



May 14, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, May 20, 2025, at 4:00 p.m., at the Fairfield Library Public Meeting Room, 305 E Main St, Fairfield, WA.

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.

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.

Spokane County
LIBRARY DISTRICT
509.893.8200

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400



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

May 20, 2025 4:00 p.m.

Fairfield Library 305 E Main St, Fairfield, WA

PRELIMINARY AGENDA

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

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [April 15, 2025 Regular Meeting Minutes](#)
 - B. Approval of [April 2025 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation](#)
 - 2. [HVAC Projects Update](#): Discussion
 - D. New Business
 - 1. [Personnel Policies](#): Approval Recommendation
 - a. [HR02 Hiring and Employment](#)
 - b. [HR07 Grievance](#)
 - c. [HR13 Discipline](#)
 - d. [HR15 Remote Work](#)
 - 2. [Travel Policy](#): Approval Recommendation
 - 3. [Financial Management Policy](#): Approval Recommendation
 - 4. [Appeal of Administrative Actions](#): Approval Recommendation
 - 5. [Summer Meeting Schedule](#): Discussion/Potential Action
- V. DISCUSSION ITEMS, POSSIBLE ACTION
 - A. [Future Board Meeting Agenda Items](#)
- VI. REPORTS
 - A. [Trustees](#)

- B. [Executive Director](#)
- C. [Operations](#)
- D. [Fiscal](#)

VII. ADJOURNMENT

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

May 20, 2025

BOARD OF TRUSTEES MEETING MINUTES: April 15, 2025

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 Medical Lake Library, Tuesday, April 15, 2025 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee
Robert Paull – Trustee

Excused: Patti Stauffer - Trustee

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Vinnie Davi (Video Production Specialist), Hannah Tilley (Human Resources Associate), Jason Link (Finance Director), Kristy Bateman (Operations Manager), Andrea Sharps (Collection Services Director), Jonathan Melcher (Library Supervisor), Emily Greene (Administrative Services Manager), and two (2) members of the public.

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

**Agenda Approval
(Item II)** Trustee Ellen Clark moved and Vice Chair Jon Klapp seconded the approval of the meeting agenda.

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

**Approval of March 18,
2025 Regular Meeting
Minutes
(Item IV.A)** Chair Hanson called for any corrections to the March 18, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of March
2025 Payment
Vouchers
(Item IV.B)** Vice Chair Klapp moved and Trustee Clark seconded the March 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
March - GF	063139 – 063294 and W001671 – W001693	\$ 908,324.60
	PR03102025 and PR03252025	\$ 505,264.44
	Total	\$ 1,413,589.04
CPF	Integrus Architecture	\$ 3,250.00
	Integrus Architecture	\$28,737.50
	Total	\$31,987.50

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

Unfinished Business

Airway Heights
Interlocal Agreement
Amendment: Real
Estate Purchase and
Sale Agreement Update
(Item IV.C.1)

Executive Director Patrick Roewe presented updates to the Airway Heights Interlocal Agreement Amendment. Updates included the City waiting for the hired surveyor to complete the evaluation and an early draft of the purchase and sales agreement still with the City. Discussion ensued about plans to approve the sales agreement at the May meeting.

There was no further discussion.

Unfinished Business

Argonne/Administration
HVAC Project Update
(Item IV.C.2)

Finance Director Jason Link presented updates to the Argonne/Administration HVAC Project. Updates included the price of the electrical panel and a review of the bidding process for the chiller and boiler. Discussion ensued about an upcoming meeting with the engineers and the cost estimates for the upcoming Deer Park project.

There was no further discussion.

New Business

Non-Exclusive Provider
of Print Materials
Contract Award
(Item IV.D.1)

Collection Services Director Andrea Sharps presented a review of an RFP that was opened for Non-Exclusive Provider of Print Materials. Staff recommended awarding the contract to Ingram Library Services based on better discounts, shipping costs, turn-around time, and positive past experiences with them. Discussion ensued about details of the RFP and the requirement of submitting an RFP for Non-Exclusive Provider of Print Materials being new as of six years ago.

Trustee Clark moved and Vice Chair Klapp seconded the approval of awarding the contract to Ingram. The motion was unanimously approved. There was no further discussion.

New Business
Confidentiality of
Library Records Policy
(Item IV.D.2)

Executive Director Roewe presented changes to the Confidentiality of Library Records policy. Changes included updated language for clarity and broadening of terms so as not to be unintentionally limiting. Discussion ensued about how we inform new card holders of this policy.

New Business
Library of Things Policy
(Item IV.D.3)

Vice Chair Klapp moved and Trustee Clark seconded the approval of the Confidentiality of Library Records policy as revised. The motion was unanimously approved. There was no further discussion. Operations Director Doug Stumbough presented a new policy for the Library of Things collection. Discussion ensued about the policy covering why the District has a library of things collection, what the collection is used for, and who can utilize the collection. Discussion also ensued about the process of how customers reserve and pick up items as well as replacement costs if item is lost or damaged.

Vice Chair Klapp moved and Trustee Robert Paull seconded the approval of the new Library of Things Policy. The motion was unanimously approved. There was no further discussion.

New Business
Library Program Policy
(Item IV.D.4)

Executive Director Roewe presented a new policy for Library Programs. Discussion ensued about the policy being created to codify current practices, the policy being reviewed by the District attorney, and how programs are organized.

Trustee Clark moved and Trustee Robert Paull seconded the approval of the new Library Programs policy. The motion was unanimously approved. There was no further discussion.

New Business
Overview: Wellness
Program
(Item IV.D.5)

Human Resources Associate Hannah Tilley presented an overview of the Wellness Team and Program implemented by the District in 2023. Discussion ensued about the focus of the Wellness Team when it first started, programs that were run, participation of staff, and the new focus of the Wellness Team for the upcoming year.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions on the future board meeting agenda items. Discussion ensued about Staff Day moving to an online format.

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull expressed gratitude for library systems and districts around the state.

There was no further discussion.

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

In addition to the report provided before the meeting, Executive Director Roewe reviewed the loss of LSTA funds for Washington State and the effects it will have on libraries around the state as well as programs run by the District. Discussion ensued about legal action taken by a group of states regarding LSTA funding, the WA Legislative Session having another two weeks, and the DRS review of the District's compliance with PERS. Executive Director Roewe also presented a service pin to Jonathan Melcher, Library Supervisor, for working at the District for 25 years. There was no further discussion.

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

In addition to the report provided prior to the meeting by Operations Director Stumbough and Operations Manager Kristy Bateman, there was discussion about the status of the E-Rate Discount Program. Discussion ensued about potential legislative action regarding hotspot eligibility for schools and libraries and a current Supreme Court challenge related to E-Rate. Discussion also ensued about the savings that the program currently provides the District for internet, and an upcoming tour of the Spokane County Elections Office which will also cover the review of the ballot box locations at each library.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Finance Director Link provided an updated draft of the fiscal report. Discussion ensued about the need to continue to provide drafts prior to the meeting, as final numbers have not been available from the County Treasurers' Office when the agenda packet goes out due to their new ERP system. Discussion also ensued about the initial deposit being done to wrap the Maintenance trailer, and Communications working on a new wrap for LINC with the partnership with STCU.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:02pm. The next Board Meeting is scheduled for Tuesday, May 20th at the Fairfield Library.


Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,385,909.79 for the general fund, \$23,472.50 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: April 30, 2025

SIGNED: 
TITLE: Finance Director

SIGNED: 
TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063295	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063296	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,529.78
0000063297	BOOKS IN MOTION	LIBRARY MATERIALS	19.19
0000063298	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	790.78
0000063299	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	19,798.05
0000063300	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063301	THE FIG TREE	LIBRARY MATERIALS	150.00
0000063302	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	1,089.41
0000063303	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	11,354.45
0000063304	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,792.90
0000063305	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	68,118.43
0000063306	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	3,514.01
0000063307	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33.92
0000063308	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	2,569.63
0000063309	PRISMHR, INC.	ANNUAL RENEWAL/MONTHLY SOFTWARE SUPPORT - HR	2,922.74
0000063310	PRO MECHANICAL SERVICES INC	PARKING LOT LIGHTING UPGRADES	4,737.15
0000063311	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,489.58
0000063312	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,833.07
0000063313	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,009.61
0000063314	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,831.95
0000063315	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	737.09
0000063316	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	488.84
0000063317	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	7,378.68
0000063318	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	160.07
0000063319	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	4,372.87
0000063320	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,383.20
0000063321	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	40,455.50
0000063322	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	269.19
0000063323	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	775.00
0000063324	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	774.79
0000063325	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.55
0000063326	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	188.44
0000063327	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	66.22
0000063328	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES, NETWORK CONSULTING	2,433.78
0000063329	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063330	RENATA MARIEL JIMENEZ FLORES	PRIME TIME PROGRAM, STORYTIME ASST	150.00
0000063331	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	5,729.92
0000063332	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	879.84
0000063333	INLAND NORTHWEST RAIL MUSEUM	LIBRARY PROGRAMS - MUSEUM PASSES	2,000.00
0000063334	MARGARITA PLACENCIA-JANES	LIBRARY PROGRAMS	150.00
0000063335	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	4,200.00
0000063336	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	72.00
0000063337	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063338	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063339	SWK TECHNOLOGIES, INC.	SOFTWARE PURCHASE AND SETUP SUPPORT	2,322.40
0000063340	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,766.50
0000063341	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	178.68
0000063342	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	8,784.25
0000063343	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	989.49
0000063344	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000063345	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,176.20
0000063346	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	344.90
0000063347	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,562.27
0000063348	KANOPY, INC	LIBRARY MATERIALS, ANNUAL SUBSCRIPTION	5,200.00
0000063349	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,848.38
0000063350	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	17,008.92
0000063351	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	118.03
0000063352	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	2,367.24
0000063353	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	661.41
0000063354	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,323.16
0000063355	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	202.48
0000063356	ABSCO Solutions	QTRLY - INTRUSION ALARM MONITORING	975.17

0000063357	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	7,631.38
0000063358	MOUNTAIN DOG SIGN COMPANY	VEHICLE WRAP FOR LINC - FUNDED BY STCU SPONSORSHIP	14,934.28
0000063359	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	23,182.69
0000063360	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	157.18
0000063361	AZZ INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	192.00
0000063362	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	121.00
0000063363	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,258.57
0000063364	AVISTA UTILITIES	MONTHLY UTILITIES	12,962.64
0000063365	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	135.80
0000063366	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	764.40
0000063367	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	542.08
0000063368	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,469.46
0000063369	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	6,086.00
0000063370	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	70.00
0000063371	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	57.48
0000063372	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	15,800.30
0000063373	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,905.67
0000063374	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,918.89
0000063375	DAVID OLSON	LOST PAID REFUND	32.00
0000063376	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	15,391.19
0000063377	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063378	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000063379	MELISSA STIPEK	LIBRARY PROGRAMS	200.00
0000063380	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	720.68
0000063381	AMY TUTTLE	LIBRARY MATERIALS	25.00
0000063382	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	577.52
0000063383	WICK ENTERPRISES, LLC	ADVERTISING	2,721.50
W000001685	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	139.49
W000001689	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,534.45
W000001690	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,152.80
W000001691	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,762.58
W000001692	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,282.22
W000001694	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	130.76
W000001695	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,091.77
W000001696	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	389.68
W000001697	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	86,227.96
W000001698	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,370.61
W000001699	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,762.58
W000001700	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,999.23
W000001701	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	611.24

Total Non-Payroll General Operating Fund \$ 846,767.46

PAYROLL VOUCHERS

04102025 PP07	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #07	\$ 268,237.77
04252025 PP08	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #08	270,904.56

Total Payroll General Operating Fund \$ 539,142.33

TOTAL GENERAL OPERATING FUND \$ 1,385,909.79

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009762	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE	23,472.50
TOTAL CAPITAL PROJECT FUND			\$ 23,472.50
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

March 2025 / April 2025

Paid in April 2025

Voucher # 63359

Card Category	Amount
General Purchases	\$ 16,874.68
Maintenance	\$ 4,054.53
Travel	\$ 170.76
Acquisitions	\$ 849.16
Information Technology	\$ 713.02
Mobile Services	\$ 520.54
General Fund Purchases	\$ 23,182.69

Top Individual Charges

Zoom.com	Zoom Workplace Business - Annual Renewal	3,654.41
Global Industrial EQ	Steel Bench & Trash Can for MP - Foundation Funded	1,254.49
Lakeshore Learning	Children's Kitchen and Play Set for MP - Foundation Funded	2,345.86
Filterbuy.com	Filters for Building Maintenance	2,108.37

AIRWAY HEIGHTS INTERLOCAL AGREEMENT AMENDMENT: REAL ESTATE PURCHASE AND SALE AGREEMENT UPDATE**April 2025**

The City of Airway Heights (City) engaged a surveyor to complete the boundary line adjustment (BLA) as per the terms of the Interlocal Agreement Amendment (ILA). District staff reviewed the documentation provided by the surveyor and it appears to properly account for the adjustment of ~1925 square feet to the library parcel as per the ILA.

We consequently learned in early May that the completed survey work did not contain all of the elements required in ordinance changes recently adopted by the City, and that it would need to be reworked.

Despite that setback, we reviewed with our attorney a draft of a “Real Estate Purchase and Sale Agreement” (PSA) provided by the City’s attorney and requested minor revisions. The City completed their review of the draft and their attorney indicated that the District’s revisions are acceptable. The PSA will complete the real estate transaction memorialized in the ILA. Pending finalization, that agreement will contain three exhibits: a certification for the BLA, the Right of First Option to Purchase, and a Statutory Warranty Deed.

With the exception of the BLA, the District and City are in agreement on the required documents to complete the transaction. As of this writing, the City is not able to identify a timeline in which the PSA would come before the respective governing bodies and what would be a likely closing date for the real estate transaction.

Executive Director Patrick Roewe will be available to answer questions regarding the update.

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

HVAC PROJECTS UPDATE: DISCUSSION**Argonne/Administration**

Engineering design work from MW Engineers is continuing to progress on the project. Work has begun on the draft solicitation to procure a contractor to complete the HVAC replacement project.

The electrical panel has been ordered and will be arriving in June. The electrical panel was purchased using the micro-purchase category procurement based on the engineer's design and recommended manufacturer/model. The cost is approximately \$27,000.

The chiller has been ordered but we don't have an estimate of the shipping date yet. A rough estimate puts its arrival date for the last 2 weeks of July to the first 2 weeks of August. The chiller was purchased using a cooperative purchasing agreement based on the engineer's design and recommended manufacturer/model. The cost is approximately \$74,000.

The boiler has been ordered but we don't have an estimate of the shipping date yet. A rough estimate puts its arrival date by the end of June. The boiler was purchased using a cooperative purchasing agreement based on the engineer's design and recommended manufacturer/model. The cost is approximately \$53,000.

Deer Park

Engineering design work from MW Engineers is starting on the project. We received an estimate of the total cost of the project from MW Engineers, for approximately \$531,000.

Questions

Finance Director Jason Link will be available to answer questions regarding the update.

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

PERSONNEL POLICIES: HR02 HIRING AND EMPLOYMENT, HR07 GRIEVANCE, HR13 DISCIPLINE, HR15 REMOTE WORK**Background**

The Personnel Policies of the Spokane County Library District (District) implement and clarify the rights, obligations, conditions, and benefits of employment with the District. These policies are typically reviewed on a biennial basis and presented to the Board of Trustees twice a year. For May 2025, revisions to 4 of the District's 19 personnel policies are recommended.

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

HR02 Hiring and Employment:

- 2.10 Trial Service Period – “or waived” added to codify existing practice.
- Included language that an employee may bring a representative to a meeting that may result in disciplinary action was added to end of policy to codify existing practice.

HR07 Grievance:

- Added introduction for a clearer definition of the reason for a grievance.
- Expanded the process to include a grievance to the department director, then to the Executive Director.
- Included a statement that the Executive Director's determination is final.
- Included language that an employee may bring a representative to meetings with management during the grievance process to codify existing practice.

HR13 Discipline:

- Included language that an employee may bring a representative to a meeting that may result in disciplinary action added to end of policy to codify existing practice.

HR15 Remote Work:

- Definition of remote work added.
- Changed responsibility of determining eligible positions from Executive Director to Human Resources Director.
- Removed annual expiration and changed to periodically reviewed.
- Schedule and Job Duties added.
- Responsibilities added.
- Removed language regarding commute time that was inconsistent with other District policy and procedure and IRS guidelines.

In addition to the specific revisions for these four policies, the following standardized statements have been developed and/or revised in consultation with the District's legal counsel:

- An introductory statement addressing legal compliance, policy mutability, and employee compliance (as applicable).
- A closing statement addressing policy application and procedure development.

Pending Board approval, these standardized introductory and closing statements will be applied to all Personnel (Human Resources) policies as pro forma revisions. No other revisions to any other Personnel policies will be made, and the typical policy review process and schedule will remain in place for all policies not specifically contemplated here.

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

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

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

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

Recommended Actions:

- 1.) Board motion to approve Policy HR02 Hiring and Employment as revised.
- 2.) Board motion to approve Policy HR07 Grievance as revised.
- 3.) Board motion to approve Policy HR13 Discipline as revised.
- 4.) Board motion to approve Policy HR15 Remote Work as revised.

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

Policy Title	HR02 – Hiring and Employment		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	<u>N/A</u>		
Purpose	To set forth the District’s policies for hiring and employment.		
Scope	<u>All District employees</u>		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

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

2.01 Nature of Employment

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

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

2.02 Secondary Employment

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

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

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

2.03 Authorization to Work in the United States

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

2.04 Hire Reporting Requirements

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

2.05 Background, Credit, and Driver's Record Checks

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

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

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

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

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

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

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

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

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

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

2.06 Access to Personnel Files

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

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

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

Former employees may make requests as above no more than one time per calendar year. An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

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

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

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

The Executive Director or Human Resources Director may access medical and background records, in accordance with state and federal ~~unless otherwise required by~~ law.

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

2.07 Employment Verifications/Reference Checks

All requests for employee information must be referred to the Human Resources Department or Executive Director. No other District employee may release information about current or former employees unless authorized in writing by the Human Resources Department or Executive Director. The District will respond to requests to verify dates of employment, job title and duties, and salary.

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

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

2.08 Government and Other Official Inquiries and Public Records Act Requests

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

2.09 Introductory Period

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

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

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

2.10 Trial Service Period

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

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

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

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

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

2.13 Transfers

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

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

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

2.16 Notice of Resignation

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

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

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

2.17 Reduction in Workforce

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

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

2.18 Performance Evaluation

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

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

2.19 Meeting Representative

Over the course of an employee's employment with the District, they may be called to participate in fact-finding or investigation meetings. Employees may bring a representative to the meeting with them to observe. Often known as Weingarten rights, an employee may bring a representative to meetings which may result in disciplinary action.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

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

Policy Title	HR02 – Hiring and Employment		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	N/A		
Purpose	To set forth the District’s policies for hiring and employment.		
Scope	All District employees		

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- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes

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

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

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Former employees may make requests as above no more than one time per calendar year. An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

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

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

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

2.08 Government and Other Official Inquiries and Public Records Act Requests

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

2.09 Introductory Period

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

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

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

2.10 Trial Service Period

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

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

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

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the

employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

2.13 Transfers

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

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

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

2.16 Notice of Resignation

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

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

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

2.17 Reduction in Workforce

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the

reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

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

2.18 Performance Evaluation

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

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

2.19 Meeting Representative

Over the course of an employee's employment with the District, they may be called to participate in fact-finding or investigation meetings. Employees may bring a representative to the meeting with them to observe. Often known as Weingarten rights, an employee may bring a representative to meetings which may result in disciplinary action.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

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

Policy Title	HR07 – Grievance		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	N/A		
Purpose	To set forth the District's policies for grievances.		
Scope	All District employees		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

The Spokane County Library District (District) recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. This policy will ensure that employees receive a fair and objective review of workplace concerns.

An employee who believes that they have been the subject of a misapplication or violation of District ~~policies, procedures, practices by management-policy and/or procedure, disciplinary action taken against an employee which is arbitrary or capricious; or unsafe working conditions~~, may submit a ~~grievance in writing to the Human Resources director~~ written grievance to the applicable department Director.

The written ~~grievance~~ statement shall be made within five (5) business days of the alleged occurrence and shall include the following:

- The ~~specific~~ alleged misapplied or violated policy, procedure , the disciplinary action taken, or a description of the unsafe working condition.
- A ~~description of the above~~ statement with details about the above, including date or dates of the misapplication or violation.
- The employee(s) and/or supervisor(s) involved.
- The actions already taken by the employee to seek a resolution, if any.
- The remedy sought by the employee.

The written statement shall be detailed and present all information necessary for a comprehensive, fair, and objective review of the grievance.

The ~~Human Resources department~~ Director will review the grievance and respond in writing to the employee within five (5) business days ~~after~~ following- receipt. The response may include, but is not limited to:

- The initiation of an investigation into the matters brought forward
- An in-person meeting with the grievant to gather more information
- Closure of the grievance
- Other action determined to be necessary and appropriate

If the grievance is not closed as part of the initial response, every effort will be made to do so as soon as is practicable.

If the employee is not satisfied with the response of the ~~Human Resources department~~ Director, the employee may file a written appeal to the Executive Director ~~within ten (10) business days to the Executive Director~~ within ten (10) business days following receipt of the final response. The written appeal will include a copy of the original statement submitted to the department Director, the department Director response, a statement showing the deficiency of the response, and the requested solution. The Executive Director will review the grievance and the department Director's response, and respond in writing to the employee within fifteen (15) business days following receipt.

The Executive Director's decision shall be final and not subject to appeal to the Board of Trustees.

If a meeting with the employee is held by the District at any part of this process, the an employeemay have a representative with them to observe during any step of this process when meeting with management.

A grievance may be withdrawn at any time.

Once resolved or withdrawn, a grievance cannot be resubmitted.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

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

Policy Title	HR07 – Grievance		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	N/A		
Purpose	To set forth the District’s policies for grievances.		
Scope	All District employees		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

The Spokane County Library District (District) recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. This policy will ensure that employees receive a fair and objective review of workplace concerns.

An employee who believes that they have been the subject of a misapplication or violation of District policy and/or procedure, disciplinary action taken against an employee which is arbitrary or capricious; or unsafe working conditions, may submit a written grievance to the applicable department Director.

The written statement shall be made within five (5) business days of the alleged occurrence and shall include the following:

- The alleged misapplied or violated policy, procedure, the disciplinary action taken, or a description of the unsafe working condition.
- A statement with details about the above, including date or dates.
- The employee(s) and/or supervisor(s) involved.
- The actions already taken by the employee to seek a resolution, if any.
- The remedy sought by the employee.

The written statement shall be detailed and present all information necessary for a comprehensive, fair, and objective review of the grievance.

The department Director will review the grievance and respond in writing to the employee within five (5) business days following receipt. The response may include, but is not limited to:

- The initiation of an investigation into the matters brought forward
- An in-person meeting with the grievant to gather more information
- Closure of the grievance
- Other action determined to be necessary and appropriate

If the grievance is not closed as part of the initial response, every effort will be made to do so as soon as is practicable.

If the employee is not satisfied with the response of the department Director, the employee may file a written appeal to the Executive Director within ten (10) business days following receipt of the final response. The written appeal will include a copy of the original statement submitted to the department Director, the department Director response, a statement showing the deficiency of the response, and the requested solution. The Executive Director will review the grievance and the department Director's response, and respond in writing to the employee within fifteen (15) business days following receipt.

The Executive Director's decision shall be final and not subject to appeal to the Board of Trustees.

If a meeting with the employee is held by the District at any part of this process, an employee may have a representative with them to observe during any step of this process when meeting with management.

A grievance may be withdrawn at any time.

Once resolved or withdrawn, a grievance cannot be resubmitted.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

POLICY: HR13 – Discipline

APPROVAL DATE: ~~05/21/2019~~ May 21, 2019

REVISION DATE: ~~09/20/2022~~ May 20, 2025

Purpose

To set forth the District's policies for progressive discipline.

Scope

~~Applies to all~~ All -District employees

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

Ideally, coaching and counseling will be used to address issues with performance or behavior prior to moving to disciplinary action.

Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by this policy.

This policy should not be construed as preventing, limiting, or delaying the District from taking the level of disciplinary action it deems appropriate.

An employee may bring a representative with them to observe at any step in the process when meeting with management.

Level 1 Disciplinary Notice

A Level 1 Disciplinary Notice may be issued by a supervisor or by Human Resources in order to address minor and/or ongoing work performance or behavior issues.

A written record will be provided to the employee, the supervisor and a copy will be placed in the employee's personnel file.

Level 2 Disciplinary Notice

For more serious work performance and behavior issues, or repeated issues, a Level 2 Disciplinary Notice may be given. This document will be written and delivered by the Human Resources Director, in collaboration with the direct supervisor.

A copy of the document will be given to the employee and the supervisor and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Pre-Disciplinary Hearing

Prior to a final determination to suspend or terminate an employee, a hearing will be held with the employee, the Human Resources Director and the Executive Director. This hearing serves as a check against mistaken decisions and provides an opportunity for an employee to furnish additional information before a final decision regarding discipline is made.

At least two business days prior to the hearing, the Human Resources Director will provide the employee with notice that the District is considering disciplinary action, the reasons for the proposed action, and the date and time for the employee to meet with the Human Resources Director.

If, following the hearing, the intent to suspend or terminate the employee dismiss is sustained, the notice and all supporting documentation will be given to the employee and the supervisor and the original placed in the employee's personnel file.

Suspension

This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior coaching and/or discipline have failed to correct the behavior or performance issue or without prior coaching and/or discipline when the misconduct rises to such a level of seriousness that suspension is warranted.

The Executive Director has sole authority to suspend an employee.

If, following the hearing, the intent to suspend is sustained, the employee will be relieved of their job assignment and placed in Leave without Pay (LWOP) status for a specified time. The length of suspension may vary depending on the nature and severity of the offending behavior.

FLSA exempt employees shall not be suspended without pay for disciplinary purposes for periods of less than a full workweek, unless the infraction involves violation of safety rules of major significance.

A copy of the notice of suspension and all supporting documents will be given to the employee, and the supervisor, and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Termination

This may be used when other disciplinary actions(s) have failed to correct the undesirable behavior or performance, or when the seriousness of the offense warrants such action.

The Executive Director has sole authority to terminate an employee.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

~~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 Title	HR13 – Discipline		
Approval Date	May 21, 2019	Revision Date	May 20, 2025
Related	N/A		
Purpose	To set forth the District’s policies for hiring and employment.		
Scope	All District employees.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

Ideally, coaching and counseling will be used to address issues with performance or behavior prior to moving to disciplinary action.

Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by this policy.

This policy should not be construed as preventing, limiting, or delaying the District from taking the level of disciplinary action it deems appropriate.

An employee may bring a representative with them to observe at any step in the process when meeting with management.

Level 1 Disciplinary Notice

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A written record will be provided to the employee, the supervisor and a copy will be placed in the employee’s personnel file.

Level 2 Disciplinary Notice

For more serious work performance and behavior issues, or repeated issues, a Level 2 Disciplinary Notice may be given. This document will be written and delivered by the Human Resources Director, in collaboration with the direct supervisor.

A copy of the document will be given to the employee and the supervisor and the original placed in the employee’s personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Pre-Disciplinary Hearing

Prior to a final determination to suspend or terminate an employee, a hearing will be held with the employee, the Human Resources Director and the Executive Director. This hearing serves as a check against mistaken decisions and provides an opportunity for an employee to furnish additional information before a final decision regarding discipline is made.

At least two business days prior to the hearing, the Human Resources Director will provide the employee with notice that the District is considering disciplinary action, the reasons for the proposed action, and the date and time for the employee to meet with the Human Resources Director.

If, following the hearing, the intent to suspend or terminate the employee dismiss is sustained, the notice and all supporting documentation will be given to the employee and the supervisor and the original placed in the employee's personnel file.

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This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior coaching and/or discipline have failed to correct the behavior or performance issue or without prior coaching and/or discipline when the misconduct rises to such a level of seriousness that suspension is warranted.

The Executive Director has sole authority to suspend an employee.

If, following the hearing, the intent to suspend is sustained, the employee will be relieved of their job assignment and placed in Leave without Pay (LWOP) status for a specified time. The length of suspension may vary depending on the nature and severity of the offending behavior.

FLSA exempt employees shall not be suspended without pay for disciplinary purposes for periods of less than a full workweek, unless the infraction involves violation of safety rules of major significance.

A copy of the notice of suspension and all supporting documents will be given to the employee, and the supervisor, and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Termination

This may be used when other disciplinary actions(s) have failed to correct the undesirable behavior or performance, or when the seriousness of the offense warrants such action.

The Executive Director has sole authority to terminate an employee.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

SPOKANE COUNTY LIBRARY DISTRICT

Policy Title	HR15 – Remote Work		
Approval Date	December 19, 2023	Revision Date	May 20, 2025
Related	HR03 Compensation Policy HR05 Leave Policy HR06 Employee Conduct Policy HR11 Workplace Safety Policy HR14 Rest Periods, Meal Periods, & Break Time for Nursing Employees Policy HR16 District Provided Equipment Policy HR18 Travel Policy		
Purpose	To set forth the District’s policies for remote work.		
Scope	All District employees.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

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

Remote Work

Definition

Remote work is defined as a flexible work arrangement in which an employee, under a written remote work agreement, is scheduled to perform work at an authorized alternative workplace and is not expected to perform work at a District workplace on a regular and recurring basis.

Eligibility

~~Remote work arrangements may be implemented approved where appropriate, for employees in eligible positions, and will shall be documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to or guaranteed the opportunity to work remotely.~~

Eligible positions will be determined by the ~~Executive~~ Human Resources Director or designee and be based on the functional role of the position and District needs. Eligibility for remote work will be noted in the job description.

Authorization

The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement. No employee is entitled to or guaranteed the opportunity to work remotely.

Remote work arrangements will ~~expire-be reviewed annually-periodically and must be reviewed~~ by the Human Resources Director, ~~IT, and the employee's supervisor before the arrangement may be renewed.~~ Any changes to the arrangement will be noted on the remote work request form.

Schedule and Job Duties

A schedule will be identified in the remote work agreement, which will include the hours when the employee will be typically working, subject to the District needs, and reasonably expected to be reached by staff and/or customers.

An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.

An employee's job duties will not change as a result of working remotely.

An employee may be called to work at a District facility, location or other worksite on their regular remote workday, based on District needs. This time is considered part of the employee's regular commute and will not be compensated as travel time and is not eligible for mileage reimbursement, per policies HR03 Compensation and HR18 Travel.

Only District work is to be performed during remote work hours.

Responsibilities

The responsibilities of an employee who works remotely are the same as an employee working at a District facility. This includes, but is not limited to:

- Be actively working during scheduled hours.
- Using/requesting ~~PTO~~ paid leave and leave without pay per established policies and procedures.
- Working in a safe manner.
- Following all District policies and procedures.
- Maintaining a safe and ergonomic working environment for any areas used during remote work.
- ~~Injuries shall be reported~~Reporting injuries per standard District policy and procedure. Employees ~~are~~ may be covered by workers' compensation for any job-related injuries that occur during their remote work schedule. (WAC 296-27-10113(5))

The employee's supervisor will communicate with Human Resources if there are any concerns regarding the employee, which include, but are not limited to:~~The employee's supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:~~

- Meeting all deadlines and work expectations.
- Accessible during work hours.
- Maintaining effective communication and workflow.
- Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations. ~~An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.~~

- ~~If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.~~

~~Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.~~

~~An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.~~

~~The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. This includes, but is not limited to, Following all District policies and procedures.~~

~~Only District work is to be performed during remote work hours.~~

~~A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.~~

~~Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.~~

~~Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.~~

~~Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.~~

~~Workers' compensation shall not apply to non job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.~~

~~The employee will provide all furniture, equipment, and sufficient internet connectivity that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture, equipment, or internet connectivity. District-provided furniture and equipment remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.~~

~~The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.~~

~~Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.~~

~~In-person meetings with staff or internal/external clients shall not be held at the remote work site.~~

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

The Executive Director will establish administrative procedures necessary to implement this policy.

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

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

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

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

Policy Title	HR15 – Remote Work		
Approval Date	December 19, 2023	Revision Date	May 20, 2025
Related	HR03 Compensation Policy HR05 Leave Policy HR06 Employee Conduct Policy HR11 Workplace Safety Policy HR14 Rest Periods, Meal Periods, & Break Time for Nursing Employees Policy HR16 District Provided Equipment Policy HR18 Travel Policy		
Purpose	To set forth the District’s policies for remote work.		
Scope	All District employees.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations, shall prevail. In all other cases, personnel policies and practices prevail.

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

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

Definition

Remote work is defined as a flexible work arrangement in which an employee, under a written remote work agreement, is scheduled to perform work at an authorized alternative workplace and is not expected to perform work at a District workplace on a regular and recurring basis.

Eligibility

Remote work may be approved, for employees in eligible positions, and shall be documented in a remote work agreement.

Eligible positions will be determined by the Human Resources Director or designee and be based on the functional role of the position and District needs. Eligibility for remote work will be noted in the job description.

Authorization

The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement. No employee is entitled to or guaranteed the opportunity to work remotely.

Remote work arrangements will be reviewed periodically by the Human Resources Director.

Schedule and Job Duties

A schedule will be identified in the remote work agreement, which will include the hours when the employee will be typically working, subject to the District needs, and reasonably expected to be reached by staff and/or customers.

An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.

An employee's job duties will not change as a result of working remotely.

An employee may be called to work at a District facility, location or other worksite on their regular remote workday, based on District needs. This time is considered part of the employee's regular commute and will not be compensated as travel time and is not eligible for mileage reimbursement, per policies HR03 Compensation and HR18 Travel.

Only District work is to be performed during remote work hours.

Responsibilities

The responsibilities of an employee who works remotely are the same as an employee working at a District facility. This includes, but is not limited to:

- Be actively working during scheduled hours.
- Using/requesting paid leave and leave without pay per established policies and procedures.
- Working in a safe manner.
- Following all District policies and procedures.
- Maintaining a safe and ergonomic working environment for any areas used during remote work.
- Reporting injuries per standard District policy and procedure. Employees may be covered by workers' compensation for any job-related injuries that occur during their remote work schedule. (WAC 296-27-10113(5))

The employee's supervisor will communicate with Human Resources if there are any concerns regarding the employee, which include, but are not limited to:

- Meeting all deadlines and work expectations.
- Accessible during work hours.
- Maintaining effective communication and workflow.
- Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations.

The employee will provide all furniture, equipment, and sufficient internet connectivity that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture, equipment, or internet connectivity. District-provided furniture and equipment remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

TRAVEL POLICY

Background

The purpose of this policy is to define rules for reimbursement of employees, trustees, and job applicants for District Related Travel Costs.

The key revisions are as follows:

- Brings policy into conformity with IRS rules and regulations regarding Accountable Plans for reimbursements to employees to ensure that reimbursements remain non-taxable.
- Clarifies costs that are reimbursable and documentation standards for reimbursement processes.
- Added section for returning funds to the District when overpayments are made.
- Added section for Commuting Costs and clarifying that those costs are not eligible for reimbursement.
- Added section for definitions for Business Purpose, District Related Travel, and District Related Travel Costs.
- Converted this policy into a Human Resources (personnel) policy from a general policy as it applies primarily to District employees.

The updated introductory and closing statements presented in the agenda item above have been added to this policy as well.

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

The proposed policy has been reviewed by the District's legal counsel.

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

Recommended Action: Board motion to approve the Travel policy as revised.

POLICY: HR18 - TRAVEL

Approval Date: February 16, 1984

Revision Date: May 20, 2025

Related Policies

Financial Management

Procurement

Personnel Policy HR03 Compensation

HR06 Employee Conduct

HR15 Remote Work

HR19 Vehicle Use & Safety

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance or, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

Purpose:

To define rules for ~~payment reimbursement~~ of employee, ~~and~~ Trustee, and job applicants for District Related Travel expenses Costs.

Policy:

Spokane County Library District will pay approved expenses for employee, ~~and~~ Trustee, and job applicant for District Related Travel, for District purposes. Travel is to be conducted in the most cost-effective and efficient manner.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

This policy is intended to comply with IRS rules and regulations concerning Accountable Plans for reimbursement to employees. Such plans generally require an arrangement that expenses have a business connection to the employer, substantiation of the expense, and returning any amount in excess of the substantiated amounts to the employer. (Internal Revenue Code § 1.62-2 Reimbursements and other expense allowance arrangements).

Travel Expenses

Approved District ~~R~~elated ~~T~~Travel ~~expenses Costs~~ shall be reimbursed as follows:

18.01 Mileage

Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.

- A valid driver's license and minimum required insurance coverage are required to be eligible to receive mileage reimbursement. (HR19 Vehicle Use and Safety)

18.02 Meals & Incidental Expenses

Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration for the location to which the individual is traveling to. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).

- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city location to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the location city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the location city to which they travel if the time in travel status is anticipated to be greater than 12 hours.

Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

18.03 Transportation

For air travel, a good faith effort shall be made to secure the lowest fare possible. Reimbursement shall be made based on actual costs.

For transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation, the individual will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate (Section 18.01 above). Documentation must be provided demonstrating the decision-making process if the individual is reimbursed at the standard mileage rate.

Supervisors should weigh the time involved with driving versus flying in addition to District Related Travel Costs. This will factor in the amount of time away from regular job duties, including the cost of having other staff cover the shift and overtime paid to the employee while in travel status. Supervisors should attempt to balance and minimize the time an employee is away from regular job duties, overtime incurred by the employee or other staff, with District Related Travel Costs.

Taxi, ride sharing, public transit, and car rentals costs shall be reimbursed at actual costs when traveling outside of Spokane County.

Parking fees shall be reimbursed at actual cost.

18.04 Event Registration

Event registration will be reimbursed at actual costs. Registration should be made at the early ~~bird~~ registration or member amount, whenever possible.

18.05 Lodging

Lodging will be reimbursed at actual costs. Reservations should be made at the lesser of the conference or government rate, as applicable, whenever possible.

18.06 Receipts

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance (per diem) is not used or not applicable due to the nature of the event.

18.07 Alternative Travel or Participation Methods

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Teleconferencing
- Video Conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

18.08 Returning Funds to District

If reimbursement is made to an employee, trustee, or job applicant and the District Related Travel is subsequently canceled or modified, the individual will repay the canceled or excess amount(s) to the District within 15 calendar days of the cancelation or modification. If a reimbursement amount is paid in excess of the supporting documentation, the individual will repay the excess amount to the District within 15 calendar days of being notified of the overpayment.

18.09 Authorization

Employees:

- No prior authorization is required for District Related Travel ~~when conducting District business~~ in Spokane County as part of ~~normal-regular~~ job duties as defined in the position's job description.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for ~~trustee travel related to official District business~~ District Related Travel; however, it should be coordinated through the Executive Director or their designee.

Job Applicants:

- Prior authorization from the Executive Director or their designee is required for job applicant travel expenses.

18.10 Commuting Costs

Commuting Costs include mileage and transportation related costs of traveling between the employee or Trustee's residence and District facilities, District locations, or worksite(s), or otherwise not District Related Travel. These costs are considered personal costs and therefore not eligible for reimbursement. (Internal Revenue Code § 1.62-2 Reimbursements and other expense allowance arrangements)

18.11 Definitions

Business Purpose

Business Purpose means the activity or expenditure must be reasonable in nature, amount, and/or be directly related to the operation of the District.

District Related Travel

Eligible travel includes traveling for District related Business Purposes to attend approved training/educational programs, meetings, library programs, or reporting to work at more than one District facility, District location, or worksite in each Workday.

District Related Travel Costs

District Related Travel Costs include mileage reimbursements, transportation, lodging, or event registration related costs associated with traveling for District Related Travel.

18.12 Compliance with the Americans with Disabilities Act

District employees and trustees with disabilities shall be afforded equal opportunity to perform ~~travel~~ District Related Travel for ~~official District business~~ Business Purposes even if the travel costs for that traveler would exceed what would typically be most economical to the District. Examples include, but are not limited to, when a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

~~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.~~

~~Any appeal of management action or decisions under this policy will follow policy HR07 Grievance.~~

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

Policy Title	HR18 – Travel		
Approval Date	February 16, 1984	Revision Date	May 20, 2025
Related	Financial Management Procurement HR03 Compensation HR06 Employee Conduct HR15 Remote Work HR19 Vehicle Use & Safety		
Purpose	To define rules for reimbursement of employee, Trustee, and job applicants for District Related Travel Costs.		
Scope	All District employees		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance or, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

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

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

Policy:

Spokane County Library District will pay approved expenses for employee, Trustee, and job applicant for District Related Travel. Travel is to be conducted in the most cost-effective and efficient manner.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

This policy is intended to comply with IRS rules and regulations concerning Accountable Plans for reimbursement to employees. Such plans generally require an arrangement that expenses have a business connection to the employer, substantiation of the expense, and returning any amount in excess of the substantiated amounts to the employer. (Internal Revenue Code § 1.62-2 Reimbursements and other expense allowance arrangements).

Travel Expenses

Approved District Related Travel Costs shall be reimbursed as follows:

18.01 Mileage

Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.

- A valid driver's license and minimum required insurance coverage are required to be eligible to receive mileage reimbursement. (HR19 Vehicle Use and Safety)

18.02 Meals & Incidental Expenses

Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration for the location to which the individual is traveling. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).

- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the location to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the location from which they return.
- For one day “over-and-back” trips, the traveler will receive 75% of the daily rate for the location to which they travel if the time in travel status is anticipated to be greater than 12 hours.

Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

18.03 Transportation

For air travel, a good faith effort shall be made to secure the lowest fare possible. Reimbursement shall be made based on actual costs.

For transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation, the individual will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate (Section 18.01 above). Documentation must be provided demonstrating the decision-making process if the individual is reimbursed at the standard mileage rate.

Supervisors should weigh the time involved with driving versus flying in addition to District Related Travel Costs. This will factor in the amount of time away from regular job duties, including the cost of having other staff cover the shift and overtime paid to the employee while in travel status. Supervisors should attempt to balance and minimize the time an employee is away from regular job duties, overtime incurred by the employee or other staff, with District Related Travel Costs.

Taxi, ride sharing, public transit, and car rentals costs shall be reimbursed at actual costs when traveling outside of Spokane County.

Parking fees shall be reimbursed at actual cost.

18.04 Event Registration

Event registration will be reimbursed at actual costs. Registration should be made at the early registration or member amount, whenever possible.

18.05 Lodging

Lodging will be reimbursed at actual costs. Reservations should be made at the conference or government rate, as applicable, whenever possible.

18.06 Receipts

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance (per diem) is not used or not applicable due to the nature of the event.

18.07 Alternative Travel or Participation Methods

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Teleconferencing
- Video Conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

18.08 Returning Funds to District

If reimbursement is made to an employee, trustee, or job applicant and the District Related Travel is subsequently canceled or modified, the individual will repay the canceled or excess amount(s) to the District within 15 calendar days of the cancelation or modification. If a reimbursement amount is paid in excess of the supporting documentation, the individual will repay the excess amount to the District within 15 calendar days of being notified of the overpayment.

18.09 Authorization

Employees:

- No prior authorization is required for District Related Travel in Spokane County as part of regular job duties as defined in the position's job description.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for District Related Travel; however, it should be coordinated through the Executive Director or their designee.

Job Applicants:

- Prior authorization from the Executive Director or their designee is required for job applicant travel expenses.

18.10 Commuting Costs

Commuting Costs include mileage and transportation related costs of traveling between the employee or Trustee's residence and District facilities, District locations, or worksite(s), or otherwise not District Related Travel. These costs are considered personal costs and therefore not eligible for reimbursement. (Internal Revenue Code § 1.62-2 Reimbursements and other expense allowance arrangements)

18.11 Definitions

Business Purpose

Business Purpose means the activity or expenditure must be reasonable in nature, amount, and/or be directly related to the operation of the District.

District Related Travel

Eligible travel includes traveling for District related Business Purposes to attend approved training/educational programs, meetings, library programs, or reporting to work at more than one District facility, District location, or worksite in each Workday.

District Related Travel Costs

District Related Travel Costs include mileage reimbursements, transportation, lodging, or event registration related costs associated with traveling for District Related Travel.

18.12 Compliance with the Americans with Disabilities Act

District employees and trustees with disabilities shall be afforded equal opportunity to perform District Related Travel for Business Purposes even if the travel costs for that traveler would exceed what would typically be most economical to the District. Examples include, but are not limited to, when a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

FINANCIAL MANAGEMENT POLICY

Background

The purpose of this policy is to outline the way the Spokane County Library District (District) will control its finances and conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations, and restrictions in the District's management of its finances.

The key revisions are as follows:

- Segregation of policy into sections based on area of purpose:
 - Cash management
 - Financial management
 - Budget management
 - Grant and restricted fund management
 - Long-term debt management
- Cash Management Changes:
 - Designates the Finance Director in consultation with the County Treasurer as the District's Treasurer.
 - Provides authority to open bank accounts.
 - Establishes investment objectives for District funds.
 - Establishes credit risk limitations for District funds.
- Financial Management Changes:
 - Reporting responsibility for loss of public funds or assets.
 - Adds the Custodial Fund.
- Budget Management Changes:
 - Priority based approach to budgeting is based on the greatest value to the community.
 - Budget will be structurally balanced.
 - Requires debt service to be budgeted for.
- Grant and Restricted Fund Management:
 - New section for grant and restricted fund management.
 - Provides a consistent process for ensuring that all grants and restricted funds are evaluated for compliance with other District policies and procedures.
 - Provides a consistent process for the pre-award, acceptance and post-award processes for grants and restricted fund management.
 - Requires grants and restricted funds to be incorporated into the budget.
- Long-term Debt Management
 - New section for long-term debt management.

-
- Defines long-term debt for financial reporting and budget management purposes.
 - Defines when long-term debt may be used.
 - Defines the approval process for long-term debt.

In addition to the specific revisions for these four policies, the following standardized statements have been developed and/or revised in consultation with the District's legal counsel:

- An introductory statement addressing legal compliance and policy mutability.
- A closing statement addressing policy application and procedure development.

The updated introductory and closing statements presented in the agenda item above have been added to this policy as well.

Pending Board approval, these standardized introductory and closing statements will be applied to all applicable policies as pro forma revisions. No other revisions to any other policies will be made, and the typical policy review process and schedule will remain in place for all policies not specifically contemplated here.

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

The proposed policy has been reviewed by the District's legal counsel.

Finance Director Jason Link will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approved the Financial Management policy as revised.

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~June 18~~ May 20, 2025~~4~~

RELATED POLICY

[Collection Development](#)

[Community Partnerships and Sponsorships](#)

[Fixed Assets](#)

[Gifts](#)

[Library of Things Collection](#)

[Library Programs](#)

[Naming and Recognition](#)

[Procurement](#)

[Public Art in District Facilities](#)

[HR03 Compensation](#)~~(HR03)~~

[HR04 Benefits](#)~~(HR04)~~

[HR05 Leave](#)~~(HR05)~~

STATUTORY REFERENCES:

- RCW 27.12.050
- RCW 27.12.070
- RCW 27.12.210
- RCW 39.58.020
- RCW 49.09.185
- RCW 43.09.240
- RCW 84.52.020
- RCW 84.52.050
- RCW 84.52.052
- RCW 84.52.054
- RCW 84.52.056
- RCW 84.52.070
- RCW 84.55.0101
- RCW 84.55.120

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, District policies and practices prevail.

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

Purpose:

The Spokane County Library District (District) Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations and restrictions in the District's management of its finances.

A. Cash Management:

District Treasurer – The Finance Director, in consultation with the Spokane County Treasurer, shall serve as the District's treasurer and fiscal agent per RCW 27.12.060 and 27.12.070.

Bank Accounts – The District may open bank accounts it determines necessary for its efficient operation. The District will participate in the Spokane County Investment Pool (Pool) and adopts the Spokane County Investment Policy in order to participate in the Pool.

Petty Cash – The District may establish petty cash or impress change funds for cash handling.

Investment Policy Objective – The District's investment objectives, in priority order, include: safety, liquidity, and return on investment.

Custodial Credit Risk – The District will hold its deposits in banks or credit unions qualified to accept public funds as provided by the Washington Public Deposit Protection Commission (RCW 39.58.020).

Cash Deposit Frequency – The District will make timely cash deposits ~~at least once a week~~, comply with all reporting requirements, due dates and maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:

- 1.) ~~1.)~~ Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur from occurring for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.
- 2.) ~~2.)~~ Required use of Secure File Transfer Protocol (SFTP) capabilities for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.

B. General Policy Financial Reporting Management:

The District will comply with all statutory ~~budget, property tax and~~ financial reporting requirements and due dates established by ~~both the state of Washington State and Spokane County.~~

The District shall immediately notify the State Auditor's Office of any loss of public funds or assets or other illegal activity in accordance with RCW 43.09.185.

~~The Spokane County Treasurer will serve as the District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.~~

-
The District's financial reporting will be in accordance with the *Cash Basis Budgeting, Accounting, and Reporting System* (BARS) Manual prescribed by the Washington State Auditor's Office under the authority of RCW 43.09.

Financial Management Requirements

The District's General ~~Operating~~ Fund, Debt Service Fund, and Capital Projects Fund and Custodial Fund shall be managed as follows:

General ~~Operating~~ Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General ~~Operating~~ Fund:

Minimum Unassigned Fund Balance

The minimum unassigned ~~Ggeneral operating~~ Fund balance should be at least 35% of total annual expenditures excluding inter-fund transfers. The unassigned ~~Ggeneral operating~~ Fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end ~~Ggeneral operating~~ Fund surplus will be considered unassigned.

~~— Expenditure Control~~

~~The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.~~

Debt Service Fund – This fund is used to account for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.

Capital Projects Fund – This fund is used to account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.

Custodial Fund – This fund is used to account for financial resources the District holds on behalf of others in a custodial capacity.

C. Budget Management:

The District will comply with all statutory budget, and property tax requirements and due dates established by both the state of Washington and Spokane County.

The budget shall be prepared with a priority-based approach that enables resources to be allocated to the services and programs that provide the greatest value to the community.

Within each budget cycle, the budget should be structurally balanced, which means that ongoing expenditures shall be provided for by anticipating ongoing revenue and one-time revenue should only be used for one-time expenditures unless explicitly authorized by the Board of Trustees.

Debt agreements shall be budgeted to ensure sufficient resources are available to make the required payments.

Required Board of Trustees Actions

A. October of each calendar year, the Board of Trustees conducts:

- 1.) ~~1.)~~ A public hearing on District revenue sources as required by state law (RCW 84.55.120)

B. November of each calendar year, the Board of Trustees reviews and ~~approves~~adopts:

- 1.) ~~1.)~~ A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by state law in ample time for Spokane County to make the tax levies for the purposes of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).
- 2.) ~~2.)~~ A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by state law (RCW 84.55.120(3)).
- 3.) ~~3.)~~ A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by state law (RCW 84.52.070).

C. Upon recommendation by District staff, the Board of Trustees reviews and ~~approves~~adopts the following if required and/or necessary:

- 1.) ~~1.)~~ A resolution ~~adopting onto~~ amended the budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.
- 2.) ~~2.)~~ A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor ~~only when the inflation factor as defined by RCW 84.55.0101 is less than 1%~~ and the Board of Trustees finds a substantial need to exceed the property tax limit factor.

D. Additional resolutions may be needed to address specific circumstances in annual budget formulation. The Board of Trustees may also pursue an excess property tax levy as authorized by RCW 84.52.052 to 84.52.056.

Financial Management Requirements

~~The District's General Operating Fund, Debt Service Fund, and Capital Projects Fund shall be managed as follows:~~

~~**General Operating Fund** — This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:~~

~~A. Minimum Unassigned Fund Balance~~

~~The minimum unassigned general operating fund balance should be at least 35% of total annual expenditures excluding inter fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end general operating fund surplus will be considered unassigned.~~

~~2. Expenditure Control~~

~~The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.~~

~~**Debt Service Fund** — This fund is used to account for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.~~

~~**Capital Projects Fund** — This fund is used to account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.~~

~~**Cash Deposit Frequency** — The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).~~

~~**Electronic Funds Transfers** — The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:~~

~~1.) Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.~~

~~2.) Required use of Secure File Transfer Protocol (SFTP) capabilities for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.~~

Budget Limitations and Restrictions — General Operating Fund

The following are limitations and restrictions on ~~the General Operating Fund~~ District expenses:

1.) ~~1.)~~ Employee Compensation

The budget for all employee compensation-related items (~~salaries-wages~~ and ~~employee~~ benefits) will ~~be provide for all authorized positions in compliance with Board Policies in accordance with the provisions of the District's Personnel Policy~~ (HR03, HR04, and HR05).

2.) ~~2.)~~ Library Materials

The ~~annual~~ minimum budget for library materials (Board Policy – Collection Development within the General Fund) will be not less than 14% of the District's budgeted operating revenues from the District's property tax levy plus revenues from contracted cities.

3.) ~~3.)~~ Library Programs

The ~~annual~~ minimum budget for library programs (Board Policy – Library Programs) within the General Fund will be not less than 0.5% of the District's budgeted operating revenues from the District's property tax levy plus revenues from contracted cities.

4.) ~~4.)~~ Food Purchases

The District may purchase food and beverages and serve them in connection with ~~District-sponsored activities~~ library programs, events, and meetings. Purchases shall be ~~inexpensive~~ reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) ~~5.)~~ Incentive Purchases

The District may purchase incentives such as gift cards and provide them to District customers for participation in ~~District-sponsored~~ library programs ~~or activities that encourage the development of literacy skills.~~ Purchases shall be ~~inexpensive~~ reasonable and the effort necessary to purchase and provide them shall be minimal in nature. but commensurate to the consideration or return to the District as a result of such purchase.

6.) ~~6.)~~ District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be ~~inexpensive~~ reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

7.) ~~7.)~~ District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be ~~inexpensive~~ reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

8.) Expenditure Control

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees approval via resolution.

D. Grant and Donor Restricted Fund Management:

The District is committed to pursuing grant or donor funding as an appropriate funding source (Board Policies – Community Partnerships and Sponsorships, Fixed Assets, Gifts). All grant or donor funded programs must be evaluated for compliance with the District’s mission, strategic priorities, and policies before application and/or acceptance.

The District shall maintain compliance with grant and donor restricted funds. The Board of Trustees designates the Executive Director or their designee as the contract administrator. The District will have a centralized grant management function which will encompass functions for pre-award, acceptance and post-award.

- 1.) Pre-Award includes all activities that facilitate a proposal’s creation and submission, prior to the award being received.
- 2.) Acceptance includes all activities that facilitates agreeing to the terms and conditions of the award and becoming legally obligated to carry out the work in the agreement.
- 3.) Post-Award includes all activities of carrying out the grant’s objectives, reporting on progress and closing out the grant.

Grants and donor restricted funds will be incorporated into the budget if they are expected to be received or expended in the year.

The District will use a negotiated rate or the 10% de minimus indirect cost rate allowed under Federal Uniform Guidance, which ever provides for a larger indirect cost rate.

E. Long-Term Debt Management:

Long-term debt is a contractual obligation to pay cash in one or more payments that exceed a time period of 12 months and \$20,000. The District acquires debt in the form of general long-term debt, leases, and subscription--based information technology arrangements. The District may utilize general long-term debt for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.

- 1.) General long-term debt is a structured debt whereby the District issues a security instrument (bond, note, loan, lease purchase etc.) and receive cash or another asset in exchange. The District will not use general long-term debt for current operations.
- 2.) Lease is a contract that conveys control of the right to use another entity’s nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction.
- 3.) Subscription--Based Information Technology Arrangement is a contract that conveys control of the right to use another party’s information technology software, alone or in combination with tangible capital assets (the underlying information technology assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The Board of Trustees shall approve all long-term debt agreements with a value greater than the value stated in Board Policy – Procurement section Approval Authority for Purchased Goods and

Services (Unrelated to Public Works). Long-term debt agreements with a value less than this value may be approved by the Executive Director or their designee.

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

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

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

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

Policy Title	Financial Management		
Approval Date	November 21, 2000	Revision Date	May 20, 2025
Related	Collection Development Community Partnerships and Sponsorships Fixed Assets Gifts Library of Things Collection Library Programs Naming and Recognition Procurement Public Art in District Facilities HR03 Compensation HR04 Benefits HR05 Leave		
Statutory References	<ul style="list-style-type: none"> • RCW 27.12.050 • RCW 27.12.070 • RCW 27.12.210 • RCW 39.58.020 • RCW 49.09.185 • RCW 43.09.240 • RCW 84.52.020 • RCW 84.52.050 • RCW 84.52.052 • RCW 84.52.054 • RCW 84.52.056 • RCW 84.52.070 • RCW 84.55.0101 • RCW 84.55.120 		
Purpose	The Spokane County Library District (District) Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations and restrictions in the District's management of its finances.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, District policies and practices prevail.

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

A. Cash Management:

District Treasurer – The Finance Director, in consultation with the Spokane County Treasurer, shall serve as the District’s treasurer and fiscal agent per RCW 27.12.060 and 27.12.070.

Bank Accounts – The District may open bank accounts it determines necessary for its efficient operation. The District will participate in the Spokane County Investment Pool (Pool) and adopts the Spokane County Investment Policy in order to participate in the Pool.

Petty Cash – The District may establish petty cash or impress change funds for cash handling.

Investment Policy Objective – The District’s investment objectives, in priority order, include: safety, liquidity, and return on investment.

Custodial Credit Risk – The District will hold its deposits in banks or credit unions qualified to accept public funds as provided by the Washington Public Deposit Protection Commission (RCW 39.58.020).

Cash Deposit Frequency – The District will make timely cash deposits, comply with all reporting requirements, due dates and maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:

1. Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction from occurring for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.
2. Required use of Secure File Transfer Protocol (SFTP) capabilities for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.

B. Financial Reporting Management:

The District will comply with all statutory financial reporting requirements and due dates established by the state of Washington.

The District shall immediately notify the State Auditor’s Office of any loss of public funds or assets or other illegal activity in accordance with RCW 43.09.185.

The District’s financial reporting will be in accordance with the *Cash Basis Budgeting, Accounting, and Reporting System* (BARS) Manual prescribed by the Washington State Auditor’s Office under the authority of RCW 43.09.

The District's General Fund, Debt Service Fund, Capital Projects Fund and Custodial Fund shall be managed as follows:

General Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Fund:

Minimum Unassigned Fund Balance

The minimum unassigned General Fund balance should be at least 35% of total annual expenditures excluding inter-fund transfers. The unassigned General Fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end General Fund surplus will be considered unassigned.

Debt Service Fund – This fund is used to account for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.

Capital Projects Fund – This fund is used to account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.

Custodial Fund – This fund is used to account for financial resources the District holds on behalf of others in a custodial capacity.

C. Budget Management:

The District will comply with all statutory budget, and property tax requirements and due dates established by both the state of Washington and Spokane County.

The budget shall be prepared with a priority-based approach that enables resources to be allocated to the services and programs that provide the greatest value to the community.

Within each budget cycle, the budget should be structurally balanced, which means that ongoing expenditures shall be provided for by anticipating ongoing revenue and one-time revenue should only be used for one-time expenditures unless explicitly authorized by the Board of Trustees.

Debt agreements shall be budgeted to ensure sufficient resources are available to make the required payments.

Required Board of Trustees Actions

A. October of each calendar year, the Board of Trustees conducts:

1. A public hearing on District revenue sources as required by state law (RCW 84.55.120)

B. November of each calendar year, the Board of Trustees reviews and adopts:

1. A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by state law in ample time for Spokane County to make the tax levies for the purposes of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).

2. A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by state law (RCW 84.55.120(3)).
 3. A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by state law (RCW 84.52.070).
- C. Upon recommendation by District staff, the Board of Trustees reviews and adopts the following if required and/or necessary:
1. A resolution to amend the budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.
 2. A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor and the Board of Trustees finds a substantial need to exceed the property tax limit factor.
- D. Additional resolutions may be needed to address specific circumstances in annual budget formulation. The Board of Trustees may also pursue an excess property tax levy as authorized by RCW 84.52.052 to 84.52.056.

Budget Limitations and Restrictions

The following are limitations and restrictions on District expenses:

1. Employee Compensation
The budget for all employee compensation-related items (wages and benefits) will provide for all authorized positions in compliance with Board Policies (HR03, HR04, and HR05).
2. Library Materials
The minimum budget for library materials (Board Policy – Collection Development) within the General Fund will be not less than 14% of the District's budgeted operating revenues from the District's property tax levy plus revenues from contracted cities.
3. Library Programs
The minimum budget for library programs (Board Policy – Library Programs) within the General Fund will be not less than 0.5% of the District's budgeted operating revenues from the District's property tax levy plus revenues from contracted cities.
4. Food Purchases
The District may purchase food and beverages and serve them in connection with library programs, events, and meetings. Purchases shall be reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.
5. Incentive Purchases

The District may purchase incentives such as gift cards and provide them to District customers for participation in library programs. Purchases shall be reasonable and the effort necessary to purchase and provide them shall be minimal in nature, but commensurate to the consideration or return to the District as a result of such purchase.

6. District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

7. District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be reasonable and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

8. Expenditure Control

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees approval via resolution.

D. Grant and Donor Restricted Fund Management:

The District is committed to pursuing grant or donor funding as an appropriate funding source (Board Policies – Community Partnerships and Sponsorships, Fixed Assets, Gifts). All grant or donor funded programs must be evaluated for compliance with the District's mission, strategic priorities, and policies before application and/or acceptance.

The District shall maintain compliance with grant and donor restricted funds. The Board of Trustees designates the Executive Director or their designee as the contract administrator. The District will have a centralized grant management function which will encompass functions for pre-award, acceptance, and post-award.

1. Pre-Award includes all activities that facilitate a proposal's creation and submission, prior to the award being received.
2. Acceptance includes all activities that facilitate agreeing to the terms and conditions of the award and becoming legally obligated to carry out the work in the agreement.
3. Post-Award includes all activities of carrying out the grant's objectives, reporting on progress and closing out the grant.

Grants and donor restricted funds will be incorporated into the budget if they are expected to be received or expended in the year.

The District will use a negotiated rate or the 10% de minimus indirect cost rate allowed under Federal Uniform Guidance, whichever provides for a larger indirect cost rate.

E. Long-Term Debt Management:

Long-term debt is a contractual obligation to pay cash in one or more payments that exceed a time period of 12 months and \$20,000. The District acquires debt in the form of general long-term debt, leases, and subscription-based information technology arrangements. The District may utilize general long-term debt for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.

1. General long-term debt is a structured debt whereby the District issues a security instrument (bond, note, loan, lease purchase etc.) and receive cash or another asset in exchange. The District will not use general long-term debt for current operations.
2. Lease is a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction.
3. Subscription-Based Information Technology Arrangement is a contract that conveys control of the right to use another party's information technology software, alone or in combination with tangible capital assets (the underlying information technology assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The Board of Trustees shall approve all long-term debt agreements with a value greater than the value stated in Board Policy – Procurement section Approval Authority for Purchased Goods and Services (Unrelated to Public Works). Long-term debt agreements with a value less than this value may be approved by the Executive Director or their designee.

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

The Executive Director will establish administrative procedures necessary to implement this policy.

APPEAL OF ADMINISTRATIVE ACTIONS

Background

The purpose of this procedure is to provide a process for Board of Trustees' consideration of appeals of administrative actions or decisions.

As reported in March 2025, the District procedure overhaul project is underway as part of the 2025 Work Plan. The Leadership Team is in the process of reviewing all of the District's procedures, with the goal to revise, update, and streamline where possible, and to delete any obsolete procedures.

Three procedures are unique from the typical procedure origination process in that they were authorized by action of the Board of Trustees, as they pertain specifically to Board-related actions not specifically addressed in District policies. One of these procedures, Procedure 100.015 Appeals of Administrative Decisions, was first approved by the then Board in March 1993.

As part of the overhaul process, this procedure was most recently reviewed in March 2025. Minor revisions to the procedure format were made, and given the procedure's origin, it was marked for follow-up review with the District's legal counsel.

The District's attorney subsequently completed the review and recommended that appeals of personnel related decisions be removed from the procedure citing concerns about sufficient insurance coverage and compliance with the Open Public Meeting Act.

The procedure title was revised from appeal of "administrative decisions" to "administrative actions" to be more encompassing of what staff actions would be considered.

Additional revisions for clarification purposes, including a definition of "administrative action," were made and were also reviewed by the District's attorney.

Executive Director Patrick Roewe will be available to answer any questions on the recommended procedure revisions.

Recommended Action: Board motion to approve the Appeal of Administrative Actions procedure as revised.

PROCEDURE

SUBJECT: APPEALS OF ADMINISTRATIVE ~~DECISIONS~~ACTIONS

NUMBER: 100.015

COVERAGE: District

RESPONSIBLE DIRECTOR: Executive

SOURCE: Board of Trustees

AUTHOR: Roewe

ORIGINATION DATE: 03.18.1993

REVIEW/REVISION DATE:

~~03.05.2025~~05.20.2025

Purpose

To provide a process for Board of Trustees' consideration of appeals of administrative actions or decisions.

Summary of ~~0305.0520.2025~~ revisions

~~Standardization of heading and procedure format; Authority statement moved from heading to new Authority section. Title changed from "Appeals of Administrative Decisions" to "Appeals of Administrative Actions;" "Definition" section added; additional revisions made for clarification and compliance with the Open Public Meeting Act and other District policies.~~

Authority

This procedure is authorized by Board of Trustees action: revisions approved May 20, 2025.

Definition

Administrative Action: Any action or decision made by an employee of the Spokane County Library District while performing their job duties; provided, personnel or human resource actions or decisions shall not be an administrative action.

-

Procedure

1. No appeals of administrative actions ~~or decisions~~ will be considered by the Board of Trustees until all applicable administrative procedures are first followed.
2. If the appeal process set forth in a specific policy or procedure conflicts with this procedure, that process takes precedence.
3. Appeals to the Executive Director
 - A. ~~In accordance with policy, any~~ Any appeal of an administrative action ~~made by staff~~ will first be made in writing to the Executive Director. It must state the specific complaint and the action requested of the Executive Director.
 - B. When considering an appeal, the Executive Director will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Executive Director will take no action on the appeal. If District policies and procedures were not followed, the Executive Director will take action that is consistent with policies and procedures.
 - C. The Executive Director will provide anyone making an appeal with a written response within thirty (30) days of receipt of the appeal that includes their decision regarding the

appeal and reasons that decision was made.

4. Appeals to the Board of Trustees

A. ~~In accordance with policy, any~~ Any appeal of Executive Director action must be made in writing and directed to the Board of Trustees. It must state the specific complaint and the action requested of the Board.

B. Requests for appeals will be placed on the agenda of the next regular Board of Trustees meeting, following applicable By-Law provisions for meeting agendas and public comment during the meeting. ~~Appeals of personnel-related decisions will be considered in executive session to the extent allowed by the Open Public Meetings Act to protect employee confidentiality.~~ Consideration of the appeal may be delayed to a future meeting if sufficient background information about the issue is not yet available.

C. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Board will take no action on the appeal. If District policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation that is consistent with policies and procedures.

D. The Board of Trustees chair will provide anyone making an appeal with a written response within thirty (30) days following a decision made at a Board of Trustees meeting that includes the decision of the Board regarding the appeal and the reasons that decision was made.

PROCEDURE

SUBJECT: APPEALS OF ADMINISTRATIVE ACTIONS

NUMBER: 100.015

COVERAGE: District

RESPONSIBLE DIRECTOR: Executive

SOURCE: Board of Trustees

AUTHOR: Roewe

ORIGINATION DATE: March 18, 1993

REVIEW/REVISION DATE: May 20, 2025

Purpose

To provide a process for Board of Trustees' consideration of appeals of administrative actions or decisions.

Summary of 05.20.2025 revisions

Title changed from "Appeals of Administrative Decisions" to "Appeals of Administrative Actions;" "Definition" section added; additional revisions made for clarification and compliance with the Open Public Meeting Act and other District policies. **Authority**

This procedure is authorized by Board of Trustees action; revisions approved May 20, 2025.

Definition

Administrative Action: Any action or decision made by an employee of the Spokane County Library District while performing their job duties; provided, personnel or human resource actions or decisions shall not be an administrative action.

Procedure

1. No appeals of administrative actions will be considered by the Board of Trustees until all applicable administrative procedures are first followed.
2. If the appeal process set forth in a specific policy or procedure conflicts with this procedure, that process takes precedence.
3. Appeals to the Executive Director
 - a. Any appeal of an administrative action will first be made in writing to the Executive Director. It must state the specific complaint and the action requested of the Executive Director.
 - b. When considering an appeal, the Executive Director will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Executive Director will take no action on the appeal. If District policies and procedures were not followed, the Executive Director will take action that is consistent with policies and procedures.
 - c. The Executive Director will provide anyone making an appeal with a written response within thirty (30) days of receipt of the appeal that includes their decision

regarding the appeal and reasons that decision was made.

4. Appeals to the Board of Trustees

- a. Any appeal of Executive Director action must be made in writing and directed to the Board of Trustees. It must state the specific complaint and the action requested of the Board.
- b. Requests for appeals will be placed on the agenda of the next regular Board of Trustees meeting, following applicable By-Law provisions for meeting agendas and public comment during the meeting. Consideration of the appeal may be delayed to a future meeting if sufficient background information about the issue is not yet available.
- c. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Board will take no action on the appeal. If District policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation that is consistent with policies and procedures.
- d. The Board of Trustees chair will provide anyone making an appeal with a written response within thirty (30) days following a decision made at a Board of Trustees meeting that includes the decision of the Board regarding the appeal and the reasons that decision was made.

SUMMER MEETING SCHEDULE

Background

Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, proper notice will be provided to the public, and upcoming tentative agendas will be adjusted accordingly.

Based upon anticipated agenda items in the coming two months, staff recommended canceling the August 2025 meeting if the Board wishes to cancel a summer meeting.

Potential Action: The Board of Trustees may decide by motion to cancel one of its regularly scheduled summer meetings.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE 2025 – JULY 2025

June 17, 2025: Deer Park – 4:00pm

- Memberships in Organizations: Approval Recommendation
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- Argonne/Administration HVAC project: Discussion; Potential Action (tentative)
- Personnel Policies: Approval Recommendation (tentative)
- Levy Lid Lift Overview: Discussion

July 15, 2025: Airway Heights – 4:00pm

- Personnel Policies: Approval Recommendation (tentative)
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- Argonne/Administration HVAC project: Discussion; Potential Action (tentative)
- Potential Levy Lid Lift Election: Discussion
- Overview: Airway Heights Library

Special Meetings/Activities

- None

TRUSTEES REPORTS FOR APRIL 2025

Trustees may provide a verbal report on any topic of their choosing, which will be recorded in the meeting minutes as per District practice.

EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2025**Finance – Jason Link****General Fund**

The total general fund operating expenses before (32.80%) or after (30.91%) transfers remain well aligned with the total budget projected expenditure of 33.33%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There was one expenditure for engineering services for April from the Capital Project Fund and no expenditures from the Debt Service Fund.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities since April.

The startup for contracted ground maintenance has begun with irrigation, mowing, and landscaping services, including cleaning up shrub beds, all started in April. Contracted services were utilized at most facilities to trim trees and shrubs that have not been done in several years.

The drainage situation in the lawn area at Spokane Valley has continued this season. We have permission from the City of Spokane Valley to address this situation with the installation of French drains connecting to a dry well. The solution will be implemented over the next month.

Human Resources – Toni Carnell**Training****Internal Provider (various staff)**

- Leadership
- Customer Service Philosophy and Application
- All staff continue to work on required training in the learning management system, including:

Outside Provider (Evergreen Safety Council)

- EverSafe Defensive Driving
- New courses continue to be added to the learning management system

Staff updates:**New hires:**

- N/A

Promotions:

- N/A

Transfers:

- Public Services Associate

Voluntary Demotions

-
- N/A

Separations:

- Public Services Technician

Communication & Development – Jane Baker

Communication

There were several events around the District in April featured in the press. The Books & Bites Food Drive benefitted from co-sponsorship from *KHQ-TV*, and the *Deer Park Gazette* paired it with Library Giving Day in an article titled, Library Campaigns Feed Minds and Fight Hunger.

KXLY-TV covered the federal funding freeze impact on libraries and museums on April 3 with the story including an interview with Executive Director Patrick Roewe at Spokane Valley Library.

Both *KREM-TV* and *KHQ-TV* did stories on the availability of in-person property tax payments at North Spokane Library. *KXLY-TV* featured a brief story on the free AARP tax aide.

The Spokesman-Review and *The Inlander* interviewed author Clarice Wilsey and ran stories about her book, *Letters from Dachau*, ahead of the author's presentations at North Spokane and Spokane Valley.

KXLY-TV and *Northwest Asian Weekly* included stories covering Asian Pacific American Heritage Day and the upcoming AAPI celebration at Spokane Valley Library.

Development

The annual fundraiser, Library Giving Day, wrapped up another successful year raising more than \$10,000, twice the original goal! Funds raised go to the book giveaway for kids ages 0-17 who register for Summer Reading.

The Development Department is also preparing for the Q2 Library Foundation Board meeting in early May.

Operations – Doug Stumbough

For the month of April, a total of 78,297 physical items were borrowed by customers in the libraries, down from the 87,906 borrowed in March. The total number of customers visiting our libraries this month in person was 56,782, down from 66,699 in March.

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:

A customer mailed a check to Admin/Argonne that was in an amount that was higher than what was owed. Customer Services Manager Kris called the customer to see how she wanted the extra to be reconciled. The customer commented that she wanted the remainder of the check to be

donated back to the library because she was so happy with our service and response. She also said that SCLD and the Moran Prairie staff went above and beyond during the pandemic and appreciates how customer service oriented we are.

Two children came to the Moran Prairie desk and asked very politely if they could sign up for library cards. Public Services Float Grace walked them through the paper application and let them decorate their new library cards with a sticker. The seven-year-old said that he already loves the library and can't wait to explore new ones. He said that all the library people are just so nice. The mom thanked staff for creating such a welcoming environment and for a head start on summer reading.

At Spokane Valley, a user wanted to make sure that staff knew how great Training Specialist Frank was with her. She had purchased a Kindle and needed help setting it up. She let staff know that Frank was attentive and so patient with her, saying "He has angel wings! He's great."

Upon seeing the new play kitchen that was purchased with funds from the Moran Prairie Friends and facilitated by the Foundation, a customer at Moran Prairie asked if it was permanent or temporary. When told by Library Supervisor Caitlin that it was permanent, she said "Oh good. They love it." Later, her children found Caitlin so they could say thank you for the kitchen directly. One child said "I LOVE the kitchen. I want to have my own kitchen. I want to be a chef when I grow up!"

Customer Connections Specialist Bear had a customer at North Spokane let her know that she and her family absolutely love the Read-Along books and they are always delighted to see the new titles we add regularly. She said to pass it along so we all knew how great our collection is.

A visitor to the Active Living Expo stopped by the District's table to tell Public Services Manager Gwendolyn how much they appreciate the online collection. When his grandchildren moved away from the Spokane area, he began to read our digital books online over Zoom with them. He appreciates the excellent collection and the ability to share books with his grandchildren, even though they live far away.

At the end of the afternoon storytime at West Valley Early Learning Center, one of the teachers pulled Storytime Specialist Caroline aside to tell her how much she loves watching the storytimes and how grateful she is for this visiting storytime service.

A new Moran Prairie customer shared some struggles she had had getting other institutions to help her to publish a book she had written. While expressing frustration over those struggles at another event, a stranger told her to go to the Spokane County Library up on Regal. The stranger emphasized to her how helpful SCLD staff were. Library Supervisor Caitlin was able to get the customer connected to some of the resources she needed, and she was delighted to learn about the 80 pages per week of free printing.

At the WorkSource Job Fair this month, a WorkSource staff member commented to Customer Service Manager Kris that the Spokane Valley staff treat him and his WorkSource colleagues with positive customer service, patience, and respect as they meet with clients and put on workshops. He expressed appreciation for how accommodating staff are and commented on how wonderful it is to work and collaborate with Public Services Manager Stacey.

A customer stopped by District's booth at the Job Fair and raved about our Library of Things to Customer Service Manager Kris. He asked who the brains behind this service was and she let him know that Public Services Manager Gwendolyn is the responsible manager. Elijah asked that Kris pass on his and his mother's appreciation of the collection. He did say that he tried to check out the big movie screen several times, but due to popularity and timing he was unsuccessful. Rather than being upset by this, he commented that he was glad so many people were appreciating and taking advantage of what is being offered.

Mobile Services Supervisor Brianna reached out to a woman who usually visits LINC during their Rockford visit, because she hadn't stopped by in a few months to check in with her and see if she might be interested in signing up for homebound service. The customer told Brianna that she plans to stop by next month but was so happy Brianna called. She said, "It's so nice to know that someone was thinking about me and went the extra mile to see if I needed any books." She expressed how much she loves visiting LINC and picking out the books she wants.

During Play & Learn, some of the caregivers at Moran Prairie were discussing where they lived, in order to share local childcare resources. One caregiver said "Well, I actually live on the lower South Hill, but we come here because I like this library so much." She went on to praise the cookbook and arts & crafts book sections, and said she liked to check out a cookbook for a week to try the recipes and expand the kinds of meals she made. The parents she was talking to expressed excitement to do the same. After storytime, they continued to trade tips while the kids played on the grass outside.

A woman came into North Spokane to return some overdue books and mentioned that her mother-in-law was experiencing dementia and had misplaced the books. Public Services Associate Valerie showed her the current Engage and marked programs related to dementia and showed her the Stay Sharp Kits. She was so thrilled to have the resources available and checked out the Tree themed kit because her in-laws used to have an orchard. She was very thankful that we have these resources and said she will keep coming back until she checks out each bag.

After checking out a few books and then buying more from the book sale shelf, a North Spokane customer stopped by the desk and told Public Services Specialist Renee that we have "the nicest library" at North Spokane. She said she uses other libraries systems too, and they don't have the selection of books on the shelf she finds at North Spokane.

A customer called to check on some things on her account and wanted to say that she just loves the atmosphere at the Moran Prairie Library and was describing it so much to her bus driver that

they decided they wanted to check it out as well. She specifically wanted to compliment the architecture and lighting, saying it's just a wonderful place and staff are always so helpful.

North Spokane had a teen customer ask for a book she had just seen on the shelves, but unfortunately, she forgot the title and author by the time she went to go grab it. Since she had just seen it, she described the cover in as much detail as she could remember to Public Services Associates Blake and Marisa, and they searched thoroughly for the book and found the title she'd been describing. She was so happy they were successful and gave them kudos for helping and going above and beyond.

The Library Foundation received a donation this month with the following message from the donor: "Given in appreciation of the patient helpful service given to me at North Spokane by [Public Services Specialist] Chrissie."

A customer came up to North Spokane desk with a book that she wasn't able to check out at the self-checkout. After checking the status, Public Services Specialist Chrissie determined there was a hold on that copy of the book, but was able to see there were other copies available across the District, so she was able to check the copy in hand out to the customer and reroute another copy to the hold. The customer was quite moved by the effort, and said it was just so thoughtful for us to look it up rather than say "no, too bad." At the end of the interaction, she said she's been coming to the library for years and one thing she can always count on is pleasant staff to help her out.

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 April:
 - **Audiobook checkouts:**
 - *Onyx Storm* by Rebecca Yarros (208)
 - *The Women* by Kristin Hannah (151)
 - *Sunrise on the Reaping* by Suzanne Collins (145)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (147)
 - *The Women* by Kristin Hannah (119)
 - *Fourth Wing* by Rebecca Yarros (89)
 - **Audiobook holds** as of May 1:
 - *Sunrise on the Reaping* by Suzanne Collins (319)
 - *Great Big Beautiful Life* by Emily Henry (218)
 - *Broken Country* by Clare Leslie Hall (166)
 - **Ebook holds** as of May 1:

- *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (313)
- *Sunrise on the Reaping* by Suzanne Collins (246)
- *Great Big Beautiful Life* by Emily Henry (219)
- Popular **Adult Physical Book** titles April:
 - Checkouts:
 - *None of this is True: A Novel* by Lisa Jewell (44)
 - *Ward D* by Freida McFadden (41)

COLLECTION MONTHLY REPORT APRIL 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	17,541	16,174	8%
Interlibrary Loan Total	2,231	2,500	-11%
Overdrive			
Total Checkouts	369,516	357,551	3%
Total Holds	135,968	127,949	6%
hoopla			
Total Checkouts	27,296	20,958	30%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	306,153	304,165	1%
Nonprint	68,966	72,679	-5%
Overdrive	275,949	220,917	25%
Grand Total	651,068	597,761	9%

NOTES: PRINT = Books and Periodicals

NONPRINT = DVDs, CDs, Books on CD, and other media

OVERDRIVE = Downloadable eBooks and Audiobooks

- *The Women* by Kristin Hannah (36)
- Holds:
 - *Great Big Beautiful Life* by Emily Henry (48)
 - *Say You'll Remember Me* by Abby Jimenez (36)
 - *Heartwood: A Novel* by Amity Gaige (34)

Executive Director – Patrick Roewe
2025 Legislative Session

This year's 105-day legislative session ended on April 27, 2025. Overall, no significant bills that significantly impact the District as either a public library system specifically and/or as a local government entity were passed by both the Senate and House and signed into law by the Governor. As of this written, several bills with minor impact have yet to be acted upon by the Governor. I'll provide an update on those bills and others that were tracked through the session at the meeting.

Procedure Overhaul Project

The procedure overhaul project first reported on in March 2025 is making good progress. One item added to the 2025 Work Plan is a comprehensive review and revision of District procedures. Developed by the Leadership Team, procedures are staff-oriented internal documentation of instructions and/or guidance on routine internal process or protocol required for day-to-day operation of the Spokane County Library District.

The District has over 140 procedure-related documents, and the goal is to review all of them, revise, update, streamline where possible, and to delete any obsolete procedures. We have worked through about 40% of the procedures thus far. Around 10 have been deleted or consolidated into other procedures at this point.

As part of the review process, we have also added six new procedures that address knowledge gaps on certain topics. The key motivating factors for new procedures are to codify existing practice, particularly for operational continuity planning. If the person (or persons) with the professional and/or institutional knowledge on a given topic were to be incapacitated or otherwise unavailable for a sustained period, the procedures provide the necessary guidance for the work functions to continue.

Throughout this process, the Leadership Team will engage with relevant staff in the review of procedures that touch upon the areas of responsibility of those staff. The Leadership Team intends to complete this project by the end of the year and then review the procedures on a biennial basis going forward.

Potential Tax Increment Area Agreement

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

OPERATIONS REPORT MARCH 2025

Doug Stumbough and Kristy Bateman

Service Priority Teams**Adult Services (Stacey Goddard)**

- 563 people attended 37 adult programs during April. Highlights included:
 - 136 individuals attended two presentations of *Daughter of Dachau: Sharing the Voice of Her Father*.
 - Our two Ice Age Flood Institute programs, *How the Ice Age Floods Changed the Course of the Palouse River* and *Mapping the Pacific Northwest's Glacial Legacy*, drew a combined 118 people. This includes the 22 people who attended the latter's hybrid program online.
- This year we tried something different for our annual *Shred Event*. Instead of in-person shred trucks at two locations, we purchased 500 Seal 'N Shred bags from DeVries to distribute to customers in all ten of our locations. DeVries will let us know how many bags are returned over the coming months.
- The District participated in the KHQ/Non-Stop Local Career Expo on April 23rd. Staff spoke with 233 people at our employer booth and assisted 50 individuals with resume printing and online job applications in our computer lab.

Youth Services (Mary Ellen Braks)

- We provided 80 storytimes this month with an attendance of 2,158.
- Mobile Services visited 22 childcare centers, provided 52 storytimes to 716 children and caregivers.
- We had 29 youth programs with 589 attendees. Programs included *Gardening*, *Thinking Money for Kids*, *Library Ninja Warrior* competition, weekly programs for grades K-5 at Medical Lake, North Spokane and Spokane Valley, *Teen Hang Out and Create*, *Teen Leadership Council* and the *Teen Annual Poetry Grand Slam*.
- We offered 38 Lego Free Play activities for families.
- For childcare providers, preschool teachers, and parents, we offered a STARS class this month called *Babies, Books, and Bounces* that had an attendance of 22. The STARS classes provide the childcare providers and preschool teachers with credits towards their yearly training requirements.

Cross Disciplinary (Gwendolyn Haley)

- 485 customers viewed the featured *Online Author Series* April authors:
 - *The Thrill of Writing Action, Adventure, and Suspense: A Conversation with Bestselling Author Gregg Hurwitz*
 - *The Stories, Science, and History of Trees with Smithsonian Gardens Greenhouse Horticulturalist Matthew Fleming*
 - *Wordsmith and Wonder: An Author Talk with Jodi Picoult*

-
- Customers checked out 42 items from the Library of Things (\$7,738.80 in savings to their households) in April. Popular items in April included the Snap Circuit Classroom set, the pickleball set, and cameras.
 - The Lab and STCU Studio staff provided 1:1 assistance with 11 appointments during April. We offered three programs this month with 26 attending, covering topics like 3D printing, CapCut Video editing, and using the iNaturalist app.
 - Thanks to a grant from Humanities WA, we were able to provide a *Spanish Language Prime Time* in a Box Distribution event. We offered a single session of *Prime Time* family reading and explained that now families could go home and continue the fun every night at bedtime with the books and the questions in the box. Nine families attended. We served 14 adults and 18 kids.
 - 106 customers placed reservations on *Museum and Cultural passes*, representing \$4,546.00 in savings for their households. I negotiated a new museum pass for the summer and will be adding a family pass to the Inland NW Rail Museum for the summer months, June-September. I met with a representative from the Board of Cat Tales who wants to provide the District with Natural Science related STEM Kits based on Zoology and Animal Science. In addition, we introduced the topic of family passes to Cat Tales as a future possibility.

Digital Projects and Resources (Carlie Hoffman)

- We are working on updating digital resources catalog records to go to our new hosted EZproxy authentication pages.
- The website project developer is migrating from the development site to a new platform that will improve sustainability and manageability.

Information Technology (Patrick Hakes)

- New monitors have been distributed to various libraries.
- After some issues intermittent network outages, a Fairfield connectivity issue was resolved.
- ILS Administrator Teri and System Administrator De attended the annual COSUGI conference for users of SirsiDynix ILS, our circulation and cataloging platform. The conference included training on managing the system, as well as sharing sessions from other libraries on best practices, issues, and experiences. Some of the sessions covered building data-driven reports, how to survive a cyberattack, and the roadmap for future products and updates.
- We renamed several "Finance" digital resources per the department's request to no longer be referred to as the "Business Office".

Mobile Services (Brianna Rukes)

- Caroline was made aware ahead of time that there would be a child with autism in the class who was having trouble engaging in activities during storytime. The child began the session watching silently from under the snack table, but by the end was sitting right at her

feet—fully engaged and excited to participate!

- We have added several new community visits to LINC's schedule. We will now be visiting the YMCA in Spokane Valley and South Spokane near the Moran Prairie area. With many families frequenting these YMCAs, we are excited to bring the library to them.
- We have also added two new community visits for the Sprinter Van. We will now be visiting The Grove Adult Family Home near the Orchard Prairie area and Spokane Valley Villas, a 55+ older adult community. We now visit 56 facilities each month.
- All the farmers' markets for this summer have been confirmed: LINC will officially be appearing at the Medical Lake, Cheney, Spokane Valley, Deer Park, and Fairwood markets, as well as the new year-round Scale House Market. We will have multiple activities for various age groups, along with take-home kits available for all visitors.

Library Reports

Airway Heights: Lesa Arrison

- Our *Thinking Money for Kids* had 17 children who were able to use their critical thinking skills to plan a party on a budget. The attendees had so much fun at the program we saw families return the same night to check out books!

Argonne: Stacy Mills

- The Friends of the Argonne Library graciously bought a new table and chairs for the children's area, which looks great!
- *AARP Tax Aide* was completed for the year and between Argonne and Moran Prairie, volunteers completed just over 1000 returns.

Cheney: Jonathan Melcher

- We had a successful hybrid *Ice Age Floods* program. 32 in person and 22 on Zoom.
- 18 people came to the Jigsaw Puzzle & Board Game Swap.
- AARP helped 298 people with *Tax Aide* at Cheney this year.

Deer Park: Shannon McMinn

- *Estate Planning Basics*, presented by Diane J. Kiepe, principal of Douglas Eden, P.S., gave attendees an informative overview of why estate planning is so important. Participants were able to ask some individualized questions to help start their planning process.
- 19 people attended the *Gardening for Kids* program led by Master Gardener Cecilia McGowan. The children learned about plants and their lifecycles and were even able to get their hands dirty by planting a vegetable-start to take home and watch them grow.

Medical Lake: Cecelia McMullen

- The Special Education Life Skills (SPED) class from Medical Lake High School started walking to the library on Tuesday mornings. Librarian Christie Onzay embraced this opportunity to lead a STEM activity using Indi-Racers. They worked together to create a track that

included racing under a student's wheelchair.

- A customer asked how many books she can check out at a time saying, "I need to have a book in every room."

Moran Prairie and Fairfield: Caitlin Wheeler

- Children and parents delighted with our new play kitchen, purchased for Moran Prairie by the Friends of the Library.
- 18 kids and adults tested their prowess with the *Library Ninja Warrior* competition.
- 64 people learned about local geological history at *How the Ice Age Floods Changed the Course of the Palouse River*.
- Fairfield had 11 participants for our spring break *Magic for Muggles* program.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted displays of photos and ephemera from the Green Bluff Grange and a quilt created by a local Girl Scout troop.
- Librarians Corinne and Alison represented the library at several local events: Linwood Elementary's STEM Careers Night, Mead Learning Options' Earth Day Celebration, Farwell Elementary and Mead High's Culture Fair, and Spokane International Academy's Resource Fair.

Otis Orchards: Maggie Montreuil

- Librarian Tammy Henry attended the Otis Orchards Elementary School STEM Night and talked with 73 students and parents.

Spokane Valley: Danielle Milton

- The *Daughter of Dachau: Sharing the Voice of Her Father* program brought 58 people to learn about the experiences of Captain David B. Wilsey, MD, who worked as a physician at the Dachau concentration camp during World War II.
- *AARP Tax Aide* wrapped up the 2025 Tax Aide season this month. Throughout the month, we heard many compliments about the service and how grateful folks were that we could work with AARP to provide tax assistance to our community.

District-wide Information

WLA 2025 notes

Ash Corr

Attending the 2025 WLA Conference was a fantastic opportunity that broadened my scope on library services and connected me with library workers in a variety of districts (I even ran a tabletop role playing game for our neighbors in Steven's County!) I went to sessions that taught me how to create a safe & secure library, protect Intellectual Freedom, and where to look for new grant opportunities in the wake of IMLS setbacks. I am so grateful to have this experience in my

pocket, and I plan to use this knowledge to inspire my work at SCLD.

Janell Frans

At Washington Library Association 2025, I attended three impactful sessions: one on peer coaching as a tool for trust-building and reflective growth, another on fostering supportive and trauma-informed library spaces, and a third on evaluating the opportunities and benefits of AI integration in library services. Each session emphasized the importance of intentional communication, safety (both physical and psychological), and ethical innovation. I left with practical strategies for strengthening staff collaboration, creating safer environments, and guiding responsible technology use in our community.

Public Use Measures

March 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	147175	137658		7%
Door count	56782	66757	222594	-15%
Items Borrowed	206587	210761	830557	-3%
• Airway Heights	2055	2485	8977	-11%
• Argonne	5088	5833	21802	-18%
• Cheney	5343	6443	22916	-14%
• Deer Park	5263	6278	23922	-8%
• Fairfield	585	604	1856	-15%
• Medical Lake	1975	2057	7534	-8%
• Mobile Services	2280	2109	8440	7%
• Moran Prairie	9650	11335	39314	-14%
• North Spokane	20307	21970	81458	-9%
• Otis Orchards	2981	3022	12160	3%
• Spokane Valley	22770	25605	96257	-9%
• Digital	99245	93364	398976	5%
• Totals	178310	182248	726953	-2%
Programs				
• Number	323	320	1212	-2%
• Attendance	6284	5429	22151	6%
Internet Station Use (%)	28.7%	26.6%	28.8%	
Meeting room bookings	754	808	3503	9%

Public Use Measure Definitions

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

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

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

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

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

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

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

FISCAL REPORT

As of this writing, staff are awaiting additional information before finalizing the Fiscal Report. This section will be updated once the information is provided to the Spokane County Library District and the report can be completed.