period for holiday leave to 15 days before or after the holiday instead of the pay period in which the holiday falls.
      - Ends holiday leave carryover from one calendar year to the next
    - 5.06: Adds annual limit of 40 hours (prorated for part time employees) for Administrative Leave
    - 5.16: Adds language to reflect current practice of the District paying the full Paid Family Medical Leave (PFML) premium, which is evaluated annually as part of the budget process
  - HR06 Employee Conduct
    - 6.11: Adds identification badge requirements.
  - HR08 Equal Employment Opportunity
    - Revises language for clarity and to reflect updated federal and state nomenclature.
  - HR09 Whistleblower Protection
    - Adds language to beginning of policy to bring it in line with other Human Resources policies.
  - HR12 Searches & Inspections
    - 12.1 Adds language to strengthen ‘no right to privacy’ when using District-provided property.
  - HR14 Rest Periods, Meal Periods, & Break Time for Nursing Employees
    - Updates title and policy to include more inclusive language.
  - HR16 District Provided Equipment
    - Adds language directing the return of District provided equipment at separation of employment.
    - Adds building keys and access key cards to policy to reflect current practice

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

Human Resources Director Toni Carnell will be available to answer questions on the proposed policy revisions.

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

**Recommended Action:** Motion to approve revisions to Human Resources Policies 01, 02, 03, 04, 05, 06, 08, 09, 12, 14, and 16, **effective January 1, 2025.**

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

<b>Policy Title</b>	<u>HR01 – Inclusion Statement</u>		
<b>Approval Date</b>	October 19, 2021	<b>Revision Date</b>	<del>September</del> <u>December 17, 2024</u>
<b>Related Policies</b>	Code of Conduct <u>HR06 Employee Conduct</u> HR10 Harassment & Bullying		
<b>Scope</b>	Applies to all District employees.		

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

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

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

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

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner. In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR01 – Inclusion Statement		
<b>Approval Date</b>	October 19, 2021	<b>Revision Date</b>	December 17, 2024
<b>Related</b>	Code of Conduct HR06 Employee Conduct HR10 Harassment & Bullying		
<b>Scope</b>	Applies to all District employees.		

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# 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

<b>Policy Title</b>	<u>HR02-- Hiring and Employment</u>		
<b>Approval Date</b>	<u>January 1, 1982</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related Policies</b>	<u>N/A</u>		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

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

## **2.01 Nature of Employment**

Except as otherwise set forth in an authorized written employment agreement or other writing, all employees of Spokane County Library District are employed for an indefinite period of time and the employee, or the District, may terminate the employment relationship at any time at their discretion. All employees of Spokane County Library District, with the exception of the Executive Director, are hired for an indefinite period of time and the employee, or the District, may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

## **2.02 Secondary Employment**

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

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

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

## **2.03 Authorization to Work in the United States**

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

## **2.04 Hire Reporting Requirements**

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

## **2.05 Background, Credit, and Driver's Record Checks**

The District will comply with RCW 43.43.830-845 by conducting background checks for all employees and volunteers. The District may use the Washington state patrol WATCH system

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

In addition, for any employee who drives, or has the potential to drive, any vehicle while performing work for the District, a driver's record report will be requested from the state in which the employee's driver's license is issued.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director, Finance Manager, and Operations Director a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background, credit and driver's record checks.

Background and credit checks (as applicable) will be conducted on an ongoing basis for all employees, every three years from the date of the initial background check.

~~For those subject to driver's record and/or credit checks, these will be requested on the same schedule as routine background checks.~~ Driver's record checks will be conducted annually for all applicable employees.

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

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

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

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

## **2.06 Access to Personnel Files**

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

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

An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

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

Employees may review their own medical, background, driver license records under the same conditions as their personnel file.

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

The Executive Director, Finance Director and Human Resources Director may access credit and/or driver check records, unless otherwise required prohibited by law.

## **2.07 Employment Verifications/Reference Checks**

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized-other District employee may release information about current or former employees unless authorized in writing by the Human Resources Department or Executive Director.

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

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

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

## **2.08 Government and Other Official Inquiries and Public Records Act Requests**

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

## **2.09 Introductory Period**

The Introductory Period is the ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

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

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

## **2.10 Trial Service Period**

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

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

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

## **2.11 Acting Appointment**

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

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



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

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

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

## **2.12 Temporary Employment**

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

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

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

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

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

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

## **2.13 Transfers**

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

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

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

## **2.14 Demotions**

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

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

## **2.15 Employment of Immediate Family Members**

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

- When one party would have authority to supervise, promote, terminate, or discipline the other.

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

## 2.16 Notice of Resignation

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

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

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period.

## 2.17 Reduction in Workforce

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

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

## 2.18 Performance Evaluation

Supervisors will meet at least monthly with their staff, and document those meetings as part of the performance evaluation process. Supervisors will submit meeting notes and a performance summary at the end of each calendar year.

~~Performance evaluations will be conducted for all staff by their supervisor(s) on an annual basis.~~

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

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR02 – Hiring and Employment		
<b>Approval Date</b>	January 1, 1982	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	N/A		
<b>Purpose</b>	To set forth the District’s policies for hiring and employment.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

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

**2.01 Nature of Employment**

Except as otherwise set forth in an authorized written employment agreement or other writing, all employees of Spokane County Library District are employed for an indefinite period of time and the employee, or the District, may terminate the employment relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

**2.02 Secondary Employment**

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

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

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

**2.03 Authorization to Work in the United States**

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**2.04 Hire Reporting Requirements**

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

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

## **2.05 Background, Credit, and Driver's Record Checks**

The District will comply with RCW 43.43.830-845 by conducting background checks for all employees and volunteers. The District may use the Washington state patrol WATCH system and/or may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

In addition, for any employee who drives, or has the potential to drive, any vehicle while performing work for the District, a driver's record report will be requested from the state in which the employee's driver's license is issued.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director, Finance Manager, and Operations Director a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background, credit and driver's record checks.

Background and credit checks (as applicable) will be conducted on an ongoing basis for all employees, every three years from the date of the initial background check.

Driver's record checks will be conducted annually for all applicable employees.

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

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- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree

- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

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

## **2.06 Access to Personnel Files**

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

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

An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

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

Employees may review their own medical, background, driver license records under the same conditions as their personnel file.

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

The Executive Director, Finance Director and Human Resources Director may access credit and/or driver check records, unless otherwise prohibited by law.

## **2.07 Employment Verifications/Reference Checks**

All requests for employee information must be referred to the Human Resources Department or Executive Director. No other District employee may release information about current or former employees unless authorized in writing by the Human Resources Department or Executive Director.

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

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

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

## **2.08 Government and Other Official Inquiries and Public Records Act Requests**

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

## **2.09 Introductory Period**

The Introductory Period is the ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended upon approval by

the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

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

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

### **2.10 Trial Service Period**

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

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

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

### **2.11 Acting Appointment**

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

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

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

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

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

### **2.12 Temporary Employment**

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

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

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

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

### **2.13 Transfers**

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

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

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

### **2.14 Demotions**

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

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

### **2.15 Employment of Immediate Family Members**

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

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

### **2.16 Notice of Resignation**

Employees who voluntarily resign are asked to provide at least two calendar weeks' notice in advance of their resignation.



Director level employees who voluntarily resign are asked to provide at least thirty (30) calendar days advance notice.

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

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period.

### **2.17 Reduction in Workforce**

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

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

### **2.18 Performance Evaluation**

Supervisors will meet at least monthly with their staff, and document those meetings as part of the performance evaluation process. Supervisors will submit meeting notes and a performance summary at the end of each calendar year.

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

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	<u>HR03 - Compensation</u>		
<b>Approval Date</b>	<u>January 1, 1982</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related</b>	<u>N/A</u>		
<b>Purpose</b>	<u>To set forth the District's policies for the compensation of all employees.</u>		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

**3.01 Classification and SalaryCompensation Plan**

The District maintains an Employee Classification and SalaryCompensation Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: SalaryWages are in proper relationship to all other positions within the District.
- External: SalaryWages are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District's budgetary capacity.

The need to change an assigned position classification, to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new services, the expansion or contraction of existing services, or changes in organization, operating methods, changes in federal, state or local law or other internal or external factors.

Consequently, the District will strive to review the plan and its application periodically to verify the adequacy of position descriptions and to help ensure employees are properly classified.

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

**3.02 Rate of Pay Adjustments**

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

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

**3.03 Starting SalaryWage**

New employees are typically hired at the first step of the salary-compensation band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salarywage. The Executive Director or their designee has have sole approval authority for any such requests.

### 3.04 Anniversary Date

The employee's anniversary date for progression through ~~salary~~compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for ~~unpaid leaves of absence~~leave without pay, in accordance with Section 3.5.

~~Following an instance of leave without pay, an employee's anniversary date will be adjusted as follows:~~

- ~~• Leave without pay of less than one pay period or less – no change to the anniversary date.~~
- ~~• Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.~~

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.

~~Following leave without pay, an employee's anniversary date will be adjusted as follows:~~

- ~~Leave without pay of one pay period or less – no change to the anniversary date.~~
- ~~Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.~~

### 3.05 Step Increases

Step increases occur annually, on an employee's anniversary date, until the employee reaches the maximum step of a ~~salary band~~compensation band.

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.

### 3.06 Specialty Pay

~~Is~~Specialty ~~Specialty pay is a premium added to a base wage~~pay to recognize ~~An employee temporarily assigned the additional duties, or responsibilities of a position, and/or unique circumstances that exceed the ordinary,~~ above their current ~~salary~~compensation band ~~pay an employee may otherwise be entitled to be paid. Specialty pay is intended to be used only a temporary specialty pay increase, as long as the skills, duties, or circumstances it is based on are in effect as~~ determined by the Executive Director, ~~for the duration of the temporary assignment.~~

Specialty pay is not considered when computing ~~salary~~wage adjustments for promotion, demotion, or reclassification.

Specialty pay is earned according to the following pay types:

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<u>Specialty Pay Type</u>	<u>Definition</u>	<u>How Earned</u>
<u>Stipend</u>	<u>Flat amount per pay period,</u>	<u>Added to paycheck in lump sum amount. The pay can be prorated based on days worked in the pay period.</u>

<u>Hourly Rate</u>	<u>Per hour rate-</u>	<u>Added to paycheck on a per hour basis. Employee reports hours worked performing specialty duties and is paid an additional amount per hour worked.</u>
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### 3.07 Promotion

When an employee is hired into a position with a higher assigned salary-compensation band (promoted), the employee shall be placed at the step of the corresponding salary-compensation grade-band which results in a salary-compensation increase equivalent to at least one step, not to exceed the top step of the salary-bandcompensation band.

### 3.08 Demotion

#### Voluntary demotion

An employee hired into a position that is at a lower compensation band than currently held, Section 3.03 of this policy will apply. When an employee voluntarily demotes, the employee's salary will be changed to the step in the lower salary band which represents a decrease in salary equivalent to at least one step, not to exceed the top step of the salary band.

#### Involuntary demotion

An employee that is moved to a position at a lower compensation band, either due to restructuring, layoffs, or disciplinary action (per Policy HR13 Discipline), When an employee is demoted involuntarily, that employee's salary-wage will be placed at the step in the new salary-bandcompensation band which represents a salary-wage equal to the salary-wage prior to the demotion. If the salary-wage exceeds the new band, the salary-wage shall be held until the salary-compensation schedule-rate exceeds the pre-demotion salary-wage.

### 3.09 Reclassifications

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the eEmployee, sSupervisor, or Managementleadership Director.

The Executive Director or their designee havehas final approval authority for reclassification requests.

When a position is reclassified upward, the employee's salary-compensation shall be placed at the step of the corresponding salary-bandcompensation band which results in a salary-wage increase of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the employee's salary-compensation shall be placed at the step of the corresponding salary-bandcompensation band which results in a salary-wage decrease of at least one step. The ~~Executive Director~~ Executive Director or their designee may

approve placement at a higher step if circumstances warrant. If the new salary wage exceeds the updated salary band compensation band, the employee's salary wage will be held at its current level until such time as the salary level compensation for of the reclassified position has increased to an amount greater than the employee's existing salary compensation.

Position reclassifications shall be effective, and the employee's salary compensation adjusted, the first day of the month following approval.

### **3.10 Acting Appointment**

An employee accepting an acting appointment to a position within the same salary band compensation band will not receive an increase in salary wages or benefits. An employee accepting an acting appointment to a position with a higher salary band compensation band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the salary band compensation band of the higher-level position.

### **3.11 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)~~Fair Labor Standards Act (FLSA) Exempt Employees~~**

An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which is not subject to reduction because of variations in the quality or quantity of the work performed. ~~FLSA~~-Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued ~~sick or vacation~~Paid Time Off (PTO) leave may will be used for absences of a full workday or more. ~~Exempt employees will not be required to use leave for less than a full day's absence.~~ Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do so may result in disciplinary action, up to and including termination.

### **3.12 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)**

~~FLSA~~ Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to ~~the (FLSA)~~ and ~~Washington Minimum Wage Act (WMWA)~~. Employees are paid semi-monthly based on the number of hours worked in the preceding pay period. ~~FLSA~~ Eligible employees are required to accurately document actual hours worked each pay period.

FLSA Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email, without advance authorization from the appropriate manager.

~~FLSA Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.~~

### **3.13 Overtime**

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

Determination of overtime:

- a. FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation.

### **3.14 Call-Back Pay**

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of ~~2-hour~~ thirty (30) minutes will be paid in addition to travel time as noted below in 3.17.

### **3.15 Paid Meal Periods**

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

### **3.16 Break time for nursing employees**

This is considered time worked and will be compensated as such.

### **3.17 Work-Related Travel Time for FLSA Eligible Employees**

Other work-related travel outside of an FLSA eligible employee's regular commute shall be compensated as follows:

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the work site at the beginning or end of a workday are not paid for travel time.
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

### **3.18 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees**

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular workdays and regular days off, not including breaks or mealtimes, will be compensated as required by federal, state, and local law.

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if: (a) attendance is outside the employee's regular working hours; (b) attendance is voluntary (not required by the District); (c) the course lecture or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

Board of Trustees' meeting attendance is considered time worked, when the employee's attendance is required or the employee is attending as part of their scheduled training time.

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR03 – Compensation		
<b>Approval Date</b>	January 1, 1982	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	N/A		
<b>Purpose</b>	To set forth the District’s policies for the compensation of all employees.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

**3.01 Classification and Compensation Plan**

The District maintains an Employee Classification and Compensation Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: Wages are in proper relationship to all other positions within the District.
- External: Wages are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District’s budgetary capacity.

The need to change an assigned position classification, to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new services, the expansion or contraction of existing services, or changes in organization, operating methods, changes in federal, state or local law or other internal or external factors.

Consequently, the District will strive to review the plan and its application periodically to verify the adequacy of position descriptions and to help ensure employees are properly classified.

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

**3.02 Rate of Pay Adjustments**

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

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

**3.03 Starting Wage**

New employees are typically hired at the first step of the compensation band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting wage. The Executive Director or their designee have approval authority for any such



requests.

### 3.04 Anniversary Date

The employee’s anniversary date for progression through compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for leave without pay.

Following an instance of leave without pay, an employee’s anniversary date will be adjusted as follows:

- Leave without pay of less than one pay period– no change to the anniversary date.
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

Upon promotion, demotion, and/or reclassification, the employee’s anniversary date shall remain the same.

### 3.05 Step Increases

Step increases occur annually, on an employee’s anniversary date, until the employee reaches the maximum step of a compensation band.

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.

### 3.06 Specialty Pay

Specialty pay is a premium added to a base wage to recognize additional duties, responsibilities of a position, and/or unique circumstances that exceed the ordinary above the current compensation band pay an employee may otherwise be paid. Specialty pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect as determined by the Executive Director.

Specialty pay is not considered when computing wage adjustments for promotion, demotion, or reclassification.

Specialty pay is earned according to the following pay types:

Specialty Pay Type	Definition	How Earned
Stipend	Flat amount per pay period	Added to paycheck in lump sum amount. The pay can be prorated based on days worked in the pay period.
Hourly Rate	Per hour rate	Added to paycheck on a per hour basis. Employee reports hours worked performing specialty duties and is paid an additional amount per hour worked.

### **3.07 Promotion**

When an employee is hired into a position with a higher assigned compensation band (promoted), the employee shall be placed at the step of the corresponding compensation band which results in a compensation increase equivalent to at least one step, not to exceed the top step of the compensation band.

### **3.08 Demotion**

#### Voluntary demotion

An employee hired into a position that is at a lower compensation band than currently held, Section 3.03 of this policy will apply.

#### Involuntary demotion

An employee that is moved to a position at a lower compensation band, either due to restructuring, layoffs, or disciplinary action (per Policy HR13 Discipline), the employee's wage will be placed at the step in the new compensation band which represents a wage equal to the wage prior to the demotion. If the wage exceeds the new band, the wage shall be held until the compensation rate exceeds the pre-demotion wage.

### **3.09 Reclassifications**

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the employee, supervisor, or Director.

The Executive Director or their designee have final approval authority for reclassification requests.

When a position is reclassified upward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a wage increase of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a wage decrease of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant. If the new wage exceeds the updated compensation band, the employee's wage will be held at its current level until such time as the compensation for the reclassified position has increased to an amount greater than the employee's existing compensation.

Position reclassifications shall be effective, and the employee's compensation adjusted, the first day of the month following approval.

### **3.10 Acting Appointment**

An employee accepting an acting appointment to a position within the same compensation band will not receive an increase in wages or benefits. An employee accepting an acting appointment to

a position with a higher compensation band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the compensation band of the higher-level position.

### **3.11 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)**

An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued Paid Time Off (PTO) will be used for absences of a full workday or more. Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do so may result in disciplinary action, up to and including termination.

### **3.12 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)**

Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to FLSA and WMWA. Employees are paid semi-monthly based on the number of hours worked in the preceding pay period. Eligible employees are required to accurately document actual hours worked each pay period.

Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email, without advance authorization from the appropriate manager.

### **3.13 Overtime**

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

Determination of overtime:

- FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular rate of pay.
- Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes and shall not be counted as hours worked for overtime pay computation.

### **3.14 Call-Back Pay**

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of thirty (30) minutes will be paid in addition to travel time as noted below in 3.17.

### **3.15 Paid Meal Periods**

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

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Board of Trustees' meeting attendance is considered time worked, when the employee's attendance is required or the employee is attending as part of their scheduled training time.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under

this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	<u>HR04 - Benefits</u>		
<b>Approval Date</b>	<u>January 1, 1982</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related</b>	<u>Code of Conduct</u> <u>HR06 Employee Conduct</u> <u>HR10 Harassment &amp; Bullying</u>		
<b>Purpose</b>	<u>To set forth the District's policies regarding benefits</u>		
<b>Scope</b>	<u>Applies to all District employees.</u>		

The District will follow all federal and state mandates regarding benefits.

The ~~Board-District~~ reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate and in accordance with applicable law.

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly scheduled work hours ~~as follows~~.

**4.01 Medical Insurance**

~~As part of the annual budget process, Annually,~~ the District will establish an amount that the District will contribute to the cost of medical insurance for ~~employees-benefit eligible positions~~ working thirty (30) or more hours per week. This amount is pro-rated for ~~employees-benefit eligible positions~~ scheduled to work 20-29 hours per week based on a forty (40) hour workweek. This amount may not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility. If the cost of the employee medical plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee's medical plan.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) may be eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute funds to these HSA accounts with the contribution amount, if any, determined ~~annually by the Board during as part of the annual budget process for the subsequent year.~~

The cost of dependent coverage is the employee's responsibility.

**4.02 Dental, Vision, Life Insurance**

~~As part of the annual budget process,~~ the District will establish an amount that the District will contribute to the cost of Premiums for dental, vision, and life insurance plans for benefits eligible employees positions. If the cost of the employee dental, vision or life plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee's dental, vision and life plan.

~~approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week.~~

The cost of dependent coverage ~~is~~ may be all, or in part, the employee's responsibility.

**4.03 Long-Term Disability Insurance**

Long-term disability insurance ~~premiums are~~ is paid for by the District for employees scheduled to work 20 hours or more per week.

Dependents are not eligible for this insurance.

#### 4.04 Employee Assistance Program (EAP)

~~The Employee Assistance program premium is paid in full by the District.~~ All employees, their immediate family, dependent children, and anyone living in their household are eligible to use EAP services.

The Employee Assistance program EAP premium is paid in full by the District.

#### 4.05 Public Employees Retirement System (PERS)

~~Spokane County Library~~ District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility.

Both District and employee contribution rates are set by the state. Employee contributions to PERS are pre-tax contributions.

#### 4.06 Deferred Compensation Plans

The District offers deferred compensation plan(s). Employees may make ~~deferred~~ contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.

#### 4.07 Tuition Reimbursement

The District ~~offers~~ may offer tuition reimbursement to employees enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. The total dollars allocated to this benefit will be determined annually as part of the ~~subsequent~~ year's annual -budget process.

To be eligible employees must:

- Have completed a full year of employment with the District
- Have no disciplinary action in their file within the last year.

Requests will be processed during the last quarter of the calendar year, for classes to be taken the following calendar year.

Reimbursement will be based on coursework completed with a grade of B or better (or equivalent) for the designated approval period for each course that reimbursement is requested.

Maximum reimbursement is as follows:

- Associate degree - \$1,000 per calendar year;
- Bachelor's degree - \$2,000 per calendar year;
- Master's degree - \$2,500 per calendar year.

Depending on Subject to available funds and depending on the number of applicants, maximum reimbursement amounts may be reduced, reimbursement funds may not be available for all applicants, and/or ~~no~~ tuition reimbursement funds may not be available for all applicants.

If an employee leaves District employment before completing a full year of employment following receipt of these funds, they shall agree in writing to reimburse the District for the full amount received.

Tuition reimbursements will be treated as taxable or nontaxable compensation as required by law.

#### **4.08 Pretax ~~Medical-Health~~ Benefit Plans**

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible or terminates employment.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an employee will be the sum of monthly premium costs attributable to family coverage while eligible.

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.



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

<b>Policy Title</b>	HR04 – Benefits		
<b>Approval Date</b>	January 1, 1982	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	Code of Conduct HR06 Employee Conduct HR10 Harassment & Bullying		
<b>Purpose</b>	To set forth the District’s policies regarding benefits.		
<b>Scope</b>	Applies to all District employees.		

The District will follow all federal and state mandates regarding benefits.

The District reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate and in accordance with applicable law.

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly scheduled work hours.

**4.01 Medical Insurance**

As part of the annual budget process, the District will establish an amount that the District will contribute to the cost of medical insurance for benefit eligible positions working thirty (30) or more hours per week. This amount is pro-rated for benefit eligible positions scheduled to work 20-29 hours per week based on a forty (40) hour workweek. This amount may not fully fund all the medical plans offered by the District. If the cost of the employee’s medical plan choice exceeds the amount established by the District, the difference in cost is the employee’s responsibility. If the cost of the employee medical plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee’s medical plan.

Employees who enroll in one of the District’s High Deductible Health Plans (HDHP) may be eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute funds to these HSA accounts with the contribution amount, if any, determined as part of the annual budget process.

The cost of dependent coverage is the employee’s responsibility.

**4.02 Dental, Vision, Life Insurance**

As part of the annual budget process, the District will establish an amount that the District will contribute to the cost of dental, vision, and life insurance plans for benefit eligible positions. If the cost of the employee dental, vision or life plan choice is less than the amount established by the District, the District will contribute up to the cost of the employee’s dental, vision and life plan.

The cost of dependent coverage may be all, or in part, the employee’s responsibility.

**4.03 Long-Term Disability Insurance**

Long-term disability insurance premiums are paid for by the District for employees scheduled to work 20 hours or more per week.

Dependents are not eligible for this insurance.

#### **4.04 Employee Assistance Program (EAP)**

All employees, their immediate family, dependent children, and anyone living in their household are eligible to use EAP services.

The EAP premium is paid in full by the District.

#### **4.05 Public Employees Retirement System (PERS)**

District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility.

Both District and employee contribution rates are set by the state. Employee contributions to PERS are pre-tax contributions.

#### **4.06 Deferred Compensation Plans**

The District offers deferred compensation plan(s). Employees may make contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.

#### **4.07 Tuition Reimbursement**

The District may offer tuition reimbursement to employees enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. The total dollars allocated to this benefit will be determined annually as part of the annual budget process.

To be eligible employees must:

- Have completed a full year of employment with the District
- Have no disciplinary action in their file within the last year.

Requests will be processed during the last quarter of the calendar year, for classes to be taken the following calendar year.

Reimbursement will be based on coursework completed with a grade of B or better (or equivalent) for the designated approval period for each course that reimbursement is requested.

Maximum reimbursement is as follows:

- Associate degree - \$1,000 per calendar year;
- Bachelor's degree - \$2,000 per calendar year;
- Master's degree - \$2,500 per calendar year.

Subject to available funds and depending on the number of applicants, maximum reimbursement amounts may be reduced, reimbursement funds may not be available for all applicants, and/or tuition reimbursement funds may not be available for all applicants.

If an employee leaves District employment before completing a full year of employment following receipt of these funds, they shall agree in writing to reimburse the District for the full amount

received.

Tuition reimbursements will be treated as taxable or nontaxable compensation as required by law.

#### **4.08 Pretax Health Benefit Plans**

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible or terminates employment.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an employee will be the sum of monthly premium costs attributable to family coverage while eligible.

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	<u>HR05 - Leave</u>		
<b>Approval Date</b>	<u>January 1, 1982</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related</b>	<u>District Procedure 100.120: Holidays and other closures</u> <u>Washington State Paid Family and Medical Leave</u> <u>Washington Family Care Act RCW 49.12.265-295</u> <u>Family and Medical Leave Act</u>		
<b>Purpose</b>	<u>To set forth the District's policies for the accrual and use of District leave and the application of state and federal leave law.</u>		
<b>Scope</b>	<u>Applies to all District employees</u>		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

Unless otherwise noted, leave in this policy is prorated for part-time staff calculated by the number of hours regularly scheduled per week divided by 40.

- Example: 30 hours per week divided by 40 = 75% of full-time rate

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

**5.01 Holiday Leave**

Holiday leave will be ~~paid~~ added to an employee's holiday leave bank as shown in the table below, based on regularly scheduled hours per week.

<u>Hours per week</u>	<u>Annual Holiday leave hours</u>
36+	<u>896</u>
31-35	<u>784</u>
26-30	<u>672</u>
21-25	<u>560</u>
15-20	<u>448</u>

The Board of Trustees has designated the following as ~~paid~~ holidays (per Resolution 21-01):

- 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, those holiday hours will be added to the employee's PTO leave balance after January 1 of the following year.~~

A holiday occurring during an employee's PTO 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.~~

If typically scheduled on a designated holiday, hours from the holiday leave bank shall be used for the entirety of that typically scheduled shift. Hours from the holiday leave bank cannot be used if an employee is in LWOP status for the typically scheduled shifts before and after the designated holiday.

If not typically scheduled to work on a holiday, holiday leave shall be used within fifteen days before or after the holiday AND during the same calendar year by submitting a leave request per procedure.

Hours from the holiday leave bank cannot be used if an employee is in LWOP status for the typically scheduled shifts before and after the designated holiday.

These requirements for use of holiday leave may be waived or altered, on a case-by-case basis, with the approval of the Executive Director or their designee.

Holiday leave allowed by this section does not carry over from one year to the next.

Holiday leave has no cash value.

## **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 using the established leave request process as far in advance as is practicable. The employee will be allowed to take the **unpaid holidays** this leave on the days they have selected unless the absence would unduly disrupt operations or impose an undue hardship.

The two unpaid holidays allowed by this section do not carry over from one year to the next and have no cash value.

## **5.03 Paid Time Off (PTO)**

All employees begin accruing PTO leave upon hire. This time is accrued each pay period into the employees' PTO Account each pay period. PTO leave may be used after completion of the first payroll period, when the first accrued leave has been posted to the employee's account.

Full-time employees shall begin accruing PTO at the rate of 240 hours per year prorated over all payroll periods. An additional 4 hours of PTO leave per year shall be accrued for each full year of continuous, regular employment up to a maximum rate of 320 hours per year.

PTO leave~~This time~~ will be prorated for part-time employees ~~as stated above~~.

PTO will be posted to an employee's account at the end of each payroll period in which the hours are earned. Actual start date, end date and/or Leave without Pay may impact accruals for that pay period. ~~There is no annual cap for PTO balances.~~

PTO may be taken for any reason such as, but not limited to:

- Vacation
- Personal time
- 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 (3) or more work shifts due to illness or injury.
- The employee requests PTO leave to care for a family or household member.
- There appears to be a pattern of PTO leave or LWOP usage.

PTO balances will carry over from one year to the next, with no annual limit.

The District may require return-to-work certification from a health care provider.

## **Employee Separation**

Upon employee separation, the first **480** PTO hours will be paid at a rate of one (1) hour for every one (1) hour of available PTO.

For PTO balances between **481** and **1,200**:

- Three (3) through twenty (20) years of continuous service – one (1) hour will be paid for every three (3) hours of available PTO.
- Twenty-one (21) and more years of continuous service– one (1) hour will be paid for every two (2) hours of available PTO.

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

Hours beyond 1,200 not cashed out upon separation will be retained per RCW as shown below.

Per RCW 49.12.265, any a PTO 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. Any PTO leave balance that is reinstated will be available to use immediately upon rehire. The District

will provide notice to the rehired employee with the amount of PTO leave that has been reinstated.

#### **5.04 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 to 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~~ Be paid their ~~full salary~~ regular wages using available PTO 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.

#### **5.05 Administrative Leave**

Administrative leave is available to all employees.

Administrative leave is paid leave authorized at the discretion of the Executive Director, or their 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.)

Administrative leave is limited to a total of forty (40) hours annually, prorated for part-time employees.

#### **5.06 Bereavement Leave**

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

Full-time employees are allowed up to 40 hours of bereavement leave per instance, prorated for part-time employees ~~as stated above~~.

Documentation may be required.

#### **5.07 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).

Leave without Pay is limited to a total of 4,160 hours during the employee's time with the District, prorated for part time employees.

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 or their designee ~~has have~~ sole authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued PTO 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 a full pay period or more.

For LWOP periods of at least a full calendar month, 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.

## **5.08 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.

## **5.09 Military Leave**

RCW 49.77.010 Military Family Leave

RCW 49.77.030: Entitlement to leave—Employment protection—Notice requirement—Administration. (wa.gov)

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.

#### **5.10 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 of 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.

### **5.11 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 with the District, and a minimum of 1,250 work hours for the District. Use of PTO 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 in the state where the individual was married and includes individuals in a common law or same-sex marriage.

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, or if the District becomes aware of such, 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. If applicable, employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on FMLA leave. 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.

### **5.12 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 PTO 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.

### **5.13 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. If applicable, the employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on PFML leave. Failure to do so may result in cancellation of the employee’s health insurance benefits.

PFML wage replacement benefit does not count as wages for purposes of DRS retirement credit.

Premium rates for PFML are determined annually by the state agency overseeing the PFML program. This state agency also determines the share of the premium that must be paid by the employer, as well as the employee share. The District may elect to pay all or part of the employee share of the premium for PFML, which will be determined annually as part of the budget process.

### **5.14 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.

### **5.15 Vaccination Leave**

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

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR05 - Leave		
<b>Approval Date</b>	01/01/1982	<b>Revision Date</b>	01/01/2025
<b>Related</b>	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		
<b>Purpose</b>	To set forth the District’s policies for the accrual and use of District leave and the application of state and federal leave law.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Unless otherwise noted, leave in this policy is prorated for part-time staff calculated by the number of hours regularly scheduled per week divided by 40.

- Example: 30 hours per week divided by 40 = 75% of full-time rate

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

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**5.01 Holiday Leave**

Holiday leave will be added to an employee’s holiday leave bank as shown in the table below.

Hours per week	Annual Holiday leave hours
36+	96
31-35	84
26-30	72
21-25	60
15-20	48

The Board of Trustees has designated the following as holidays (per Resolution 21-01):

- 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

A holiday occurring during an employee’s PTO leave shall be paid as holiday time.

If typically scheduled on a designated holiday, hours from the holiday leave bank shall be used for the entirety of that typically scheduled shift.

If not typically scheduled to work on a holiday, holiday leave shall be used within fifteen days before or after the holiday AND during the same calendar year by submitting a leave request per procedure.

Hours from the holiday leave bank cannot be used if an employee is in LWOP status for the typically scheduled shifts before and after the designated holiday.

These requirements for the use of holiday leave may be waived or altered, on a case-by-case basis, with the approval of the Executive Director or their designee.

Holiday leave allowed by this section does not carry over from one year to the next.

Holiday leave has no cash value.

### **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 using the established leave request process as far in advance as is practicable. The employee will be allowed to take this leave on the days they have selected unless the absence would unduly disrupt operations or impose an undue hardship.

The two unpaid holidays allowed by this section do not carry over from one year to the next and have no cash value.

### **5.03 Paid Time Off (PTO)**

All employees begin accruing PTO leave upon hire. This time is accrued each pay period into the employees' PTO Account each pay period. PTO leave may be used after completion of the first payroll period, when the first accrued leave has been posted to the employee's account.

Full-time employees shall begin accruing PTO at the rate of 240 hours per year prorated over all payroll periods. An additional 4 hours of PTO leave per year shall be accrued for each full year of continuous, regular employment up to a maximum rate of 320 hours per year.

PTO leave will be prorated for part-time employees.

PTO will be posted to an employee's account at the end of each payroll period in which the hours are earned. Actual start date, end date and/or Leave without Pay may impact accruals for that pay period.

PTO may be taken for any reason such as, but not limited to:

- Vacation

- Personal time
- 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 (3) or more work shifts due to illness or injury.
- The employee requests PTO leave to care for a family or household member.
- There appears to be a pattern of PTO leave or LWOP usage.

PTO balances will carry over from one year to the next, with no annual limit.

The District may require return-to-work certification from a health care provider.

### **Employee Separation**

Upon employee separation, the first **480** PTO hours will be paid at a rate of one (1) hour for every one (1) hour of available PTO.

For PTO balances between **481** and **1,200**:

- Three (3) through twenty (20) years of continuous service – one (1) hour will be paid for every three (3) hours of available PTO.
- Twenty-one (21) and more years of continuous service– one (1) hour will be paid for every two (2) hours of available PTO.

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

Hours beyond 1,200 not cashed out upon separation will be retained per RCW as shown below.

Per RCW 49.12.265, any a PTO 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. Any PTO leave balance that is reinstated will be available to use immediately upon rehire. The District will provide notice to the rehired employee with the amount of PTO leave that has been reinstated.

### **5.04 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 to 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.
- Be paid their regular wages using available PTO 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.

### **5.05 Administrative Leave**

Administrative leave is available to all employees.

Administrative leave is paid leave authorized at the discretion of the Executive Director, or their 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.)

Administrative leave is limited to a total of forty (40) hours annually, prorated for part-time employees.

### **5.06 Bereavement Leave**

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

Full-time employees are allowed up to 40 hours of bereavement leave per instance, prorated for part-time employees.

Documentation may be required.

### **5.07 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).

Leave without Pay is limited to a total of 4,160 hours during the employee's time with the District, prorated for part time employees.

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 or their designee have authority to approve LWOP requests.

Unless taking leave under Washington Paid Family & Medical Leave (PFML), an employee must use all accrued PTO leave prior to taking LWOP. Unless otherwise prohibited by applicable law, the employee's anniversary date(s) will be adjusted by leave of a full pay period or more.

For LWOP periods of at least a full calendar month, 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.

#### **5.08 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.

#### **5.09 Military Leave**

RCW 49.77.010 Military Family Leave

RCW 49.77.030: Entitlement to leave—Employment protection—Notice requirement—Administration. (wa.gov)

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.

#### **5.10 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 of 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.

### **5.11 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 with the District, and a minimum of 1,250 work hours for the District. Use of PTO 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 in the state where the individual was married and includes individuals in a common law or same-sex marriage.

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, or if the District becomes aware of such, 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. If applicable, the employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on FMLA leave. 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.

### **5.12 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 PTO 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.

### **5.13 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. If applicable, the employee is responsible for arranging payment of their portion of the health insurance premiums to the Finance Office while on PFML leave. Failure to do so may result in cancellation of the employee’s health insurance benefits.

PFML wage replacement benefit does not count as wages for purposes of DRS retirement credit.

Premium rates for PFML are determined annually by the state agency overseeing the PFML program. This state agency also determines the share of the premium that must be paid by the employer, as well as the employee share. The District may elect to pay all or part of the employee share of the premium for PFML, which will be determined annually as part of the budget process.

### **5.14 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.

### **5.15 Vaccination Leave**

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

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner. In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR06 – Employee Conduct		
<b>Approval Date</b>	01/01/1982	<b>Revision Date</b>	<del>05/21/2024</del> 01/01/2025
<b>Related Policies</b>	<u>HR01 Inclusion</u> HR02 Hiring and Employment HR12 Searches and Inspections <u>Standards of Conduct</u>		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for employee conduct.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

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

**6.01 Ethics**

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

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

**6.02 Working with Minor Children and/or Vulnerable Adults**

When working with minor children and/or vulnerable adults who are participating in District-sponsored library programs occurring in District facilities, employees shall conduct activities with the following combinations of adults in the room or space at all times:

- Two or more District employees, OR
- One District employee and one or more other adults

If either of those requirements cannot be met, activities shall be moved to a public area of the District facility. If activities cannot be moved to a public area, the library program shall be canceled.

**6.03 Inclusion**

All employees are expected to support an inclusive workplace by:

- Treating others with dignity and respect at all times.

- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Fostering teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seeking out insights from employees with different experiences, perspectives, worldviews, and backgrounds.
- Avoiding jargon, slang, or idioms that ~~might~~ does not translate across cultures or languages.
- ~~Considering and constructively addressing decisions or behaviors of others that appear to be based on conscious or unconscious biases. that~~ Constructively confronting the decisions or behaviors of others that are based on conscious or unconscious biases.
- Being open-minded and actively listening when given constructive feedback regarding others' perception of your conduct.

#### **6.04 Conflict of Interest**

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

#### **6.05 Abuse of Authority or Position**

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

#### **6.06 Gifts or Additional Compensation**

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

#### **6.07 Attendance**

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time. They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

An employee that has demonstrated an inability to report to work on time and when scheduled to work may be subject to disciplinary action, up to and including termination.

An employee who is absent without authorization or notification on a scheduled work-day is subject to disciplinary action, up to and including termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled work-days shall be considered as having abandoned their job and may be terminated.

~~An employee who is absent without authorization or notification on a scheduled work day is subject to disciplinary action, up to and including termination.~~

Employees may also be subject to disciplinary action, up to and including termination, for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

### **6.08 Gossip**

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

Maintaining a gossip-free workplace:

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

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

### **6.09 Use of Controlled Substances**

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

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

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

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



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

Failure to promptly comply may be grounds for immediate termination.

### **6.10 Workplace Violence**

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

### **6.11 Personal Appearance**

All District employees are issued an identification badge (ID badge) that is to be worn and visible while working.

The badge should be replaced when the information is no longer correct (e.g. name change) or the badge is outdated or in disrepair.

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

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

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

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

<b>Policy Title</b>	HR06 – Employee Conduct		
<b>Approval Date</b>	01/01/1982	<b>Revision Date</b>	01/01/2025
<b>Related Policies</b>	HR01 Inclusion HR02 Hiring and Employment HR12 Searches and Inspections Standards of Conduct		
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Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

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Overriding of any limit is not allowed without the approval of a supervisor or manager.

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

## **6.09 Use of Controlled Substances**

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

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

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

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

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

Failure to promptly comply may be grounds for immediate termination.

### **6.10 Workplace Violence**

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

### **6.11 Personal Appearance**

All District employees are issued an identification badge (ID badge) that is to be worn and visible while working.

The badge should be replaced when the information is no longer correct (e.g. name change) or the badge is outdated or in disrepair.

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

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

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

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	<u>HR08 – Equal Employment Opportunity</u>		
<b>Approval Date</b>	<u>November 11, 2018</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related Policies</b>	<u>N/A</u>		
<b>Purpose</b>	<u>To set forth the Spokane County Library District’s (District) policy for equitable recruiting, hiring, promoting and evaluating employees.</u>		
<b>Scope</b>	<u>Applies to all District employees and volunteers. This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.</u>		

**POLICY: HR08 – Equal Employment Opportunity**

APPROVAL DATE: 11/20/2018

REVISION DATE: 12/19/2024

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Purpose**

To set forth the Spokane County Library District’s (District) policy for ~~equal opportunities in employment~~ equitable recruiting, hiring, promoting and evaluating employees.

**Scope**

Applies to all District employees and volunteers. This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.

**Policy**

Spokane County Library District (The District) affirms a continuing commitment to equal employment opportunity in accordance with applicable State and Federal Laws and Regulations for all employees and applicants for employment within the District, without discrimination on the basis of race, color, religion, national origin, gender, gender identity, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, genetic information, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran or any other status protected by applicable nondiscrimination laws.

The Human Resources Director has been appointed the Equal Opportunity Officer and is responsible for monitoring employment practices to assure compliance, and if necessary, to institute corrective measures to achieve and maintain fair, equal and optimum utilization of resources.

Every employee is expected to take the actions necessary to assure ensure that the District is an equal opportunity employer.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

~~Spokane County Library District is committed to equal employment opportunity, ensuring employment opportunities in accordance with applicable federal, state, and local laws for employees and applicants. All terms, conditions, and privileges of employment, including hiring, promotions, transfers, compensation, benefits, layoff, return from layoff, discipline, education, and work assignments in the District shall be made without regard to race, color, religion, gender identity, sexual orientation, marital status, national origin, age, genetic information, disability, service in the Armed Forces, or any other classification or perception of such classification as protected under nondiscrimination laws.~~

~~As the Equal Opportunity Officer, the Human Resources Director is responsible for continually monitoring employment practices and actions to ensure compliance with this policy and all applicable laws to assure that the District remains in fact, as well as in policy, an equal opportunity employer.~~

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

~~The District will make a good faith effort to implement this policy in a fair and consistent manner. The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.~~

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR08 – Equal Employment Opportunity		
<b>Approval Date</b>	11/20/2018	<b>Revision Date</b>	01/01/2025
<b>Related</b>	N/A		
<b>Purpose</b>	To set forth the Spokane County Library District’s (District) policy for equitable recruiting, hiring, promoting and evaluating employees.		
<b>Scope</b>	Applies to all District employees and volunteers. This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Policy**

The District affirms a continuing commitment to equal employment opportunity in accordance with applicable State and Federal Laws and Regulations for all employees and applicants for employment within the District, without discrimination on the basis of race, color, religion, national origin, gender, gender identity, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, genetic information, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran or any other status protected by applicable nondiscrimination laws.

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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

<b>Policy Title</b>	<u>HR09 – Employee Whistleblower Protection</u>		
<b>Approval Date</b>	<u>January 1, 1993</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related</b>	<u>RCW 42.41.010</u> <u>Policy &amp; Procedure HR10.04 Retaliation</u>		
<b>Purpose</b>	<u>To set forth the District’s policy regarding whistleblower protections.</u>		
<b>Scope</b>	<u>Applies to all District employees</u>		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

Every employee has the right to report to the appropriate person or persons, information concerning an alleged improper governmental action by Spokane County Library District officials and/or employees.

Employees who make good faith reports following established procedures will be protected from any retaliation for having made such reports. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

**Definitions**

*Improper Governmental Action:* any action by a District officer or employee that (a) is undertaken in the performance of her/his official duties, and (b) is in violation of any law, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. It does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reduction-in-pay, dismissals, suspensions, demotions, or reprimands.

*Retaliatory Action:* any adverse change in an employee’s employment status or the terms and conditions of employment.

*Emergency:* a circumstance that if not immediately changed may cause damage to persons or property.

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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

<b>Policy Title</b>	HR09 – Employee Whistleblower Protection		
<b>Approval Date</b>	January 1, 1993	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	RCW 42.41.010 Policy & Procedure HR10.04 Retaliation		
<b>Purpose</b>	To set forth the District’s policy regarding whistleblower protections.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

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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

<b>Policy Title</b>	HR12 – Searches & Inspections		
<b>Approval Date</b>	May 15, 2018	<b>Revision Date</b>	<del>05/21/2024</del> <u>January 1, 2025</u>
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for <del>employee conduct</del> <u>searches and inspections.</u>		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

**12.1 Property**

The District provides property including, but not limited to, workstations (desks, files, lockers, closets, equipment and vehicles to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District property.

~~There is no right to privacy in the use of By using the District’s District-owned vehicles, workstations, desks, files, lockers, closets, or other containers provided by the District, workstations, equipment and District-owned vehicles, an An~~ employee consents to reasonable search of the same. There is no right to privacy in the use of ~~District workstations, equipment, or District-owned vehicles. these.~~

In order to maintain a safe workplace, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any District-owned vehicle, workstation, desk, file, locker, closet, or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property ~~unless authorized by the District.~~

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

**12.2 Computers and Communications Systems**

The District provides network, communications systems, equipment and devices (“technology resources”) to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District technology resources.

By using the District's technology resources, an employee consents to disclosing the contents of any data files, information, and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment, or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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

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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

<b>Policy Title</b>	HR12 – Searches & Inspections		
<b>Approval Date</b>	May 15, 2018	<b>Revision Date</b>	January 1, 2025
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct		
<b>Purpose</b>	To set forth the Spokane County Library District (District)'s policies for searches and inspections.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

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

**12.1 Property**

The District provides property including, but not limited to, workstations (desks, files, lockers, closets, equipment and vehicles) to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District property.

There is no right to privacy in the use of District-owned vehicles, workstations, desks, files, lockers, closets, or other containers provided by the District. An employee consents to reasonable search of the same. There is no right to privacy in the use of these.

In order to maintain a safe workplace, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any District-owned vehicle, workstation, desk, file, locker, closet, or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

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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

<b>Policy Title</b>	<u>HR14 – Rest Periods, Meal Periods, &amp; Break Time for Nursing Employees</u>		
<b>Approval Date</b>	<u>December 12, 2023</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related Policies</b>	<u>RCW 43.10.005</u> <u>FLSA Section 7</u> <u>Washington Administrative Code at Title 296, Chapter 126, Sections 296-126-001, 296-126-002, 296-126-090 and 296-126-092.</u> <u>Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)</u>		
<b>Purpose</b>	<u>To set forth the District’s policy regarding employee meals, rest periods, and break time for nursing employees.</u>		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**14.01 Rest Periods**

Employees are to take a paid rest period of 15 minutes for each 4 hours of work. Rest periods must be scheduled mid-shift, if possible. Employees are not to ~~be required to~~ work more than 3 hours without a rest period.

Rest periods may not be waived or combined. Rest periods may not be taken at the end of the shift in order to shorten a shift.

**14.02 Meal Periods**

Employees are to take a meal period of at least 30 minutes, beginning after the 2nd but before the 5th hour of the shift. Employees are not to work more than 5 consecutive hours without a meal period.

Meal periods may not be waived. Meal periods may not be taken at the end of the shift in order to shorten a shift.

**14.03 Break time for nursing ~~mother~~employees**

Employees may use reasonable break time to express breast milk for their nursing child. For one year after the child’s birth, employees may take reasonable break time “each time such employee has need to express the milk.” The District may not deny a covered employee a needed break to express breast milk.

The frequency and duration of breaks needed to express breast milk will likely vary depending on factors related to the nursing employee and the child.

Factors such as the location of the space and the steps reasonably necessary to express breast milk, such as pump setup, can also affect the duration of time an employee will need to express milk.

Employees who telework are eligible to take pump breaks on the same basis as other employees.

Employees will be provided with “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee’s use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient provided that the space is shielded from view and free from any intrusion from co-workers and the public.

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

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

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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

<b>Policy Title</b>	HR14 –Rest Periods, Meal Periods, & Break Time for Nursing Employees		
<b>Approval Date</b>	December 12, 2023	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	RCW 43.10.005 FLSA Section 7 Washington Administrative Code at Title 296, Chapter 126, Sections 296-126-001, 296-126-002, 296-126-090 and 296-126-092. Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)		
<b>Purpose</b>	To set forth the District’s policy regarding employee meals, rest periods, and break time for nursing employees.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**14.01 Rest Periods**

Employees are to take a paid rest period of 15 minutes for each 4 hours of work. Rest periods must be scheduled mid-shift, if possible. Employees are not to work more than 3 hours without a rest period.

Rest periods may not be waived or combined. Rest periods may not be taken at the end of the shift in order to shorten a shift.

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**14.03 Break time for nursing employees**

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The frequency and duration of breaks needed to express breast milk will likely vary depending on factors related to the nursing employee and the child.

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Employees who telework are eligible to take pump breaks on the same basis as other employees.

Employees will be provided with “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing employee’s use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing breast milk or made available when needed by the nursing employee is sufficient provided that the space is shielded from view and free from any intrusion from co-workers and the public.

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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

<b>Policy Title</b>	<u>HR16 – District Provided Equipment</u>		
<b>Approval Date</b>	<u>December 19, 2023</u>	<b>Revision Date</b>	<u>January 1, 2025</u>
<b>Related</b>	<u>N/A</u>		
<b>Purpose</b>	<u>To set forth the District’s policies for employee use of District provided equipment.</u>		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Employees are directed to return all District-provided equipment upon separation from service.

**District-Provided Equipment**

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

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

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

Employees are prohibited from:

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

Building Keys and access key cards

Building keys are issued to some employees, depending on area of responsibility. Building keys shall be kept in a secure manner. If a building key is misplaced, lost, or stolen, the employee must notify Human Resources immediately.

Access key cards are issued to all employees. If an access key card is misplaced, lost, stolen, or compromised, the employee must notify Human Resources immediately.

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

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.

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

<b>Policy Title</b>	HR16 – District Provided Equipment		
<b>Approval Date</b>	December 19, 2023	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	N/A		
<b>Purpose</b>	To set forth the District’s policies for employee use of District provided equipment.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Employees are directed to return all District-provided equipment upon separation from service.

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY 2025 – FEBRUARY 2025**

**January 21, 2025: Spokane Valley – 4:00pm**

- Bulletin Boards & Community-Interest Publications Policy: Approval Recommendation
- Computer, Wireless Networks & Internet Use Policy: Approval Recommendation
- Customer Privileges & Responsibility Policy: Approval Recommendation
- Use of Video Surveillance Systems Policy: Approval Recommendation
- Overview: Open Government Training

**February 18, 2025: North Spokane – 4:00pm**

- Exhibits & Displays Policy: Approval Recommendation
- Reciprocal Use of Libraries Report for 2024
- Overview: Post-Pandemic Usage Trend Analysis, Part I

**Special Meetings/Activities**

2025

May 9<sup>th</sup>

Staff Day

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**NOVEMBER 2024 DIRECTOR'S REPORT FOR DECEMBER 2025****Finance – Jason Link****General Fund**

The total general fund operating expenses before (89.36%) or after (84.37%) transfers remain well aligned with the total budget projected expenditure of 91.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

**Capital Project & Debt Service Funds**

Total expenses are within budget. There were no expenditures for November from the Capital Project & Debt Service Funds.

**Facilities Report**

Maintenance staff have been completing routine maintenance projects at the facilities in November.

**Human Resources – Toni Carnell****Training**

- Training courses for 2025 in development:
  - Leadership
  - Customer Service Philosophy and Application
- All staff continue to work on required training in the learning management system, including:  
**Outside Provider (Evergreen Safety Council)**
  - EverSafe Defensive Driving
- New courses continue to be added to the learning management system and the training calendar.

**Staff updates:****New hires:**

- Public Services Associate
- Public Services Technician (2)

**Promotions:**

- Public Services Technician to Public Services Associate

**Transfers:**

- N/A

**Voluntary Demotions**

- N/A

**Separations:**

- N/A

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**Benefits Review: Medical/Vision/Dental insurance options and providers**

In 2024, the District completed a review of benefits offered as part of the 2024 Work Plan. In addition to evaluating AWC's rates, we contacted two insurance providers that serve public agencies in Washington State and requested quotes: the Washington State Health Care Authority's Public Employees Benefit Board (PEBB) Program and Washington Counties Insurance Fund. Based upon an analysis of the information provided, AWC provides the most cost-effective rate for the benefits offered. In addition, we asked other libraries in Washington State who their contracted benefits provider is and what their experience with that provider has been. Of those contacted, the majority either currently work with the AWC or are moving to that group for 2025. Those moving to AWC stated that the rates were better than those with WCIF or PEBB, which aligned with our analysis as well. Some who have been with AWC shared that they moved from PEBB or WCIF due to the increases in rates with those providers.

**Communication & Development – Jane Baker****Communication**

November's media coverage included two stories from *KXLY.com*: StartUp Spokane's free business workshops during Global Entrepreneurship Month, and the 'Holiday Hoopla' event in Cheney. The *Spokane Journal of Business* featured an item about Spokane Valley Library's architecture design award.

After two months of sending the Kids & Families eNewsletter, analytics show a higher-than-average open rate. The Communication team will continue to refine the newsletter and monitor customer response.

**Development**

We informally announced at the last Board of Trustees meeting that STCU has agreed to a 5-year, \$100,000 sponsorship of LINC. The sponsorship includes adding recognition of STCU to the LINC vehicle wrap and in promotional materials, along with LINC visits at STCU financial education events.

**Operations - Doug Stumbough**

For the month of November, a total of 81,230 physical items were borrowed by customers in the libraries, down from the 89,671 borrowed in October (-9%). The total number of customers visiting our libraries this month in person was 56,829, down from 65,322 (-13%) in October.

**Positive Interaction Reports**

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

At Moran Prairie, a customer took the effort to come back to the front desk as they were heading out to express their thanks for how helpful and excellent Public Services Associate Janell had been when she assisted the customer in resolving issues they were facing with the printer and computer.

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While checking out at the Argonne front desk, a new customer said she and her husband, both travel nurses, had been to a lot of different libraries and very much liked this one.

Airway Heights received the following letter: “Dear Amazing Librarians, Thank you so much for saving bookmarks that I accidentally left in some books. You all are terrific, and I appreciate it very much! Thank you again so much!! Hope you have a wonderful day!”

A customer at North Spokane library built a rapport with staff through her love of music. After her previous volunteer organization shut down, she sought help from Public Services Specialist Katie to find new opportunities, specifically with seniors and people with health challenges. Katie assisted her, and Angela soon secured a position as a patient greeter at a hospital. The customer recently returned to express her gratitude, sharing how much she enjoys her new role, the friendships she's made, and calling Katie her "library angel" for the support she provided.

While returning some books, a Moran Prairie customer said cheerily, "Thank you for being the first accessible place we've been!" She explained that it was her first day in a wheelchair and she was grateful to have a good experience at the library.

During a Book-a-Librarian appointment at Spokane Valley, Public Services Specialist Melissa assisted a customer with modifying a 3D printing design file. When they ran out of time, Melissa introduced him to LinkedIn Learning and Tinkercad tutorials for further self-guided work. The customer was impressed with the District's offerings and pleased with both their progress and the new resources available for use at home.

A regular customer came by the Moran Prairie front desk to share how much she enjoyed Public Services Associate Shannon's most recent book recommendation. She mentioned how nice it was that Shannon understood her taste and wanted to give a shoutout to her for excellent reader's advisory.

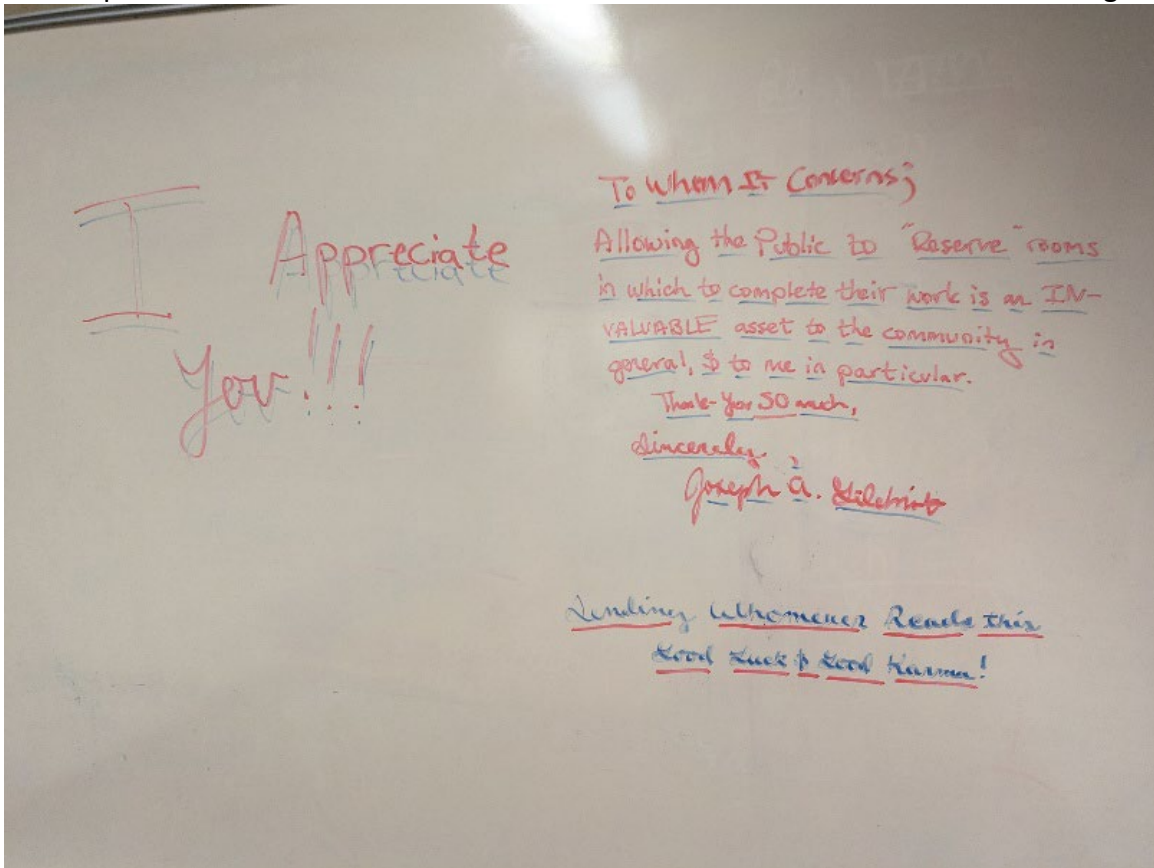
Public Services Float Grace met one of the regular gaming kids at Otis Orchards and after talking about his video game, he asked if he could help Grace shelve, so Grace took the opportunity to introduce him to the Dewey Decimal System and the importance of keeping books in order. Grace said it made her night as he “helped” shelve the cart.

One attendee at the holiday ornament class at Spokane Valley said that Technology Instruction Specialist Erin was courteous and extremely helpful during the class. She was very grateful for the extra info that Erin emailed her as well, saving her a trip.

This nice thank-you note was left in the Deer Park book drop one morning:



North Spokane staff discovered this note on a conference room whiteboard at closing one night:



Public Services Associate Kyle and Public Services Specialist Chrissie helped a North Spokane customer find titles by one of his favorite authors, place a couple of holds, and found two more titles by that same author in the Large Print section. The customer expressed so much gratitude

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for both being a great help, and he's pleased the library has so many books. He started coming back when the pandemic started, and since he doesn't really use the internet, they really helped him through a tough time providing him with something to read.

After receiving help from Customer Service Associate Catherine at the Call Center, a customer emailed: "I just want to compliment the service and response. I was able to renew my card and get the book I wanted. I'm so impressed by the friendliness of the person I spoke with on the phone. She was wonderful. Thanks for checking back with me."

A North Spokane thanked Public Services Specialist Katie, saying "you probably don't remember me, but you helped me get a job last year and I wanted to come in to thank you." She spoke about how she had really wanted to work at Union Gospel Mission but didn't think she would have the skills to get through the application process, so she visited the library for help. She said that Katie had so much patience with her which made her feel better about her lack of technological skills. She had her final interview in the library in a conference room because she had nowhere else to go that had privacy and WiFi. They finished up by making a mobile print from her phone, a service she didn't know was offered, and again thanked Katie for her help and patience.

A customer brought Christmas stockings to the Moran Prairie desk which she had made based on a book recommended by a staff member. She was super happy and was very thankful for the library and the resources provided and was glad she could make the stockings with the books available at the library.

Medical Lake had a customer proudly show Library Supervisor Cecelia and Public Services Associate Jen her new therapy license and thanked them for all the help provided (formatting documents, uploading documents, finding her quiet places to study, etc.) while she was working toward her master's degree over the last few years. She said that the library was part of the process and appreciated everything staff did for her.

### **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 November:
  - **Audiobook checkouts:**
    - *The Boyfriend* by Freida McFadden (202)
    - *The Women* by Kristin Hannah (149)
    - *Funny Story* by Emily Henry (112)
  - **Ebook checkouts:**
    - *The Women* by Kristin Hannah (129)
    - *Fourth Wing* by Rebecca Yarros (111)
    - *Funny Story* by Emily Henry (97)

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- **Audiobook holds** as of December 3:
    - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (168)
    - *All the Colors of the Dark* by Chris Whitaker (143)
    - *The God of the Woods* by Liz Moore (124)
  - **Ebook holds** as of December 3:
    - *All the Colors of the Dark* by Chris Whitaker (133)
    - *The God of the Woods* by Liz Moore (126)
    - *Here One Moment* by Liane Moriarty (138)
  - Popular **Adult Physical Book** titles November:
    - Checkouts:
      - *The Women* by Kristin Hannah (47)
      - *The Grey Wolf* by Louise Penny (36)
      - *Perma Red: A Novel* by Debra Magpie Earling (35)
    - Holds:
      - *The Women* by Kristin Hannah (51)
      - *In Too Deep* by Lee Child (38)
      - *The Frozen River: A Novel* by Ariel Lawhon (37)

#### OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read program was *Montgomery and the Case of the Golden Key* by Tracy Ocomy Crowder. This children's novel was available for unlimited simultaneous use in the ebook and audiobook formats between November 7–21 at no cost to the District. OverDrive's Big Library Read is a two-week digital reading program that connects readers and listeners with the same title at the same time without any waitlists or holds.

**COLLECTION MONTHLY REPORT  
NOVEMBER 2024**

<b>Select Transaction Count</b>			
<b>Physical Collection</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Items Processed	54,883	48,619	13%
Interlibrary Loan Total	6,678	5,684	17%
<b>Overdrive</b>			
Total Checkouts	979,466	876,936	12%
Total Holds	347,823	283,754	23%
<b>hoopla</b>			
Total Checkouts	57,446	39,504	45%
<b>Total Items in Collection</b>			
<b>Material Type</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Print	306,514	305,634	0%
Nonprint	73,532	74,179	-1%
Overdrive	196,304	160,293	22%
<b>Grand Total</b>	<b>576,350</b>	<b>540,106</b>	<b>7%</b>

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

**Executive Director – Patrick Roewe**

2025 Budget Final Steps

Pursuant to RCW 27.12.210(4), RCW 84.52.020, and RCW 84.52.070, certified copies of the District’s three 2025 budget resolutions (24-02, 24-03, 24-04) were submitted to and confirmed received by the Board of County Commissioners Office and the Spokane County Auditor’s Office on Thursday, November 32,2024. The statutory deadline for submission is November 30th.

Airway Heights Interlocal Agreement (ILA) Amendment

The Airway Heights City Council approved the ILA amendment at their December 2, 2024 meeting. Subsequently, I signed on behalf of the District, and City Manager Albert Tripp signed on behalf of the City, thus executing the agreement amendment. At present, the District’s legal counsel is drafting the “right of first offer” agreement while the City is working on the subdivision of the property.

Potential Tax Increment Area Agreement

As reported previously, we’ve been informed about the potential for a Community Revitalization Financing and Tax Increment Area Agreement to which the District would be a party. No additional information was provided to the District in October.



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## OPERATIONS REPORT NOVEMBER 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Adult Services (Stacey Goddard)

- 195 people attended 25 programs during November. Highlights included:
  - 16 cooking enthusiasts participated in the online *World Cooking: Afghan Food* program.
  - 30 people logged in to this month's online *SCORE Workshop: Pricing & Sales to Maximize Profits*.
  - 29 individuals attended the two Homebuyer Education Seminars this month.
- I met with the site supervisor for Tax-Aide help at Cheney Library and confirmed their 2025 dates.

#### Youth Services (Mary Ellen Braks)

- We provided 68 storytimes this month with an attendance of 1,750.
- Mobile Services visited 18 childcare centers, provided 53 storytimes to 626 children and caregivers.
- We had 23 youth programs this month with an attendance of 535.
- We offered 35 Lego Free Play activities for families with an attendance of 160.

#### Cross Disciplinary (Gwendolyn Haley)

- We wrapped up our first ever preschool *Prime Time Family Reading* in partnership with Central Valley ECEAP. 25 families registered (we only needed 10 families) and about half of the families attended regularly.
- We launched the new appointments module for booking time for help in the STCU Studio at Spokane Valley and the Glowforge in The Lab at North Spokane. These were well received, with most appointments used (18 in total).
- November virtual authors included Javier Zamora (two presentations, one in English and one in Spanish) and Stanley Milford, Jr. 294 customers watched these presentations, which will be available in the archive.
- In the Library of Things, 27 items were checked-out. These included telescopes, projectors, sewing machines, cameras and digital multimeters.
- The vendor who makes the software we use to manage the museum pass program abruptly announced their imminent closure, causing us to suspend the program while we search for a new product. We are currently reviewing a couple of excellent prospects so we anticipate that we can resume in the first quarter of 2025.

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

- An accessible version of the catalog was released. Customers can now select the Accessible (ADA) View in the Display Settings and may change their default view when logged into their account.

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- SimplyAnalytics, a digital resource focused on demographics and market trends, was added to the Digital Library.

**Information Technology (Patrick Hakes)**

- All the library's internet circuits have been upgraded to faster speeds as part of the new contract, with the exception of Fairfield. The telecommunication infrastructure that services that area of the county currently limits the service to a slower speed.
- New computers were ordered and received to replace all the public Internet stations and staff workstations. Over the next several months, Aaron and Roy will be configuring the new computers and replacing the old ones in each library.

**Mobile Services (Brianna Rukes)**

- LINC participated in two school events this month: Betz Elementary School's Resource Night and Westwood Elementary School's Literacy Night. Visitors were excited to have the opportunity to sign up for library cards.

**Library Reports****Airway Heights: Lesa Arrison**

- Librarians Christie and Crystal attended the Westwood Middle School Literacy Night and talked with 65 people. They were able to share upcoming events with families, and LINC was there so families were able to sign up for library cards.
- 21 people participated in the Jigsaw Puzzle and Board Game swap, which proved to be popular, with requests to have more opportunities for swaps.

**Argonne: Stacy Mills**

- Argonne hosted the *Penguin Exploration: Birds on Ice* program. We had 10 attendees, and they had fun learning about penguins, creating art, and going on a scavenger hunt in the library.

**Cheney: Jonathan Melcher**

- Crystal attended the Cheney Members Association meeting and discussed plans for Holiday Hoopla.
- We have begun receiving seed donations from various seed companies in response to donation request letters Crystal mailed out.

**Deer Park: Shannon McMinn**

- The *Homeschool Hodgepodge: STEAM Activities* program was well attended. This monthly program has activities that explore art, coding, engineering and more.
- Local children enjoyed learning fun facts about penguins and making some watercolor art during the *Penguin Exploration: Birds on Ice* program.

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**Medical Lake: Cecelia McMullen**

- The Electric Vehicle Charger brings new customers who browse while their car is plugged in. One person charges her car weekly while taking part in *Storytime*.
- Customers expressed appreciation during Thanksgiving week when visiting relatives, combined with school conferences, created a need for activities. One mom sent “grandpa” who was totally enthralled with the *Wonder Wednesday* IndyCar activity while she stayed home to prepare the turkey.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- Moran Prairie customers enjoyed discovering new-to-them puzzles and games at the *Jigsaw Puzzle & Board Game Swap*.
- Toddlers, preschoolers, and parents got to learn about the collective nouns for different Pacific Northwest animals with *A Flock of Gulls, a Chorus of Frogs* by First Nations author Roy Henry Vickers during a counting themed storytime.
- Fairfield Library was the North Palouse Chamber of Commerce Business for November.

**North Spokane: Brian Vander Veen**

- This month, the North Spokane Library featured several new displays of local art: paintings by Nikki Gamon, fused glass art by Jacki-Joan Shannon, and clay sculptures by Cori Schuman. We also hosted a display of model trains provided by Valley Trains & Models
- More than 70 children and caregivers turned out for penguin facts and related crafts at the event *Penguin Exploration: Birds on Ice*.

**Otis Orchards: Maggie Montreuil**

- The *Penguin Exploration: Birds on Ice* program had 10 attendees, who were enthusiastically engaged in the penguin-themed crafts and activities.
- The no-barrier monthly fresh food distribution Four Roots Farm “carry out” in the Otis Orchards Library parking lot continues to be a valuable resource for the community, especially in the winter months. November’s distribution saw just under 200 boxes given to families from Spokane County.

**Spokane Valley: Danielle Milton**

- At *Awkward Family Photos: Holiday Cringe Edition*, 52 people delightfully had awkward photos taken in the STCU Studio.
- We provided after-school snacks to 369 children, thanks to the Child and Adult Care Food Program, which has also allowed us to build connections with some of our teen regulars who don’t often connect with staff.

**Public Use Measures**

**November 2024**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	143601	132440		8%
Door count	56829	60197	688163	-4%
Items Borrowed	202420	201159	2344209	4%
• Airway Heights	2504	2386	27441	4%
• Argonne	5674	6601	70242	-13%
• Cheney	5961	6416	71881	-1%
• Deer Park	6144	6248	71870	-4%
• Fairfield	630	502	7299	24%
• Medical Lake	1843	2079	22178	-11%
• Mobile Services	1916	2104	21542	6%
• Moran Prairie	10176	11745	122615	-11%
• North Spokane	20422	21323	249223	-2%
• Otis Orchards	2876	2833	32498	1%
• Spokane Valley	23084	25096	290347	9%
• Digital	95065	86093	1042165	13%
• Totals	177202	173685	2038879	6%
Programs				
• Number	254	208	3179	59%
• Attendance	4495	3125	63362	28%
Internet Station Use (%)	26.6%	28.9%	26.3%	2.3%
Meeting room bookings	707	727	8289	47%

**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.*

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**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.*

**Summary of Revenues & Expenses - (Cash Basis)  
For the Eleven Months Ended November 30, 2024**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Target 91.7% Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 16,114,989	\$ 17,540,000	91.88%	\$ 1,425,011
CONTRACT CITIES - AIRWAY HEIGHTS	134,440	377,000	35.66%	242,560
CONTRACT CITIES - SPOKANE	106,905	103,000	103.79%	(3,905)
FINES & FEES	46,334	45,000	102.97%	(1,334)
GRANTS & DONATIONS	88,299	26,000	339.61%	(62,299)
E-RATE REIMBURSEMENTS	221,703	265,000	83.66%	43,297
LEASEHOLD & TIMBER TAX, REBATES, OTH	40,835	36,500	111.88%	(4,335)
INTEREST REVENUES	220,277	193,000	114.13%	(27,277)
<b>TOTAL REVENUES</b>	<b>\$ 16,973,783</b>	<b>\$ 18,585,500</b>	<b>91.33%</b>	<b>\$ 1,611,717</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 16,973,783</b>	<b>\$ 18,585,500</b>	<b>91.33%</b>	<b>\$ 1,611,717</b>
<b>EXPENSES</b>				
SALARIES	\$ 7,576,358	\$ 8,510,600	89.02%	\$ 934,242
FRINGE BENEFITS	2,589,428	2,863,400	90.43%	273,972
SUPPLIES	171,678	193,100	88.91%	21,422
UTILITIES	506,539	575,500	88.02%	68,961
SERVICES	1,217,904	1,597,800	76.22%	379,896
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	245,922	370,000	66.47%	124,078
LIBRARY MATERIALS	2,008,141	2,222,800	90.34%	214,659
ELECTRONIC LIBRARY MATERIALS	259,988	300,000	86.66%	40,012
LIBRARY PROGRAMS	160,575	142,300	112.84%	(18,275)
DEBT SERVICE	248,832	0	0.00%	(248,832)
<b>TOTAL EXPENSES</b>	<b>\$ 15,079,991</b>	<b>\$ 16,875,500</b>	<b>89.36%</b>	<b>\$ 1,795,509</b>
TRANSFERS OUT	600,000	1,710,000	35.09%	1,110,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 15,679,991</b>	<b>\$ 18,585,500</b>	<b>84.37%</b>	<b>\$ 2,905,509</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1,293,792</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	1,293,792			
<b>ENDING CASH</b>	<b>\$ 9,924,092</b>			

**Number of months cash on hand 7.1**

**Summary of Revenues & Expenses Debt - (Cash Basis)  
For the Eleven Months Ended November 30, 2024**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Target 91.7%</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>					
INTEREST REVENUES	\$ 14,058	\$ 125		11246.40%	\$ (13,933)
<b>TOTAL REVENUES</b>	<b>\$ 14,058</b>	<b>\$ 125</b>		<b>11246.40%</b>	<b>\$ (13,933)</b>
TRANSFERS IN	-	1,110,000		0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 14,058</b>	<b>\$ 1,110,125</b>		<b>1.27%</b>	<b>\$ 1,096,067</b>
<b>EXPENSES</b>					
DEBT - PRINCIPAL	\$ 765,000	\$ 765,000		100.00%	\$ -
DEBT - INTEREST	182,125	345,125		52.77%	163,000
<b>TOTAL EXPENSES</b>	<b>\$ 947,125</b>	<b>\$ 1,110,125</b>		<b>85.32%</b>	<b>\$ 163,000</b>
TRANSFERS OUT	-	-		0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 947,125</b>	<b>\$ 1,110,125</b>		<b>85.32%</b>	<b>\$ 163,000</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (933,067)</b>	<b>\$ -</b>			
BEGINNING CASH	1,294,571				
NET FROM ABOVE	<b>(933,067)</b>				
<b>ENDING CASH</b>	<b>\$ 361,504</b>				

**Number of months cash on hand**

**Summary of Revenues & Expenses CIP - (Cash Basis)  
For the Eleven Months Ended November 30, 2024**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 91.7%</b>	
<b>REVENUES</b>				
GRANTS & DONATIONS	\$ -	\$ 200,000	0.00%	\$ 200,000
INTEREST REVENUES	106,554	30,000	355.18%	(76,554)
<b>TOTAL REVENUES</b>	<b>\$ 106,554</b>	<b>\$ 230,000</b>	<b>46.33%</b>	<b>\$ 123,446</b>
TRANSFERS IN	600,000	600,000	100.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 706,554</b>	<b>\$ 830,000</b>	<b>85.13%</b>	<b>\$ 123,446</b>
<b>EXPENSES</b>				
CAPITAL - FFE	\$ -	\$ 200,000	0.00%	\$ 200,000
CAPITAL - CONSTRUCTION	3,020	800,000	0.38%	796,980
<b>TOTAL EXPENSES</b>	<b>\$ 3,020</b>	<b>\$ 1,000,000</b>	<b>0.30%</b>	<b>\$ 996,980</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 3,020</b>	<b>\$ 1,000,000</b>	<b>0.30%</b>	<b>\$ 996,980</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 703,534</b>	<b>\$ (170,000)</b>		
BEGINNING CASH	3,462,546			
NET FROM ABOVE	703,534			
<b>ENDING CASH</b>	<b>\$ 4,166,080</b>			

**Number of months cash on hand**