



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

February 20, 2024, 4:00 p.m. at North Spokane Library

### AGENDA

**Remote Attendance:** To attend the meeting remotely via the internet: <https://scld-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.sclcd.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. WELCOMING A NEW TRUSTEE
- IV. PUBLIC COMMENT
- V. ACTION ITEMS
  - A. Approval of [January 16, 2024 Regular Meeting Minutes](#)
  - B. Approval of [January 2024 Payment Vouchers](#)
  - C. Unfinished Business
  - D. New Business
    - 1. [Facility Use for Political Purposes Policy](#): Approval Recommendation
    - 2. [Public Records Policy](#): Approval Recommendation
    - 3. [Procurement Policy](#): Approval Recommendation
    - 4. [HR05 Leave Policy](#): Approval Recommendation
    - 5. [Reciprocal Use of Libraries Report for 2023](#)
    - 6. [Overview](#): North Spokane
- VI. DISCUSSION ITEMS, POSSIBLE ACTION
  - A. [Future Board Meeting Agenda Items](#)
- VII. REPORTS
  - A. Trustees
  - B. [Executive Director](#)
  - C. [Operations](#)
  - D. [Fiscal](#)
- VIII. 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.***

February 20, 2024

## **WELCOMING A NEW TRUSTEE**

### **Background**

The Board of Trustees conducted interviews of two applicants at a special meeting on Wednesday, December 20, 2023, and unanimously recommended the appointment of Patti Stauffer to fill the vacancy left by Trustee John Craig, who retired on December 31, 2023. Patti Stauffer was recommended by Trustees because of demonstrated enthusiasm for the Library District's mission, interest in community engagement, budgeting experience, and status as a lifelong user of local libraries. The recommendation was subsequently forwarded to the Board of County Commissioners.

On February 06, 2024, the Board of County Commissioners appointed Patti Stauffer to serve on the Spokane County Library District Board of Trustees, effective February 06, 2024, through December 31, 2028.

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

## **BOARD OF TRUSTEES MEETING MINUTES: January 16, 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, January 16, 2024 at 4:00pm.

**Present:** Jessica Hanson – Chair  
Jon Klapp – Vice Chair  
Ellen Clark – Trustee (Arrived at 4:19 p.m.)  
Robert Paull – Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Janet Hacker-Brumley (Librarian), Stacy Loberg (Library Supervisor), and Emily Greene (Administrative Services Manager)

**Via Zoom:** Jane Baker (Communication and Development Director), Jason Link (Finance Director), Patrick Hakes (IT Manager), and five (5) members of the public.

**Call to Order (Item I)** Chair Jessica Hanson called the meeting to order at 4:02pm.

**Agenda Approval (Item II)** Vice Chair Jon Klapp 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 were no public comment submitted.

**Approval of December 19, 2023 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for corrections to the December 19, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of December 20, 2023 Special Meeting Minutes (Item IV.B.)** Chair Hanson called for corrections to the December 20, 2023 Special Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of December 2023 Payment Vouchers (Item IV.C.)** Trustee Paull moved and Vice Chair Klapp seconded the approval of the December 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec – GF	061684 – 061769 and W001423 – W001446	\$795,695.45	\$795,695.45
	PR12082023 and PR12222023	\$507,997.68	\$507,997.68
		Total	\$1,303,693.13
CPF	9750 Electrical Boxes	\$760	\$760
	9751 Artwork Design and Fabrication	\$1,959.42	\$1,959.42
	9752 Project Close Out, Document Prep	\$4,428.76	\$4,428.76
	9753 Project Close Out	\$640.12	\$640.12
		Total	\$7,788.30

Discussion ensued about how many more payments were left for the company creating the new website and what has already been completed.

The motion was unanimously approved, there was no further discussion.

Trustee Ellen Clark arrived to the meeting.

**Unfinished Business  
Future Conklin Road Library  
(Item IV.D.1.)**

Executive Director Patrick Roewe and Operations Director Doug Stumbough presented to the Trustees staff findings from investigating the probability of building a new library as proposed by Mr. Zahand. Discussion ensued about the location of the library, demographics of residents in this area and expected growth rate, a comparison of cardholders to other District libraries, and other possible revenue sources. By consensus, staff were directed to update Mr. Zahand on the initial discussion and to further investigate operational costs and funding needs.

There was no further discussion.

**New Business  
Network Contract Awards  
(Items IV.E.1.a-b.)**

Operations Director Stumbough presented to the Trustees a contract award recommendation for E-Rate Contracts. Discussion ensued about e-rate discounts and the process, where the District currently is in the process, how each company that bid was scored, and staff recommendation for which contracts should be awarded. Vice Chair Klapp moved and Trustee Paull seconded the approval to award Fatbeam the Internet and WAN contract. The motion was unanimously approved. Trustee Clark moved and Trustee Paull seconded the approval of awarding Ednetics the Managed Internal Broadband Services Contract. The motion was unanimously approved.

There was no further discussion.

**New Business  
Library Meeting  
Room Use Policy:  
Approval  
Recommendation  
(Item IV.E.2.)** Operations Director Stumbough presented changes to the Library Meeting Room Use Policy. Changes included regrouping information for readability and better understanding, clarification of meeting room events being open to the public, staff ability to intervene as needed, clarification about food and beverage use, and liability. All added information was in the procedure or in the meeting use agreement but needed to be added to policy as well. Trustee Paull moved and Trustee Clark seconded the approval of changes to the policy.

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

**New Business  
Personnel  
Policies: HR02  
Hiring and  
Employment:  
Approval  
Recommendation  
(Item IV.E.3.)** Human Resources Director Toni Carnell presented changes to the HR02 Hiring and Employment Policy. Changes included adding a driver record check for all employees that drive during work hours, based upon a recommendation from the District's insurance provider. Vice Chair Klapp moved and Trustee Clark seconded the approval of changes to the HR02 policy.

The motion was unanimously approved, there was no further discussion.

**New Business  
Overview:  
Argonne Library  
(Item IV.E.4.)** Librarian Janet Hacker-Brumley and Library Supervisor Stacy Loberg provided a presentation to the Trustees of events and activities held at the Argonne Library during 2023. Discussion ensued about upcoming events.

There was no further discussion.

**Discussion Items  
Future Board  
Meeting Agenda  
Items  
(Item V.A.)** Chair Hanson called for any questions or suggestions to the Future Board Meeting Agenda Items. There were no questions or additions.

There was no further discussion.

**Trustee Reports  
(Item VI.A.)** There were no Trustee reports.

**Executive Director  
Report  
(Item VI.B.)** In addition to the report provided prior to the meeting, Executive Director Roewe updated the Trustee on the status of the Trustee vacancy. Discussion ensued about the status of the close-out of the Spokane Valley Library project, staff member Jeremy Mullin being recognized by Congresswoman Cathy McMorris Rodgers for his work with the Veteran's History Project, and the status of buildings after freezing temperatures.

There was no further discussion.

**Operations  
Report  
(Item VI.C.)** Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2023, with data for customer use measures, programming, and library activities. Discussion ensued about the status of a temporary app to fill the place of the broken one until it can be fixed.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for December 2023 prior to the meeting. He informed the Trustees that staff are still wrapping up year-end items and currently do not have all the information and bills to present a final fiscal report for 2023 until the next meeting.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Hanson adjourned the meeting at 5:43pm. The next Board Meeting is scheduled for Tuesday, February 20<sup>th</sup> at the North Spokane 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 November 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,364,959.08 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 31, 2024

SIGNED: 

TITLE: Finance Director

SIGNED: 

TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000053735	HAMISH R BASTOW	LOST PAID REFUND	11.00
0000061770	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	32,739.21
0000061771	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	801.10
0000061772	KANOPY, INC	LIBRARY MATERIALS, ANNUAL SUBSCRIPTION	8,000.00
0000061773	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	48,006.55
0000061774	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	12,000.00
0000061775	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	624.00
0000061776	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	238.46
0000061777	AMERICAN ON SITE SERVICES LLC	PORTABLE RESTROOM RENTAL FOR NORTH SPOKANE	278.98
0000061778	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	9,201.61
0000061779	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000061780	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	163.63
0000061781	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
0000061782	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061783	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061784	THE FIG TREE	LIBRARY MATERIALS	150.00
0000061785	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	235.00
0000061786	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	14,397.31
0000061787	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	499.00
0000061788	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	4,022.59
0000061789	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,819.67
0000061790	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,847.71
0000061791	MOBIUS SPOKANE	LIBRARY PROGRAMS - MUSEUM PASSES	2,500.00
0000061792	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	5,000.00
0000061793	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	29,129.73
0000061794	PATRON POINT	COMMUNICATIONS SOFTWARE ANNUAL SUBSCRIPTION	18,270.60
0000061795	PHILADELPHIA INSURANCE CO	ANNUAL D&O / EPL INSURANCE PREMIUM	10,742.00
0000061796	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	9,511.09
0000061797	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	162.96
0000061798	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	4,226.16
0000061799	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	313.62
0000061800	SSO/FOX	LIBRARY PROGRAMS - CONCERT PASSES	1,425.00
0000061801	STUMPED TOWN DEMENTIA PRODUCTIONS, LLC	LIBRARY PROGRAMS - FILM SCREENING FEE	1,150.00
0000061802	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	217.80
0000061803	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,892.68
0000061804	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	721.79
0000061805	WAPRO - WASH. ASSOC. OF PUBLIC RECORDS OFFICERS	MEMBERSHIP FEE	25.00
0000061806	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,593.48
0000061807	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
0000061808	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,445.50
0000061809	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	20,315.63
0000061810	ACORE SHELVING dba Acore Shelving and Products Inc	CASTER REPLACEMENTS	154.00
0000061811	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	424.71
0000061812	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	3,507.45
0000061813	APS, INC.	POSTAGE METER SUPPLIES	179.69
0000061814	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,408.15
0000061815	PHOEBE BRAND	INLAND COUNCIL OF LIBRARIES PRESENTATION	150.00
0000061816	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	2,047.78
0000061817	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	58.70
0000061818	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	69.43
0000061819	CRABTREE PUBLISHING	LIBRARY MATERIALS	1,499.08
0000061820	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,770.63
0000061821	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	2.40
0000061822	EDNETICS	CISCO CATALYST 12 PORT IP BASE & MONTHLY VOIP CHARGES	5,377.98
0000061823	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,249.30
0000061824	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	78,618.00
0000061825	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,554.46
0000061826	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	16,455.21
0000061827	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	841.69
0000061828	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	16,575.00
0000061829	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,985.43
0000061830	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	350.72
0000061831	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	60.00

0000061832	OTIS HARDWARE	MAINTENANCE SUPPLIES	47.10
0000061833	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	35,739.57
0000061834	BECKETT SMITH	LOST PAID REFUND	14.00
0000061835	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,675.09
0000061836	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	70.00
0000061837	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	40.84
0000061838	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	21,504.26
0000061839	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	142.80
W000001439	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,159.10
W000001440	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,036.44
W000001441	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,142.25
W000001442	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,372.86
W000001447	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	317.84
W000001448	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,758.52
W000001449	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,104.75
W000001450	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,187.92
W000001451	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,789.33
W000001452	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,318.34
W000001457	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	47.35
W000001459	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	252.82
W000001460	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	284.09
W000001461	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	25.25
W000001464	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
W000001466	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	9,511.09
	<b>Total Non-Payroll General Operating Fund</b>		\$ 877,587.24
	<b>PAYROLL VOUCHERS</b>		
01102024 PP01	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #01	\$ 240,932.02
01252024 PP02	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #02	246,439.82
	<b>Total Payroll General Operating Fund</b>		\$ 487,371.84
	<b>TOTAL GENERAL OPERATING FUND</b>		\$ 1,364,959.08

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>Total Capital Projects Fund</b>		\$ -



**Dec 2023/Jan 2024  
Paid in Jan 2024  
Voucher # 61838**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 14,122.66
<b>Maintenance</b>	\$ 957.59
<b>Travel</b>	\$ 2,503.97
<b>Acquisitions</b>	\$ 2,780.49
<b>Information Technology</b>	\$ 166.16
<b>Mobile Services</b>	\$ 973.39
<b>General Fund Purchases</b>	<b>\$ 21,504.26</b>

*Top Individual Charges*

Amazon	Total all material purchases from Amazon	2,518.05
Mailchimp	Monthly email service	1,070.49
Filters Fast	Furnace filters	788.64
Lakeshore Learning Mater	Learning toys for libraries	6,139.70
DRI Printing Services	Volunteer t-shirts	2,463.97
Lands End Bus Outfitters	Folding logo'd camp chairs for all libraries	1,020.89
Coschedule.com	Marketing Calendar Pro software renewal	2,088.00

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## **FACILITY USE FOR POLITICAL PURPOSES**

### **Background**

The purpose of this policy is to define the extent to which Spokane County Library District (District) facilities may be used for political purposes.

The primary revision was to expand the definition of “facility” to include all buildings, properties, and vehicles owned and/or managed by the District. This revision acknowledges that while not buildings, the Mobile Services vehicles (such as LINC) are also public facilities and the statutes would likely apply therein.

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

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy revisions.

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

**Recommended Action:** Board motion to approve the Facility Use for Political Purposes policy, as revised.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: FACILITY USE FOR POLITICAL PURPOSES**

Approval Date: April 15, 2003

Revision Date: February 20, 2024 ~~February 15, 2022~~

#### RELATED POLICIES:

Code of Conduct

Library Meeting Room Use

Bulletin Boards and Community Interest Publications

#### STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

WAC 434-250-100

WAC 434-250-105

#### **Purpose:**

To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. This policy recognizes that some portions of District owned and/or managed facilities may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials, and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

For the purposes of this policy, "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

#### **Background:**

The District encourages all members of the public to use its facilities, services, and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District ~~libraries~~ facilities may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District ~~libraries~~ facilities may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

**General Policy:**

The District allows use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District's Library Meeting Room Use policy.

The District allows petition signature gatherers and electioneers outside on District owned and/or managed facilities as long as they do not interfere with the public's access to, entry into, or exit from the building ~~facility~~. In addition, petition signature gathering and electioneering activities:

- May be outside the District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility.
- Are not permitted within twenty-five feet of a ballot deposit box ~~on~~ at District owned and/or managed facilities during an election voting period.
- Are not permitted anywhere on election days at District owned and/or managed facilities designated as voter service centers.

The District's Code of Conduct policy applies to any and all activities occurring anywhere on District owned and/or managed facilities.

The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District facilities located in and/or on property owned by a third party may be subject to additional rules established by the property owner(s). These rules may be posted at the entrances to the property or otherwise available from the property owner(s).

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

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

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: FACILITY USE FOR POLITICAL PURPOSES**

Approval Date: April 15, 2003

Revision Date: February 20, 2024

#### RELATED POLICIES:

Code of Conduct

Library Meeting Room Use

Bulletin Boards and Community Interest Publications

#### STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

WAC 434-250-100

WAC 434-250-105

#### **Purpose:**

To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. This policy recognizes that some portions of District owned and/or managed facilities may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials, and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

For the purposes of this policy, "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

#### **Background:**

The District encourages all members of the public to use its facilities, services, and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District facilities may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District facilities may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

**General Policy:**

The District allows use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District's Library Meeting Room Use policy.

The District allows petition signature gatherers and electioneers outside on District owned and/or managed facilities as long as they do not interfere with the public's access to, entry into, or exit from the facility. In addition, petition signature gathering and electioneering activities:

- May be outside the District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility.
- Are not permitted within twenty-five feet of a ballot deposit box at District owned and/or managed facilities during an election voting period.
- Are not permitted anywhere on election days at District owned and/or managed facilities designated as voter service centers.

The District's Code of Conduct policy applies to any and all activities occurring anywhere on District owned and/or managed facilities.

The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District facilities located in and/or on property owned by a third party may be subject to additional rules established by the property owner(s). These rules may be posted at the entrances to the property or otherwise available from the property owner(s).

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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.

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## PUBLIC RECORDS POLICY

### Background

The purpose of this policy is to articulate Spokane County Library District compliance with Washington state's Public Records Act, RCW 42.56.

The Public Records Act is a complex and multifaceted part of state law. In recognition of that complexity, this policy underwent a complete rewrite by District legal counsel in 2020. The policy includes a non-exhaustive list of records that are exempt from public inspection and copying as per cited RCW (Item 6 in the policy).

The policy also outlines a fee schedule (Exhibit A) for copies of public records that is consistent with the statutory amounts established by state law, RCW 42.56.120. This fee schedule would apply to all requests that include providing copies of public records. There is no fee to locate or inspect public records, as per the RCW.

The primary revision is to include the requirement that, for a request for a list of individuals, the requester must complete and submit a "Commercial Purpose Declaration" prior to the District processing the request. Such requests usually involve a list of agency employees, hire dates, salaries, etc. An agency has a duty to investigate if it has some indication that a list might be used for commercial purposes. Case law has determined that simply requiring a requester's affirmation of non-commercial use is not sufficient to satisfy that obligation to investigate. This policy revision was made in response to a recommendation from the District's legal counsel to better demonstrate sufficient investigatory efforts. The District's "Commercial Purpose Declaration" form is modeled on a template provided by the Municipal Research and Services Center (MRSC).

Additional revisions were made for general updates and clarity.

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

Executive Director Patrick Roewe and Administrative Services Manager Emily Greene will be available to answer any questions on the proposed policy revisions.

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

**Recommended Action:** Board motion to approve the Public Records policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: PUBLIC RECORDS**

APPROVAL DATE: July 15, 2008

REVISION DATE: February ~~18~~20, ~~2020~~2024

~~REAFFIRMATION DATE: February 15, 2022~~

**AUTHORITY AND PURPOSE.**

- a. **Public Records Act.** The Public Records Act, Chapter 42.56 RCW ("Act") requires the Spokane County Library District ("District") to make identifiable, non-exempt, public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.
- b. **Purpose of Rules.** The purpose of these Rules is to establish the procedures the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requesters and District staff that are designed to assist members of the public in obtaining such access.
- c. **Full Access.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

**CONTACT INFORMATION - PUBLIC RECORDS OFFICER.**

- a. **District Administrative Offices.** The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.
- b. **Public Records Officer.** The District has designated the ~~Executive Assistant~~Administrative Services Manager as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Spokane County Library District  
Public Records Officer  
4322 N Argonne Road  
Spokane, WA 99212  
Phone: 509.893.8200/Fax: 509.893.8472  
[publicrecords@sclid.org](mailto:publicrecords@sclid.org)

- c. **Duties and designee.** The Public Records Officer shall oversee compliance with the



Act, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.

### **AVAILABILITY OF PUBLIC RECORDS.**

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. **(See Resolution 20-01)**
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

Any person wishing to inspect or copy public records of the District shall make the request in writing on the District's request form, or by letter, fax, or e-mail addressed to the Public Records Officer that includes the following information:

- (1) The date and time of the request;
- (2) Name, mailing address, telephone number, and email address of the requester;
- (3) Identification of the public records requested adequate for the Public Records Officer to locate the records; and
- (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.

- e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.
- f. **Request for copies.** If the requester wishes to have copies made of the records instead of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.

- g. Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.
- h. Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer will require the requester to complete and submit a “Commercial Purpose Declaration” prior to processing the request. ~~may ask the requester if they intend to use the records for a commercial purpose.~~ The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8).

### **PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL.**

- a. Providing access and assistance.** These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the District, provide fullest assistance to requesters, and provide the most timely possible action on public records requests. All assistance necessary to help requesters locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.
- b. Order of processing requests.** The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.
- c. Acknowledging and fulfilling requests.** Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

  - (1) Provide the records available for inspection or copying;
  - (2) Provide an internet address and link on the District’s website to the specific records requested;
  - (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
  - (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
  - (5) Deny the request.
- d. Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify the request, the District need not respond to it.

- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **Consequence of failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.
- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for

the remaining records and close the request.

- l. Completion of search.** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. Closing request.** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request.
- n. Later discovered records.** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. Consequence of disclosing record in error.** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. No duty to create records.** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- q. No duty to supplement responses.** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

#### **PROCESSING OF PUBLIC RECORDS REQUESTS-ELECTRONIC RECORDS.**

- a. Processing electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. Format.** When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available. The District has no duty to scan paper copies of records into electronic documents. If the District elects to do so, however, it may

charge the requester according to the fee schedule set forth in **Exhibit A**.

**EXEMPTIONS FROM DISCLOSURE - EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES.**

The Act provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requesters should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

- (1) Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.
- (2) Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.
- (3) Library records: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.
- (4) Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.
- (5) Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.
- (6) Preliminary drafts, notes, recommendations, and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.
- (7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.

- (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.
- (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
- (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.

Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). A current list of other statutes that prohibit or exempt disclosure is incorporated into this policy as **Exhibit B** and may be updated occasionally. The District's failure to list all possible bases for exemption in **Exhibit B** shall not affect the District's ability to rely on such an exemption.

#### **COSTS OF PROVIDING COPIES OF PUBLIC RECORDS.**

- a. **Location/Inspection of records.** There is no fee to locate or inspect public records.
- b. **Fees; Statutory Limits.** The District finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: (1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; (2) funds were not allocated for performing a study to calculate actual costs, and the District's established priorities do not include funding for this particular effort; (3) staff resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

The fees for copies of public records are as stated in the District's current fee schedule attached hereto as **Exhibit A**. Fees are consistent with the statutory amounts established by state law. RCW 42.56.120. The District may also charge for the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges.

- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.
- d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require

a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.

- e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
- f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
- g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

#### **RETENTION OF RECORDS.**

The District shall retain its records in accordance with retention schedules approved by the state Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending.

#### **REVIEW OF DENIALS OF PUBLIC RECORDS.**

- a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.
- b. **District response to petition.** The Public Records Officer shall promptly provide the petition and any other relevant information to the District's attorney. The District's attorney shall promptly consider the petition and provide the requester a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District's attorney and the requester.
- c. **Judicial review.** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.

**EXHIBIT A**  
**PUBLIC RECORDS FEES – See RCW 42.56.120**

Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format or for the use of District equipment to scan	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per every four electronic files
Electronic transmission of public records	\$0.10 per gigabyte
Digital storage media or device provided by District	Actual cost



**EXHIBIT B****Washington State Statutes**

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097(2)</u>	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications
<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject

<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited

<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW

<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

### Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: PUBLIC RECORDS**

APPROVAL DATE: July 15, 2008

REVISION DATE: February 20, 2024

**AUTHORITY AND PURPOSE.**

- a. **Public Records Act.** The Public Records Act, Chapter 42.56 RCW ("Act") requires the Spokane County Library District ("District") to make identifiable, non-exempt, public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.
- b. **Purpose of Rules.** The purpose of these Rules is to establish the procedures the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requesters and District staff that are designed to assist members of the public in obtaining such access.
- c. **Full Access.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

**CONTACT INFORMATION - PUBLIC RECORDS OFFICER.**

- a. **District Administrative Offices.** The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.
- b. **Public Records Officer.** The District has designated the Administrative Services Manager as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Spokane County Library District  
Public Records Officer  
4322 N Argonne Road  
Spokane, WA 99212  
Phone: 509.893.8200/Fax: 509.893.8472  
[publicrecords@scld.org](mailto:publicrecords@scld.org)

- c. **Duties and designee.** The Public Records Officer shall oversee compliance with the Act, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.

#### **AVAILABILITY OF PUBLIC RECORDS.**

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. **(See Resolution 20-01)**
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

Any person wishing to inspect or copy public records of the District shall make the request in writing on the District's request form, or by letter, fax, or e-mail addressed to the Public Records Officer that includes the following information:

- (1) The date and time of the request;
  - (2) Name, mailing address, telephone number, and email address of the requester;
  - (3) Identification of the public records requested adequate for the Public Records Officer to locate the records; and
  - (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.
- e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.
  - f. **Request for copies.** If the requester wishes to have copies made of the records instead

of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.

- g. Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.
- h. Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer will require the requester to complete and submit a “Commercial Purpose Declaration” prior to processing the request. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8).

#### **PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL.**

- a. Providing access and assistance.** These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the District, provide fullest assistance to requesters, and provide the most timely possible action on public records requests. All assistance necessary to help requesters locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.
- b. Order of processing requests.** The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.
- c. Acknowledging and fulfilling requests.** Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:
  - (1) Provide the records available for inspection or copying;
  - (2) Provide an internet address and link on the District’s website to the specific records requested;
  - (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
  - (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
  - (5) Deny the request.
- d. Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify the request, the District need not respond to it.



- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **Consequence of failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.
- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for

the remaining records and close the request.

- l. Completion of search.** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. Closing request.** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request.
- n. Later discovered records.** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. Consequence of disclosing record in error.** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. No duty to create records.** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- q. No duty to supplement responses.** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

#### **PROCESSING OF PUBLIC RECORDS REQUESTS-ELECTRONIC RECORDS.**

- a. Processing electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. Format.** When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available. The District has no duty to scan paper copies of records into electronic documents. If the District elects to do so, however, it may charge the requester according to the fee schedule set forth in **Exhibit A**.

#### **EXEMPTIONS FROM DISCLOSURE - EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES.**

The Act provides that a number of categories of public records are exempt from public

inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requesters should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

- (1) Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.
- (2) Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.
- (3) Library records: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.
- (4) Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.
- (5) Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.
- (6) Preliminary drafts, notes, recommendations, and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.
- (7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.
- (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of

computer and telecommunications networks. RCW 42.56.420.

- (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
- (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.

Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). A current list of other statutes that prohibit or exempt disclosure is incorporated into this policy as **Exhibit B** and may be updated occasionally. The District's failure to list all possible bases for exemption in **Exhibit B** shall not affect the District's ability to rely on such an exemption.

#### **COSTS OF PROVIDING COPIES OF PUBLIC RECORDS.**

- a. **Location/Inspection of records.** There is no fee to locate or inspect public records.
- b. **Fees; Statutory Limits.** The District finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: (1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; (2) funds were not allocated for performing a study to calculate actual costs, and the District's established priorities do not include funding for this particular effort; (3) staff resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

The fees for copies of public records are as stated in the District's current fee schedule attached hereto as **Exhibit A**. Fees are consistent with the statutory amounts established by state law. RCW 42.56.120. The District may also charge for the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges.

- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.
- d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The

District shall not charge sales tax when it makes copies of public records, unless required by law to do so.

- e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
- f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
- g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

### **RETENTION OF RECORDS.**

The District shall retain its records in accordance with retention schedules approved by the state Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending.

### **REVIEW OF DENIALS OF PUBLIC RECORDS.**

- a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.
- b. **District response to petition.** The Public Records Officer shall promptly provide the petition and any other relevant information to the District's attorney. The District's attorney shall promptly consider the petition and provide the requester a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District's attorney and the requester.
- c. **Judicial review.** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.

**PUBLIC RECORDS FEES – See RCW 42.56.120**

Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format or for the use of District equipment to scan	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per every four electronic files
Electronic transmission of public records	\$0.10 per gigabyte
Digital storage media or device provided by District	Actual cost

**EXHIBIT B****Washington State Statutes**

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097(2)</u>	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications
<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject

<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited



<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW

<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

### Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality

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## PROCUREMENT POLICY

### Background

In accordance with Washington State laws, the purpose of this policy is to define the requirements for the District when procuring public works or goods and services, with the overarching objective to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits.

Given both the number and nature of the policy changes, it is more appropriate to consider this a comprehensive rewrite of the policy, rather than simply a revision of the policy.

The key changes to the policy are as follows:

- Delineation of contract amount thresholds and contract approval authority for the Board and management.
- Separation of Public Works from other types of procurements as these are addressed in different statutes and will be easier to address changes going forward. This enabled the category to be broken down into subcategories to refine the process further.
- Clearly delineates the contracting procedures by purchase type and dollar amount.
- Clearly delineates the exceptions to competitive bidding requirements and the processes that are required to use those exceptions. All exceptions to competitive bidding requirements available to the District by statute are now included in the policy.
- Definitions were relocated and added.

Additional revisions were made for general updates and clarity.

The District's legal counsel has contributed to the rewritten policy, as well as reviewed it as a whole.

Finance Director Jason Link and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy rewrite.

Following are a copy of the current policy in effect at present, and a copy of the recommended comprehensive rewrite of the policy.

**Recommended Action:** Board motion to approve the Procurement policy as rewritten.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: PROCUREMENT (CURRENT POLICY)**

Approval Date: July 15, 1982

Revision Date: July 20, 2021

#### RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

#### STATUTORY REFERENCES:

RCW 27.12

RCW 39.04

RCW 39.26

RCW 39.80

RCW 43.09.2855

WAC 296-127-010

#### OTHER REFERENCES:

Washington State Department of Enterprise Services Policies: 130-00 & 140-00

Washington State Department of Ecology Environmentally Preferable Purchasing

#### **Purpose**

When procuring goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

#### **General Policy**

District policy will be organized by levels of competition in the bidding process and types of procurement.

#### **Levels of Competitive Bidding**

The following are general levels of competitive bidding.

##### 1. Minimal Competition

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible.

##### 2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will

document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

### 3. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive, and responsible bidder.

## **Types of Procurement**

The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project

### 1. Public Works

RCW 39.04 defines and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

All public works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. Maintenance is further discussed and defined in WAC 296-127-010(7)(a)(iv) as keeping existing facilities in good usable, operational condition when the work is performed by contract. Furthermore, WAC 296-127-010(7)(b)(ii) defines ordinary maintenance, which is not public works, as maintenance work performance by the regular employees of the District.

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The District established the following limits for public works projects:

- **Informal Competition**  
Informal competition may be used for public works projects less than \$100,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- **Formal Competition**  
The formal competition or bidding process will be used for all public works projects in excess of \$100,000. Contracts for the awarding of public works projects using formal competition shall be awarded by the Board of Trustees.

Prevailing wages per RCW 39.12 are required on all public works and maintenance contracts of any size.

### 2. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- **Minimal Competition**  
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**  
For purchases from \$10,000 to \$100,000, the District may use informal competition.
- **Formal Competition**  
For purchases in excess of \$100,000, the District shall use formal competition. Contracts for the awarding of personal services using formal competition shall be awarded by the Board of Trustees.

3. **Architectural and Engineering Services**

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

4. **Purchased Goods and Services**

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased goods and services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- **Minimal Competition**  
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**  
For purchases from \$10,000 to \$100,000, the District may use informal competition.
- **Formal Competition**  
For purchases in excess of \$100,000, the District shall use formal competition. Contracts for the awarding of purchased goods and services using formal competition shall be awarded by the Board of Trustees.

## **Exceptions to Competitive Bidding Requirements**

The following is a non-exclusive list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements pursuant to Department of Enterprise Services (DES) policy 140-00, grouped into categories reflecting the frequency of District applicability.

### **Frequently Used**

- Utilities
- Postage & postal services
- Software maintenance or support services when procured from the proprietary owner of the software
- Professional licenses and memberships
- Professional development such as conferences, seminars, and publications
- Mass media services when no comparable competition exists for reaching the target audience with the intended media type

### **Rarely or Never Used**

- Goods and services that meet an emergency requirement (RCW 39.04.280 and DES policy 130-00)
- Purchases from qualified Master Contracts and DES-approved cooperative contracts
- Original equipment manufacturer repair services

Competitive bidding requirements may also be waived pursuant to RCW 39.04.280. If a purchase is made based on an exemption listed therein, the District shall document in writing the factual basis for the exemption.

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as the cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the District, and the District has entered into an interlocal agreement with the other public agency or purchasing cooperative.

## **Credit Cards**

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit card invoices shall be paid in their entirety on a monthly basis to avoid incurring finance charges.

## **Grants**

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

## **Environmentally Preferable Purchasing (EPP) Activities**

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever



economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

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

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

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Procurement (COMPREHENSIVE REWRITE)**

Approval Date: July 15, 1982

Revision Date: February 20, 2024

#### RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

#### STATUTORY REFERENCES:

- RCW 27.12
- RCW 39.04
- RCW 39.12
- RCW 39.24
- RCW 39.26
- RCW 39.30.045
- RCW 39.32
- RCW 39.34
- RCW 39.80
- RCW 43.09.2855
- WAC 296-127-010
- WAC 296-127-023

#### OTHER REFERENCES:

- Washington State Department of Enterprise Services (DES) Policies: 125-03, 130-00 & 140-00
- Washington State Department of Ecology Environmentally Preferable Purchasing
- Uniform Guidance procurement standards in 2 CFR §200.318-200.327
- Office of Management and Budget Memorandum 18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Threshold for Financial Assistance

#### **Purpose**

When procuring public works or goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent, in accordance with applicable law. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability, while the purchasing method for public works will be as otherwise required by law.

It is the goal of the District to encourage Small Businesses (RCW 39.26.010(22)), Veterans (RCW 39.26.240), Minority and Women's Business Enterprises (RCW 39.26.245), and inmate work programs (RCW 39.26.250) to be actively involved in the District's purchases. However, the District shall neither discriminate against, nor give preferential treatment to such businesses. The District recognizes an in-state business procurement preference. (RCW 39.26.260)

## **General Policy**

District policy will be organized by levels of competition in the bidding process and types of procurement.

## **Types of Procurement**

The following are recognized as the primary different types of procurement for the District.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project
- Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Other types of procurement for the District may be allowed under the Revised Code of Washington, depending on the circumstances.

## **Estimating Purchase**

Before applying the dollar bidding limits in the following sections, the total cost of each procurement or purchase must be estimated. Determining the estimated cost is a crucial first step, since the determination will dictate which procurement or purchasing method is used. Given that making an exact estimate is seldom possible, the person making the estimate should determine the fair and reasonable value of the work to be performed (or the purchase to be made), given the particular conditions that will be faced and the requirements of the proposed project or purchase.

The cost estimate should reflect the amount the District considers fair and reasonable and that it is willing to pay for the work or purchase contemplated. Several approaches can be used to make an estimate, including but not limited to: 1) The District can consider the actual cost of performance, considering the current cost of labor, equipment, and materials. Obviously, use of this approach requires the estimator has a good working knowledge of construction methods, equipment, and market conditions. 2) The District can determine estimate by using historical data. The estimator reviews recently awarded contracts, making adjustments for the proposed project and the current market conditions. 3) The District can combine historical bid data with actual cost data.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor on the construction of that project must be included.

## **Approval Authority for Purchased Goods and Services (Unrelated to Public Works)**

Contracts for goods and services less than \$150,000 shall be awarded by the Executive Director or designee. Contracts for goods and services over \$150,000 shall be awarded by the Board of Trustees.

## **Levels of Competitive Bidding for Public Works Projects**

Public Works Projects include Public Works, Public Works Maintenance and Public Building Service Maintenance contracts.

RCW 39.04 defines and governs the laws and regulations for Public Works projects for the District. Prevailing wages per RCW 39.12.020 are required on all Public Works, Public Works Maintenance, and Public Building Service Maintenance contracts of any size.

The District must use competitive bidding for Public Works projects. The following standards are established by the District:

1. Public Works Project estimated to be less than \$5,000

If District personnel are not used, Public Works Projects less than \$5,000 may be done with approval from the Executive Director or designee. Quotes are recommended but not required. No contract is required. A combined Intent & Affidavit Prevailing Wage form must be filled out by the Contractor and submitted to the District.

2. Public Works Project estimated to be more than \$5,000 and up to \$50,000

If District personnel are not used, Public Works Projects \$5,000 to \$50,000 are made with approval from the Executive Director or designee. Three quotes or the use of a Small Works Roster are required unless three sources for the work are not available. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Upon request by the contractor, the Board shall waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance or the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Department of Labor and Industries with a copy to the District.

3. Public Works Project estimated to be more than \$50,000 and up to \$350,000

Public Works Projects \$50,000 to \$350,000 are made with the Executive Director's approval. Public Works Projects in excess of \$50,000 to \$350,000 may be procured using a Small Works Roster process or otherwise require a Request for Bid, Request for Proposal, or Request for Qualifications process with a minimum 13-day advertisement for non-emergency purchases. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. For projects under \$150,000 that require performance and payment bonds, upon request by the contractor the Board shall waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

4. Public Works Project estimated to be more than \$350,000

Public Works Projects of \$350,000 and more require Board approval and an advertised Request for Bids, Request for Proposal, or Request for Qualifications with a minimum 13-day advertisement. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bid awards are to be made by the Board. The contractor is required to supply a 5% bid bond. All projects require a contract and insurance certificate on file. A 5% performance bond is required. The District will retain 5% of the contract amount for 30 days after final acceptance of the work, or until the receipt of all necessary releases from the Department of

Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

### **General Levels of Competitive Bidding**

The following are general levels of competitive bidding established by the District:

#### **4. Micro-Purchase**

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. For purchases under \$10,000.

#### **5. Informal Competition**

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified. For purchases from \$10,000 to \$250,000.

#### **6. Competitive Solicitation**

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive, and responsible bidder. For purchases above \$250,000.

### **Personal Services**

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services: general levels of competitive bidding.

### **Architectural and Engineering Services**

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. The following are the limits established by the District for procurement of architectural and engineering services: Competitive Solicitation.

## **Purchased Goods and Services**

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District. State law does not place any limits or requirements on the procurement of purchased goods and services not otherwise connected to a public works project. The following are the limits established by the District for procurement of purchased goods and services: general levels of competitive bidding.

## **Electronic Data Processing, Telecommunications Equipment, Software, or Related Services**

Purchases of goods and services in connection with electronic data processing, telecommunications equipment, software or related services will be purchased through Competitive Solicitation. (RCW 39.04.270)

## **Exceptions to Competitive Bidding Requirements**

The following is a non-exclusive list of District-deemed Sole Source goods and services allowed to be exceptions from competitive bidding requirements.

- Purchases from Master Contracts, Cooperative Purchasing Agreements, Intergovernmental Agreements.
- Exceptions to the Competitive Solicitation requirements listed in RCW 39.04.280 (Public Works), RCW 39.26.100 (Goods and Services), 39.26.125 (Competitive Solicitation), RCW 39.26.130 (Emergency Solicitation), RCW 39.26.140 (Sole Source Contracts), and RCW 39.30.045 (Auctions).
- Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
- Software maintenance or support services when procured from the proprietary owner of the software (Owner), or from the Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
- Additional software licenses for solutions that were acquired through a competitive process, provided the licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.
- Contracts where the vendor is specifically required by a grant or legislation.
- Contracts for medical services or made by medical professionals.
- Postal and postal services when not using consolidated mail.
- Utilities such as garbage, heat, sewer, cable television, electricity, water, fire protection and recycling services.
- Professional development obtained from a third party, such as conferences, seminars, professional licenses, professional organization memberships, and professional publications.
- Replacement or repair of rental equipment when required by the rental agreement.
- Contracts with instate nonprofit agency for the blind under RCW 19.06.020.
- Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.

- Used goods to include equipment, vehicles and furniture only when the same or similar articles are not available from more than one source.
- Educational and Certification Testing services when the entity providing the services is the only recognized authority.
- Special facilities or market conditions.
- Insurance or bonds.
- Leases of real property.

Competitive bidding requirements may also be waived pursuant to DES policies 125-03 (Direct Buy Purchases), 130-00 (Emergency Purchases of Goods and Services) and 140-00 (Sole Source Contracts).

If a purchase is made based on an exemption, the District shall document in writing the factual basis for the exemption.

### **Credit Cards**

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account. All credit card invoices should be paid in their entirety on a monthly basis to avoid incurring finance charges.

### **Grants and Funding Source Requirements**

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

If the District receives any funding, with differing or more stringent procurement or purchasing requirements than those set forth in this policy, which may include but are not limited to federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

### **Environmentally Preferable Purchasing (EPP) Activities**

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

### **Definitions:**

Bid Limits – Dollar amounts below which competitive bids or the Small Works Roster process are not required for the purchase of equipment, supplies or materials or for public works projects.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. (RCW 39.26.010(6))

Convenience Contract – A contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by a specific agency or a specified group of agencies as needed from time to time. (RCW 39.26.070)

Cooperative Purchasing Agreement – An agreement for the procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal agencies, or tribes, in accordance with an agreement entered into between the participants. The cooperative purchasing may include, but is not limited to, joint or multiparty contracts between the entities, and Master Contracts or Convenience Contracts that are made available to other public agencies. Cooperative Purchasing Agreements must be through contracts awarded through a Competitive Solicitation process. (RCW 39.26.060 In-state agreements; RCW 39.34.030 interstate agreements)

Emergency Purchases – The unforeseen circumstances beyond the control of District that either: (a) present a real, immediate, and extreme threat to a proper performance of essential functions; or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken. (RCW 39.26.130)

Goods – Products, materials, supplies, or equipment provided by a contractor. (RCW 39.26.010(12))

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

In-state Business – A business that has its principal office located in Washington. (RCW 39.26.010(13))

Master Contract - A contract for specific goods or services, or both, that is solicited and established by DES in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by DES. (RCW 39.26.010(15))

Micro-Purchase – A purchase under \$10,000. May be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. Purchase cards can be used for Micro-Purchases if procedures are documented and approved by the non-Federal entity. (2 CFR 200.320(a)(1)(ii))

Ordinary Maintenance – Maintenance work performance by the regular employees of the state or any county, municipality, or political subdivision created by its laws. (WAC 296-127-010(7)(b)(ii))

Public Building Service Maintenance Contracts – Janitorial service contractors and cover only work performed by janitors, waxers, shampoers, and window cleaners. (WAC 296-127-023)

Public Works – All work, construction, alteration, repair, or improvement other than Ordinary Maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or



charge on any property therein. All Public Works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. (RCW 39.04.010(4))

Public Works Maintenance – Keeping existing facilities in good usable, operational condition. (WAC 296-127-010(7)(a)(iv))

Purchase – The acquisition of goods or services, including the leasing or renting of goods. (RCW 39.26.010(20))

Quote – A process through which verbal, written or electronic quotations are solicited from suppliers and vendors for equipment, supply and material contracts with total estimated costs below the bid limits following notification as established by local agency policies, if any, and in which price is the primary basis for consideration and contract award.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work. (RCW 39.26.010(21))

Small Business – An In-state Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

Small Works Roster – A small works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District may utilize rosters for the bidding and notice requirements for Public Works Contracts.

Sole Source – A contractor providing goods or services of such a unique nature or sole availability at the location required that the contractor is clearly and justifiably the only practicable source to provide the goods or service. (RCW 39.26.010(23))

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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.

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## HR05 LEAVE POLICY

### Background

This policy sets forth the accrual and use of District leave and the application of related state and federal laws.

There is one primary revision to the policy necessitated by a technological limitation discovered in the payroll software:

- 5.03 PTO – “and rounded up to the nearest quarter hour” has been removed because the software can only round up to the hundredth of an hour.

Please note that this change does not affect the overall annual accrual rate, but rather how that accrual is apportioned throughout the pay periods in a given calendar year.

Additional revisions were made for the sake of clarity.

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

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

**Recommended Board Action:** Board motion to approve revisions to policy HR05 Leave.

**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~12/19/2023~~02/20/2024

**Purpose**

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

**Scope**

Applies to all District employees

**Related**

- District procedure 100.120 Holidays and other closures
  - Washington State Paid Family and Medical Leave
  - Washington Family Care Act RCW 49.12.265-295
  - Family and Medical Leave Act
- 

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

**5.01 Holiday Leave**

Holiday leave will be paid as shown below, based on regularly scheduled hours per week.

36+	8
31-35	7
26-30	6
21-25	5
15-20	4

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

- 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.

**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 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.

**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 ~~and rounded up to the nearest quarter hour~~. 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.

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.

### **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.

### **5.046 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 their full salary 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.

### **5.057 Administrative Leave**

Administrative leave is available to all employees.

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

#### **5.068 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.

#### **5.079 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 has 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 pay period.

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.

#### **5.0810 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.

### **5.0911 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.

### **5.102 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.

### **5.113 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.

### **5.124 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.

### **5.135 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.

#### **5.146 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.

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

**POLICY: HR05 – Leave**

APPROVAL DATE: 01/01/1982

REVISION DATE: 02/20/2024

**Purpose**

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

**Scope**

Applies to all District employees

**Related**

- District procedure 100.120 Holidays and other closures
  - Washington State Paid Family and Medical Leave
  - Washington Family Care Act RCW 49.12.265-295
  - Family and Medical Leave Act
- 

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

**5.01 Holiday Leave**

Holiday leave will be paid as shown below, based on regularly scheduled hours per week.

36+	8
31-35	7
26-30	6
21-25	5
15-20	4

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

- 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
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Native American Heritage Day .....November - Friday after fourth Thursday  
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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.

**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.

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The two unpaid holidays allowed by this section do not carry over from one year to the next.

**5.03 Paid Time Off (PTO)**

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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.

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.

### **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 their full salary 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 designee. It may be used in circumstances not covered by other defined leave benefits, such as leave related to a District-wide emergency closure. (See District Procedure 100.115.)

#### **5.06 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 has 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 pay period.

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.

#### **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.

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## 2023 Reciprocal Use Report

### **Background:**

The following statistics detail reciprocal use between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library for 2023.


As per requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner and presented with limited comparisons and analysis of what the data may indicate.

Please note the reciprocal agreements do not include digital circulation. Thus, the circulation numbers in this report are for the checkout of physical items only.

Operations Director Doug Stumbough will be available to answer questions about the report.


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

Spokane County Library District: Reciprocal use with Spokane Public Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2022	2023	change %	2022	2023	change %	2022	2023
<b>SCLD Total</b>	<b>121,269</b>	<b>131,819</b>	<b>8.70%</b>	<b>16,293</b>	<b>20,606</b>	<b>26.47%</b>	<b>13.4%</b>	<b>15.6%</b>
Airway Heights	5,094	5,650	10.91%	348	462	32.76%	6.8%	8.2%
Argonne	10,303	11,184	8.55%	1,094	1,303	19.10%	10.6%	11.7%
Cheney	8,839	9,795	10.82%	234	313	33.76%	2.6%	3.2%
Deer Park	7,045	7,718	9.55%	126	136	7.94%	1.8%	1.8%
Fairfield	630	678	7.62%	7	8	14.29%	1.1%	1.2%
Medical Lake	2,916	3,222	10.49%	72	87	20.83%	2.5%	2.7%
Mobile Services	1,086	1,639	50.92%		16			1.0%
Moran Prairie	12,906	14,135	9.52%	4,506	6,164	36.80%	34.9%	43.6%
North Spokane	29,876	32,457	8.64%	8,075	9,652	19.53%	27.0%	29.7%
Otis Orchards	4,109	4,529	10.22%	40	58	45.00%	1.0%	1.3%
Spokane Valley	38,465	40,812	6.10%	1,791	2,407	34.39%	4.7%	5.9%


	CIRCULATION*							
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2022	2023	change %	2022	2023	change %	2022	2023
	<b>SCLD Total</b>	<b>1,067,410</b>	<b>1,074,807</b>	<b>0.69%</b>	<b>171,617</b>	<b>191,885</b>	<b>11.81%</b>	<b>16.1%</b>
Airway Heights	26,324	28,549	8.45%	2,622	3,398	29.60%	10.0%	11.9%
Argonne	88,179	87,194	-1.12%	7,631	7,729	1.28%	8.7%	8.9%
Cheney	85,176	78,389	-7.97%	761	1,202	57.95%	0.9%	1.5%
Deer Park	76,499	80,587	5.34%	1,157	1,161	0.35%	1.5%	1.4%
Fairfield	5,782	6,329	9.46%	34	73	114.71%	0.6%	1.2%
Medical Lake	26,776	26,601	-0.65%	485	557	14.85%	1.8%	2.1%
Mobile Services	15,913	22,280	40.01%		332			1.5%
Moran Prairie	166,444	148,363	-10.86%	63,428	85,449	34.72%	38.1%	57.6%
North Spokane	278,296	274,328	-1.43%	88,311	77,655	-12.07%	31.7%	28.3%
Otis Orchards	31,352	34,261	9.28%	262	560	113.74%	0.8%	1.6%
Spokane Valley	266,669	287,926	7.97%	6,926	13,769	98.80%	2.6%	4.8%

\*Excludes digital circulation

	SPOKANE PUBLIC LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2022	2023	change %	2022	2023	change %	2022	2023
<b>SPL Total</b>	<b>320,660</b>	<b>352,813</b>	<b>12.40%</b>	<b>39,675</b>	<b>41,785</b>	<b>14.00%</b>	<b>12.4%</b>	<b>11.8%</b>
CIRCULATION*								
TOTAL			DISTRICT RESIDENTS			% DISTRICT		
2022	2023	change %	2022	2023	change %	2022	2023	
<b>SPL Total</b>	<b>567,348</b>	<b>683,389</b>	<b>20.45%</b>	<b>50,305</b>	<b>64,287</b>	<b>27.79%</b>	<b>8.9%</b>	<b>9.4%</b>
Downtown	79,546	78,753	-1.00%	7,310	8,932	22.19%	9.2%	11.3%
Liberty Park	170,151	105,078	-38.24%	14,816	13,309	-10.17%	8.7%	12.7%
Hillyard	58,755	53,254	-9.36%	4,649	4,551	-2.11%	7.9%	8.5%
Indian Trail	0	64,758		0	7,381		0.0%	0.0%
Outreach	4,759	15,775	231.48%	0	0	0.00%	0.0%	0.0%
Shadle	253,606	222,771	-12.16%	23,530	18,442	-21.62%	9.3%	8.3%
South Hill	0	141,358		0	11,520		0.0%	0.0%
West Central Kiosk	531	1,642	209.23%	0	152		0.0%	9.3%

\*Excludes digital circulation  
 \* SPL can only provide total cardholder data at this time  
 \* Indian Trail and South Hill libraries closed for renovation through early 2023


Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2022	2023	change %	2022	2023	change %	2022	2023
<b>SCLD Total</b>	<b>121,269</b>	<b>131,819</b>	<b>8.70%</b>	<b>871</b>	<b>1,105</b>	<b>26.87%</b>	<b>0.72%</b>	<b>0.84%</b>
Airway Heights	5,094	5,650	10.91%	4	5	25.00%	0.08%	0.09%
Argonne	10,303	11,184	8.55%	39	42	7.69%	0.38%	0.38%
Cheney	8,839	9,795	10.82%	4	5	25.00%	0.05%	0.05%
Deer Park	7,045	7,718	9.55%	2	2	0.00%	0.03%	0.03%
Fairfield	630	678	7.62%	0	0		0.00%	0.00%
Medical Lake	2,916	3,222	10.49%	2	2	0.00%	0.07%	0.06%
Mobile Services	1,086	1,639	50.92%	0	2		0.00%	0.12%
Moran Prairie	12,906	14,135	9.52%	9	9	0.00%	0.07%	0.06%
North Spokane	29,876	32,457	8.64%	21	22	4.76%	0.07%	0.07%
Otis Orchards	4,109	4,529	10.22%	275	314	14.18%	6.69%	6.93%
Spokane Valley	38,465	40,812	6.10%	515	702	36.31%	1.34%	1.72%

	CIRCULATION*							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2022	2023	change %	2022	2023	change %	2022	2023
	<b>SCLD Total</b>	<b>1,067,410</b>	<b>1,074,807</b>	<b>0.69%</b>	<b>7,542</b>	<b>7,156</b>	<b>-5.12%</b>	<b>0.71%</b>
Airway Heights	26,324	28,549	8.45%	1	2	100.0%	0.0%	0.0%
Argonne	88,179	87,194	-1.12%	242	343	41.7%	0.3%	0.4%
Cheney	85,176	78,389	-7.97%	7	1	-85.7%	0.0%	0.0%
Deer Park	76,499	80,587	5.34%	0	1	0.0%	0.0%	0.0%
Fairfield	5,782	6,329	9.46%	0	0	0.0%	0.0%	0.0%
Medical Lake	26,776	26,601	-0.65%	0	0	0.0%	0.0%	0.0%
Mobile Services	15,913	22,280	40.01%	0	17		0.0%	0.1%
Moran Prairie	166,444	148,363	-10.86%	25	31	24.0%	0.0%	0.0%
North Spokane	278,296	274,328	-1.43%	59	31	-47.5%	0.02%	0.01%
Otis Orchards	31,352	34,261	9.28%	3,207	2,860	-10.8%	10.23%	8.35%
Spokane Valley	266,669	287,926	7.97%	4,001	3,870	-3.3%	1.50%	1.34%

\*Excludes digital circulation

	LIBERTY LAKE MUNICIPAL LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2022	2023	change %	2022	2023	change %	2022	2023
<b>LLML Total</b>	<b>5,272</b>	<b>5,845</b>		<b>1,009</b>	<b>1,563</b>		<b>19.1%</b>	<b>26.7%</b>

	CIRCULATION*							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2022	2023	change %	2022	2023	change %	2022	2023
	<b>LLML Total</b>	<b>27,184</b>	<b>24,866</b>		<b>4,861</b>	<b>5,521</b>		<b>17.9%</b>

\*Excludes digital circulation

Reflects tax district use in Cooperative Information Network Idaho/Washington Consortium, not just LLML

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**OVERVIEW – NORTH SPOKANE LIBRARY**

Library Manager Brian Vander Veen and Librarians Rachel Edmondson and Corrine Wilson will provide an overview of the North Spokane Library and how it serves the community.

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

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH 2024 – APRIL 2024**

**March 19, 2024: Medical Lake – 4:00pm**

- Hastings Property: Water Utility Easement with Spokane County Water District No. 3: Approval Recommendation (Tentative)
- Children’s Safety in Libraries Policy: Approval Recommendation
- Overview: Impact of the Elimination of Overdue Fines

**April 16, 2024: Cheney – 4:00pm**

- Access to Library Services Policy: Approval Recommendation
- Collection Development Policy: Approval Recommendation
- Intellectual Freedom Policy: Approval Recommendation

**Special Meetings/Activities**

2024

May 17<sup>th</sup>            Staff Day

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**JANUARY 2024 DIRECTORS REPORT FOR FEBRUARY 2024****Finance – Jason Link****General Fund**

This is the first month of the new year. The total general fund operating expenses before (9.11%) or after (8.27%) transfers remain well aligned with the total budget projected expenditure of 8.30%. 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. The property taxes certified by the County is \$17,557,659. This is \$17,659 more than the 2024 adopted budget. The amount over the adopted budget provides a cushion to the District for future adjustments to levy by the County for property tax assessments by property owners and within the TIFs.

In addition to the January 2024 financial report, a revised draft of December 2023 is provided as we continue to finalize the year-end financials for 2023.

**Capital Project & Debt Service Funds**

Total expenses are within budget. There were no expenditures for the month of January 2024.

**Facilities Report**

The ADA restroom remodel project at North Spokane was completed with funding assistance provided by the Friends of the North Spokane Library. Maintenance staff have been busy completing renovations at the Service Center for the anticipated arrival of Public Services staff in February.

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

- Multiple webinars were held to review the changes to policy HR05
- Librarians were provided training on facilitating breakout session discussions at Staff Day in May
- Patrick Roewe presented two sessions of First Amendment training
- All staff were assigned training in the learning management system:
  - District-provided:
    - Policy Review: HR04, HR05, HR06, HR14, HR15, HR16 & HR17
  - Outside provider:
    - Diversity, Equity, & Inclusion



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- We all have implicit biases. So what can we do about it?
  - Practicing Inclusion: Welcoming Transgender Customers and Colleagues
  - Family & Medical Leave Act – Employee Guide
  - Providing Trauma-Informed Services in Rural & Small Libraries
  - New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- N/A

Promotions:

- Public Services Associate to Library Supervisor

Transfers:

- Library Supervisor to Assistant Library Manager
- Public Services Associate (location move)

Voluntary Demotions:

- N/A

Separations:

- Public Services Specialist
- Public Services Technician

**Communication & Development – Jane Baker**

Communication

The visit by Representative Cathy McMorris Rodgers awarding a certificate from the Library of Congress for the Veteran’s History Project work in the STCU Studio resulted in an article in the *Spokesman-Review* and two separate articles in the *Cheney Free Press*. The *Cheney Free Press* also ran an article covering the January programs due to a press release. The Winter Reading Challenge received a call-out in the *Inlander*.

Two interviews of staff by the *Spokesman-Review* were conducted in January. The first was with Collection Development Librarian Sheri Boggs on kids’ book selections. The second was with Librarian Alison Johnson regarding the Community Art Show. Neither article has yet been published in the paper as of this writing.

Development

Development is preparing for Library Giving Day in April. This year’s campaign will focus on raising funds for books to give to youth registering for Summer Reading. This preparation includes networking in hopes of finding a matching sponsor for Library Giving Day donations.

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**Operations - Doug Stumbough**

For the month of January, a total of 60,037 customers visited our libraries in person, up from 53,866 (11%) in December. The total number of 92,483 physical items borrowed by customers in the libraries was also up from the 79,081 physical items borrowed in December (17%).

**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 Cheney, a regular customer took the time to intentionally find Public Services Technician Jalesa just so she could say "Thank you, the shelves always look beautiful."

Two customers came into the Deer Park Library and told Public Services Associate Blake that they were missed at the North Spokane Library. They had gone to that library and noticed Blake wasn't there. When they came to Deer Park library to pick up a video, they were happy to see Blake. They hadn't been to the Deer Park library yet and really enjoyed looking around. When they left, they said to Blake, "Your friends love you!"

A Moran Prairie customer came by to thank Library Supervisor Caitlin and Public Services Associate Janell for how they handled a situation during a previous visit. She had been very upset about some negative life events and the situation was very scary for her. She wanted to thank staff for how they handled getting her a new card and treating her with kindness and empathy during one of her most difficult moments. She then went on to say that loves the whole Moran Prairie staff and is so thankful to have a place with so many patient and kind people to help her out.

After checking out a Chromebook at Argonne, a customer expressed that it was a lifesaver in allowing her to complete an assignment. She said she grew up in Millwood and recently moved back to the area, and that it's great to see how the library has evolved since she came here as a child. She was so excited that we have resources like the Chromebooks available.

A 3D printer user at Spokane Valley came in to pick up her prints and brought in a thank you note for the great service and help she received from Public Services Specialist Melissa. Melissa was grateful and let her know that Public Services Specialist Morgan had done a lot the work as well. The customer was very appreciative of the help from both and left excited to have the pieces she needed 3D printed.

We received the following message from a customer on social media: "I want to thank (Public Services Associate) Alyssa at Moran Prairie for problem solving and quickly getting back to me. Thank you! It's part of why I love our library!"

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Public Services Associate Lydia received a call at the North Spokane Library asking for Chilton’s car repair manuals. At first, it sounded like he might only want the hardcopies, however Lydia let him know that we had digital resources as well and how to access them directly through the digital library. The customer was so happy and said the library has so many great resources and they are amazing. He also said Lydia made his day by introducing him to the digital library.

A customer at Moran Prairie was asking about some items they wanted to place on hold and mentioned that she was so thankful that we have baby storytime and how wonderful Public Services Associate Kathleen was as a storyteller. Kathleen was just assigned the storytime that morning and it was her first time doing baby storytime. The customer said that Kathleen did an amazing job and was relaxed and made it into an enjoyable time for the kids and adults.

While at Spokane Homeless Connect, a representative for PEER Spokane approached Training Specialist Robert to comment on how the Cheney Library had such a positive impact on her childhood. Robert introduced her to Customer Service Manager Kris and explained that Kris used to work at the Cheney Library. The rep thanked Kris and shared that she grew up in Cheney in the foster care system and the Cheney library was an important place for her. She specifically singled out retired Public Services Associate Scott as one of the staff who made her feel special on each visit.

An Argonne customer dropped off this thank you for staff:



A customer responded to a confirmation email of an item request and had this to say: "I love my library and am so grateful for you all. Mostly I visit and use the North Spokane Library where the

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staff is extraordinary, thoughtful, knowledgeable, humane, and friendly. I'm certain other SCLD branches' workers embody those same attributes."

### **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 January:
  - **Audiobook checkouts:**
    - *Iron Flame* by Rebecca Yarros (215)
    - *Fourth Wing* by Rebecca Yarros (151)
    - *The Covenant of Water* by Abraham Verghese (105)
  - **Ebook checkouts:**
    - *The Edge* by David Baldacci (85)
    - *Happy Place* by Emily Henry (82)
    - *Resurrection Walk* by Michael Connelly (81)
  - **Audiobook holds** as of February 1:
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (180)
    - *Lessons in Chemistry* by Bonnie Garmus (119)
    - *A Court of Thorns and Roses* by Sarah J. Maas (105)
  - **Ebook holds** as of February 1:
    - *The Women* by Kristin Hannah (165)
    - *Fourth Wing* by Rebecca Yarros (133)
    - *The Heaven & Earth Grocery Store* by James McBride (125)
- Popular **Adult Physical Book** titles January:
  - Checkouts:
    - *Killers of the Flower Moon: The Osage Murders and the Birth of the FBI* by David Grann (58)
    - *All the Light We Cannot See: A Novel* by Anthony Doerr (43)
    - *The Secret* by Lee Child (40)
  - Holds:
    - *The Women* by Kristin Hannah (46)
    - *Fourth Wing* by Rebecca Yarros (37)

- *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (36)

**COLLECTION MONTHLY REPORT  
JANUARY 2024**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Items Processed	3,409	4,464	-24%
Interlibrary Loan Total	607	564	8%
<b>Overdrive</b>			
Total Checkouts	90,366	78,625	15%
Total Holds	33,132	25,741	29%
<b>hoopla</b>			
Total Checkouts	5,172	3,298	57%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Print	304,678	310,842	-2%
Nonprint	74,098	75,260	-2%
Overdrive	164,314	146,231	12%
<b>Grand Total</b>	<b>543,090</b>	<b>532,333</b>	<b>2%</b>

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

**Executive Director – Patrick Roewe**

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

At the end of January, the only item the District is awaiting is the formal LEED (Leadership in Energy and Environmental Design) Silver certification for the building. All of the necessary documentation has been submitted by the design team. We’ve been told to anticipate a response sometime in the first quarter of 2024.

**Final invoices**

Staff anticipate final invoices from both Hammond Facilities Consulting and Integrus Architecture for their assistance in closing out the remaining project elements. These likely won’t be received until after the LEED certification process for the building is completed.

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City of Airway Heights: Potential Interlocal Agreement Amendment Update

No additional information on this topic at present.

Electric Vehicle Charging Station Update

The final charging station for this grant cycle was installed at the Otis Orchards Library.

As previously reported, the District has signed a letter of support for Avista's application to a new round of E/V charger grants from the Washington State Department of Commerce. If Avista is awarded the grant, E/V chargers could be installed at the remaining library locations not considered in this current grant: Medical Lake and Deer Park.

Trustee Vacancy Update

As previously reported, The Board of County Commissioners appointed Patti Stauffer to the Spokane County Library District Board of Trustees on February 6, 2024. Trustee Stauffer's first term runs through December 31, 2028. As of this writing, staff are in the process of scheduling an orientation to welcome Trustee Stauffer to the District and provide an overview of key District functions.

Certificate of Appreciation presentation from Congresswoman Cathy McMorris Rodgers

Congratulations to Technical Instruction Specialist Jeremy Mullin who received a Certificate of Appreciation from the Library of Congress Veteran's History Project for the support and skill he has provided to community members for recordings made for submission to the project at the STCU Studio at the Spokane Valley Library.

On January 5, 2024, Congresswoman Cathy McMorris Rodgers presented the certificate of appreciation to Jeremy. Also in attendance were representatives from the Daughters of the American Revolution and the Fallen Heroes Project. Everyone I spoke to who worked with Jeremy on the recordings mentioned two things: 1.) Jeremy was excellent to work with and made their submissions better, and 2.) they have been telling others about their positive experience with Jeremy and the studio in the hopes that more people take advantage of the resources we offer (and they can't believe it's free to use).

Thank you to Congresswoman McMorris Rodgers and her team for taking the time to make the presentation in person. Thank you to Public Services Manager Gwendolyn Haley for coordinating the event, and to all of the staff and Trustees who took the time to attend and support this special occasion. Thank you to the veterans and gold star families who have shared their stories for this important project. And last but not least, thank you to Jeremy for his hard work and expertise in serving our community.

First Amendment Discussions

I've had the opportunity to lead discussions for interested groups of staff regarding First Amendment-related considerations for collection development, facility use by the public for political purposes, and other similar expressions of protected speech. It's been beneficial to

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engage with staff on these at times challenging—but nonetheless foundational—concepts for public libraries.

2024 Legislative Session Update

The 2024 session of the Washington Legislature starts January 8, 2024. The Public Libraries of Washington has tracked several pieces of legislation that have the potential to impact “the efficient conduct of the public business of the District.” The session is halfway through as this writing. I will provide additional updates on any relevant legislation during the meeting.

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## OPERATIONS REPORT JANUARY 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- 18 people attended January's SCORE workshop, *How to Start a Business*.
- Our three *Homebuyer Education Seminar* sessions had a combined attendance of 45.
- This month's SHIBA offering was *Medicare: Getting Started*. We offered in-person and a Zoom session with a combined attendance of 12.
- It was another quiet month for Excel Adult High School. Here are a few highlights:
  - We purchased three more scholarships at the beginning of the month and enrolled two students. This brings our current number of enrolled students to eight.

#### Early Learning (Mary Ellen Braks)

- This month we had 77 storytimes with an attendance of 1,722.
- For childcare visits we provided 51 storytimes to 691 children at 17 centers.
- Sheri Boggs and I did a STARS training workshop, called *Best Picture Books of 2023*. We had 15 childcare providers attend.
- The team hosted a program called *Play with Color* at nine of our libraries. This STEAM based program included hands on science/art activities plus our toys for a total attendance of 149.

#### Education and Enrichment (Gwendolyn Haley)

- January is typically a light program month, and this year followed that pattern with 716 people attending programs.
- 164 people viewed virtual author talks in January.

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

- We launched a new event calendar in advance of the Feb-May Engage issue.
- We created and distributed staff training documents for the new calendar.
- For the new app, SCLD Libraries, testing has been completed. The new app appeared in the app stores on January 31 and was announced to the public on February 1.

#### Information Technology (Patrick Hakes)

- Replacement of the older switches that serve the various library Internet stations has started. The switches were purchased through the E-rate program.
- IT assisted with preparing for the Tax Aide volunteers at the respective libraries.
- We worked with Public Services to configure Chromebooks for an out-of-library checkout pilot project in conjunction with the Excel Adult High School program.
- We provided assistance as the Finance Office transitioned to the new PTO leave tracking in the timekeeping and payroll systems.



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**Mobile Services (Brianna Rukes)**

- Students from one of LINC's visits were enthusiastic about the 3D LINC model activity and successfully completed it. A teacher sent us a photo featuring all the completed models alongside the students.

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

- A family told us they gifted the pickleball set they won in *Summer Reading* to their son. Their son was thrilled, and they were excited to share the story. They were appreciative to the Airway Heights library and *Summer Reading* program.
- Librarian Christie Onzay and I were able to engage with over 202 people during the Sunset Elementary Winter Carnival spreading the word of our upcoming events and ongoing *Lego Free Play*.
- Airway Heights took part in the *National Puzzle Day Challenge* against the other SCLD libraries. Our customers, who also competed last year, completed the puzzle in an impressive 2 hours 16 minutes.

**Argonne: Stacy Loberg**

- Librarian Janet and I attended Book Bingo night at Seth Woodard Elementary. We provided a craft and information on upcoming programs and events for families.
- Argonne participated in the National Puzzle Day Challenge against the other SCLD libraries, our customers completed the puzzle in 10 hours and 35 minutes.

**Deer Park: Shannon McMinn**

- Librarian Alison Johnson and PSA Mandy led the *Winterfest LEGO Competition* with 250 in attendance. The competition was held at Deer Park High School.
- A play kitchen, provided by a generous donation from the Friends of the Deer Park Library, was installed in the children's area, and is extremely popular.

**Medical Lake: Cecelia McMullen**

- "It's cool to have everyone work on a puzzle when they come in the door" said a homeschool mom with two daughters on *National Puzzle Day*. Some senior citizens working on the puzzle later expressed their enjoyment of a multi-generational shared activity.
- Making colorful miniature volcanoes with baking soda, dye and vinegar was a favorite activity at *Play with Color!* The parents of these creative busy preschoolers expressed gratitude for an indoor program during January.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- 23 customers set intentions at our *New Year Self-Care Retreat*.

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- One Moran Prairie participant of *National Puzzle Day* came into the library three days in a row to compete in the District-wide puzzle challenge. After completing the challenge, she moved right on to our regular table of rotating puzzles for more puzzle joy.
  - Customers at Fairfield enjoyed taking part in the puzzle challenge and discovering the Stay Sharp bags available for checkout.

### **North Spokane: Brian Vander Veen**

- This month, North Spokane hosted two art displays: fiber art and photography by Katie Hannan, and sculpture, drawings, and paintings by Roxann Maier.
- Librarian Corinne Wilson spoke to about 200 students at Highland Middle School about the District's digital research resources.

### **Otis Orchards: Maggie Montreuil**

- 25 customers participated in, and had a lot of fun with, *Play with Color!*

### **Spokane Valley: Danielle Milton**

- The *LEGO Stop-Motion Movie Screening & Celebration* program had 76 attendees.
- 68 plant enthusiasts attended the *Indoor Plant Swap*.

### **District-wide Information**

#### Security Incident Reports

For January 2024, there were 37 Security Incident Reports filed. 12 more than last month, December 2023 (25) and 10 more than last year, January 2023 (27). North Spokane had the most incidents reported (12). The most frequently reported incidents related to General Code of Conduct Violations (13).

#### Public Use Measures

*See next page.*

**January 2023**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	134492	120240		12%
Door count	60037	63942	60037	-9%
Items Borrowed	213764	207508	213764	3%
• Airway Heights	2358	2440	2358	-3%
• Argonne	7583	7832	7583	-3%
• Cheney	6771	6772	6771	0%
• Deer Park	6751	7833	6751	-14%
• Fairfield	401	673	401	-40%
• Medical Lake	2151	2458	2151	-12%
• Mobile Services	2084	1505	2084	38%
• Moran Prairie	11666	14710	11666	-21%
• North Spokane	23035	24741	23035	-7%
• Otis Orchards	2760	2870	2760	-4%
• Spokane Valley	26923	22044	26923	22%
• Digital	96501	82321	96501	17%
• Totals	189402	177507	189402	7%
Programs				
• Number	204	158	204	29%
• Attendance	4135	3116	4135	33%
Internet Station Use (%)	23.6	22.0	23.6	
Meeting room bookings	721	393	721	83%

**Public Use Measure Definitions**

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

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

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

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

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

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

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



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the One Months Ended January 31, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 8.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ -	\$ 17,540,000	0.00%	\$ 17,540,000
CONTRACT CITIES - AIRWAY HEIGHTS	-	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	-	103,000	0.00%	103,000
FINES & FEES	5,646	55,000	10.27%	49,354
GRANTS & DONATIONS	47,777	26,000	183.76%	(21,777)
E-RATE REIMBURSEMENTS	30,447	265,000	11.49%	234,553
LEASEHOLD & TIMBER TAX, REBATES, OTH	1,783	26,500	6.73%	24,717
INTEREST REVENUES	17,945	193,000	9.30%	175,055
<b>TOTAL REVENUES</b>	<b>\$ 103,597</b>	<b>\$ 18,585,500</b>	<b>0.56%</b>	<b>\$ 18,481,903</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 103,597</b>	<b>\$ 18,585,500</b>	<b>0.56%</b>	<b>\$ 18,481,903</b>
<b>EXPENSES</b>				
SALARIES	\$ 656,455	\$ 8,510,600	7.71%	\$ 7,854,145
FRINGE BENEFITS	232,865	2,863,400	8.13%	2,630,535
SUPPLIES	11,820	193,100	6.12%	181,280
UTILITIES	48,419	575,500	8.41%	527,081
SERVICES	158,411	1,597,800	9.91%	1,439,389
INSURANCE	89,360	100,000	89.36%	10,640
CAPITAL EQUIPMENT	23,304	370,000	6.30%	346,696
LIBRARY MATERIALS	233,829	2,222,800	10.52%	1,988,971
ELECTRONIC LIBRARY MATERIALS	26,565	300,000	8.86%	273,435
LIBRARY PROGRAMS	56,856	142,300	39.95%	85,444
<b>TOTAL EXPENSES</b>	<b>\$ 1,537,884</b>	<b>\$ 16,875,500</b>	<b>9.11%</b>	<b>\$ 15,337,616</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,537,884</b>	<b>\$ 18,585,500</b>	<b>8.27%</b>	<b>\$ 17,047,616</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (1,434,287)</b>	<b>\$ -</b>		
BEGINNING CASH	8,632,667			
NET FROM ABOVE	(1,434,287)			
<b>ENDING CASH</b>	<b>\$ 7,198,380</b>			

**Number of months cash on hand 5.1**