



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

June 17, 2025 4:00 p.m.

Deer Park Library, 208 S Forest Ave, Deer Park, WA 99006

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

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

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [May 20, 2025 Regular Meeting Minutes](#)
 - B. Approval of [May 2025 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Airway Heights Interlocal Agreement Amendment](#): Real Estate Purchase and Sale Agreement: Update
 - 2. [HVAC Projects](#): Discussion; Potential Action
 - D. New Business
 - 1. [Personnel Policy HR06](#): Approval Recommendation
 - 2. [Appointment of an Agent to Receive Claims \(Resolution 25-02\)](#): Approval Recommendation
 - 3. [Claims for Damages Policy](#): Approval Recommendation
 - 4. [Memberships in Organizations Policy](#): Approval Recommendation
 - 5. [Levy Lid Lift Overview](#): Discussion
- 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.

June 17, 2025

BOARD OF TRUSTEES MEETING MINUTES: May 20th, 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 Fairfield Library, Tuesday, May 20th, 2025 at 4:00pm.

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

Excused: None.

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

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

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

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

**Approval of April
15, 2025 Regular
Meeting
Minutes
(Item IV.A)** Chair Hanson called for any corrections to the April 15, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

**Approval of April
2025 Payment
Vouchers
(Item IV.B)** Discussion ensued about usage and purchasing of museum passes. Vice Chair Jon Klapp moved and Trustee Stauffer seconded the approval of the April 2025 Payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
April - GF	0063295 – 0063383 and W001685 – W001701	\$846,767.46
	PR04102025 and PR 04252025	\$539,142.33
	Total	\$1,385,909.79
CPF	Integrus Architecture	\$23,472.50
	Total	\$23,472.50

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

Unfinished Business

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

Executive Director Patrick Roewe presented an update to the Airway Heights Interlocal Agreement Amendment. Discussion ensued about the need for a revised boundary line adjustment due to a change in Airway Heights City Ordinance. Discussion also ensued about potential options if the parcel cannot be subdivided.

There was no further discussion.

Unfinished Business

HVAC Projects Update
(Item IV.C.2)

Finance Director Jason Link presented an update to the HVAC projects occurring at the Argonne/Administration building and the Deer Park Library building. Discussion ensued about estimated arrival dates for procured equipment, types of procurement used for each equipment bought, actual costs of the equipment compared to the estimated cost, and the need for a crane service for deliver of part of the new system for Argonne/Administration. Discussion also ensued about estimated costs for the Deer Park project compared to previously estimated cost and anticipated timeline of payment for the project.

There was no further discussion.

New Business

Personnel Policies
HR02 Hiring and Employment
(Item IV.D.1.a)

Human Resources Director Toni Carnell presented changes to the HR02 Hiring and Employment policy. Revisions included new introduction and closing statements, changes to language to reflect current practices with trial service periods and a revision to submission of appeals of administrative action based upon a recommendation from the District's attorney. Vice Chair Klapp moved and Trustee Robert Paull seconded the approval of the HR02 Hiring and Employment Policy.

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

New Business
Personnel
Policies
HR07 Grievance
(Item IV.D.1.b)

Human Resources Director Carnell presented changes to the HR07 Grievance policy. Revisions included broadening respondents so that department directors have the ability to address staff grievances, types of actions that could be taken, and time limits to appeal to the Executive Director. By consensus, the Trustees amended the policy to strike the word “final” from policy regarding the filing an appeal to the Executive Director. Trustee Stauffer moved and Trustee Clark seconded the approval of HR07 Grievance policy as revised.

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

New Business
Personnel
Policies
HR13 Discipline
(Item IV.D.1.c)

Human Resources Director Carnell presented revisions to the HR13 Discipline policy. Revisions included the addition of allowing staff to bring a representative to meetings in order to codify current practices, and guidelines for when a suspension can be given. Discussion ensued about the role of representatives in the meetings, if meetings are ever allowed to be recorded, and personnel record retention practices. Trustee Stauffer moved and Trustee Clark seconded the approval of the HR13 Discipline policy.

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

New Business
Personnel
Policies HR15
Remote Work
(Item IV.D.1.d)

Human Resources Director Carnell presented changes to the HR15 Remote Work policy. Revisions included making the Human Resources Director solely responsible for remote work approval, employee schedule, duties, and other work expectations outlined, and clarifying language of employees holding responsibility for any furniture and equipment needed to work remote. Discussion ensued about eligible positions being indicated in position descriptions, how many employees are currently remote workers, and commute time not being reimbursed if employees are called to work at a District facility, as per IRS definitions. Trustee Stauffer moved and Trustee Clark seconded the approval of the HR15 Remote Work policy.

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

New Business
Travel Policy
(Item IV.D.2)

Finance Director Link presented revisions to the Travel policy. Revisions included moving the travel policy under Human Resources, renumbering of the policy to reflect the move, clarifying language for eligible reimbursements, and the addition of a section to allow repayment to the District if an employee was over-reimbursed. Vice Chair Klapp moved and Trustee Stauffer seconded the approval of HR18 Travel policy.

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

New Business
Financial
Management
Policy
(Item IV.D.3)

Finance Director Link presented changes to the Financial Management policy. Revisions included a complete overhaul of the financial policies, establishments of objectives for funds and credit limits, addition of custodial funds, and addition of how the yearly budget is built. Discussion ensued about why the custodial funds sections was added. Trustee Stauffer moved and Trustee Clark seconded the approval of the Financial Management policy.

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

New Business
Appeal of
Administrative
Actions
(Item IV.D.4)

Executive Director Roewe presented changes to the Appeals of Administrative Actions procedure based upon recommendations from the District's attorney. Discussion ensued about compliance concerns with executive sessions under the Open Public Meetings Act. Vice Chair moved and Trustee Stauffer seconded the approval of the Appeal of Administrative Actions procedure.

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

New Business
Summer Meeting
Schedule
(Item IV.D.5)

Executive Director Roewe presented the board history of canceling a regular meeting during the summer months. Staff recommended the August meeting to be canceled due to outstanding board action needing to be done for the Airway Heights Interlocal Agreement Amendment. Trustee Paull moved and Trustee Clark seconded the approval to cancel the August 2025 Regular Board meeting.

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

Discussion Items
Future Board
Meeting Agenda
Items

Chair Hanson called for any questions or suggestions of the future board meeting agenda items. Discussion ensued about upcoming training for a possible levy lid lift for staff and board members.

(Item V.A)

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull informed the board that he joined the virtual Staff Day and was impressed by the summer programs reviewed as well as staff dedication to the mission of the District.

There was no further discussion.

Executive
Director Report
(Item VI.B)

In addition to the report provided prior to the meeting, Executive Director Roewe provided a final review of legislative updates on house and senate bills. Discussion ensued about possible levy lid lift details.

There was no further discussion.

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

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a report prior to the meeting. Discussion ensued about the previously approved contract for hotspots and how recent federal changes have affected the structure of funding for the program. Discussion also ensued about the contract not needing to be upheld if the program funding is ended.

There was no further discussion.

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

Finance Director Link provided a draft of the April fiscal report due to the County Treasurers' Office continued issue with their ERP system and the unavailability of final fiscal numbers.

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:24pm. The next Board Meeting is scheduled for Tuesday,


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 May 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,437,650.75 for the general fund, \$35,625.03 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
000063384	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	188.50
000063385	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,120.05
000063386	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	114.07
000063387	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	201.20
000063388	CAMTEK INC.	SECURITY & SAFETY SERVICES - SV	147.02
000063389	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	975.53
000063390	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	601.27
000063391	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
000063392	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	351.49
000063393	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	145.78
000063394	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	746.72
000063395	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	152.76
000063396	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	189.82
000063397	CORBAN UNIVERSITY LIBRARY	ILL SERVICES	68.99
000063398	DELL MARKETING L.P. C/O DELL USA LP	IT CAPITAL PROJECTS - MONITORS FOR CATALOG & PRINT STATIONS	6,659.84
000063399	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,475.68
000063400	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	26,538.76
000063401	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
000063402	THE FIG TREE	LIBRARY MATERIALS	150.00
000063403	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	13,068.83
000063404	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	37,032.54
000063405	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,103.66
000063406	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	358.94
000063407	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	40,091.48
000063408	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	15,669.83
000063409	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	210.37
000063410	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,296.89
000063411	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	116.90
000063412	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,112.08
000063413	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	529.91
000063414	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,069.33
000063415	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	34.66
000063416	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,854.44
000063417	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
000063418	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	150.00
000063419	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	450.52
000063420	ELISSA MICHELE BALL	LIBRARY PROGRAMS, POETRY SLAM JUDGE	100.00
000063421	WENDY BARRERA	LIBRARY PROGRAMS	150.00
000063422	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	201.20
000063423	CENGAGE LEARNING INC	LIBRARY MATERIALS	432.27
000063424	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	29.37
000063425	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.55
000063426	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	10.35
000063427	DATA DEPOT	OFFICE/LIBRARY SUPPLIES	1,801.89
000063428	EDNETICS	MANAGED TELEPHONE SERVICES / SOFTWARE SUPPORT - IT	3,904.15
000063429	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
000063430	RENATA MARIEL JIMENEZ FLORES	PRIME TIME PROGRAM, STORYTIME ASST	150.00
000063431	EMILY S GWINN	LIBRARY PROGRAMS	100.00
000063432	INLAND EMPIRE UTILITY COUNCIL	BUILDING REPAIR & MAINTENANCE	15.00
000063433	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,896.74
000063434	MARK CUILLA	LIBRARY PROGRAMS, POETRY SLAM JUDGE	100.00
000063435	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,979.32
000063436	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	8,924.48
000063437	MICHELLE PETERSON	LIBRARY PROGRAMS	600.00
000063438	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,823.77
000063439	SARAH ROONEY	LIBRARY PROGRAMS, POETRY SLAM JUDGE	175.00
000063440	MERY N SMITH	LIBRARY PROGRAMS	100.00
000063441	SPOKANE COUNTY PUBLIC WORKS -SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	332.46
000063442	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	427.31
000063443	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,952.63
000063444	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,831.28
000063445	ANTWAHAN WELLS	LIBRARY PROGRAMS	100.00

0000063446	JEREMY WHITTINGTON	LIBRARY PROGRAMS	300.00
0000063447	AZZ INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	199.59
0000063448	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,221.96
0000063449	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,092.51
0000063450	CENGAGE LEARNING INC	LIBRARY MATERIALS	2,329.87
0000063451	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	385.54
0000063452	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	235.00
0000063453	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	35,321.46
0000063454	INFOBASE	ELECTRONIC LIBRARY SERVICES	4,136.10
0000063455	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,055.05
0000063456	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	940.82
0000063457	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,368.05
0000063458	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	81.00
0000063459	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	25,319.43
0000063460	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063461	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	485.90
0000063462	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	479.16
0000063463	MINUTEMAN PRESS	OFFICE/LIBRARY SUPPLIES	31.61
0000063464	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	430.05
0000063465	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,162.87
0000063466	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,217.88
0000063467	WALT'S MAILING SERVICE	ADVERTISING	25,027.38
0000063468	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	157.18
0000063469	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,481.79
0000063470	AVISTA UTILITIES	MONTHLY UTILITIES	10,698.18
0000063471	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	77.90
0000063472	CENGAGE LEARNING INC	LIBRARY MATERIALS	118.38
0000063473	CIRCLE M CONSTRUCTION & LANDSCAPE SUPPLIES	BUILDING REPAIR & MAINTENANCE	713.55
0000063474	ELK SENTINEL	LIBRARY MATERIALS	20.00
0000063475	GARY LEE FORD	LIBRARY PROGRAMS	150.00
0000063476	COLLEEN FRAKES	LIBRARY PPROGRAMS	250.00
0000063477	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,121.82
0000063478	KANE INVESTMENTS, LLC	LIBRARY PROGRAMS	850.00
0000063479	MARCUS SHOFFNER	LIBRARY PROGRAMS, POETRY SLAM JUDGE	900.00
0000063480	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,523.02
0000063481	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,889.34
0000063482	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	27,136.44
0000063483	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,513.11
0000063484	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063485	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000063486	SPOKANE SCORE 0180	LIBRARY PROGRAMS	1,000.00
0000063487	LLOYD A STOESS	LIBRARY PROGRAMS	150.00
0000063488	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	223.25
0000063489	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	688.98
0000063490	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,230.49
0000063491	CONSOLIDATED IRRIGATION DIST19	WATER - OT	79.83
0000063492	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,061.60
0000063493	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	927.88
0000063494	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	787.34
0000063495	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	397.62
0000063496	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	55.87
0000063497	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	679.59
0000063498	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,285.46
0000063499	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	680.36
0000063500	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,007.90
0000063501	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
W000001702	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001703	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	315.80
W000001704	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	85,482.86
W000001705	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,152.80
W000001706	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001707	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,679.49
W000001708	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	118,696.35
W000001709	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	348.91
W000001710	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,385.57
W000001711	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	86,290.89
W000001712	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,152.80
W000001713	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001714	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	59,018.19
W000001715	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	99.28
W000001716	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,674.08
W000001717	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	152.96
W000001718	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00

Total Non-Payroll General Operating Fund \$ 891,971.95

PAYROLL VOUCHERS

05092025 PP09	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #09	\$ 273,003.12
05232025 PP10	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #10	272,675.68

Total Payroll General Operating Fund \$ 545,678.80

TOTAL GENERAL OPERATING FUND \$ 1,437,650.75

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009763	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE	35,625.03
TOTAL CAPITAL PROJECT FUND			\$ 35,625.03
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

April 2025 / May 2025

Paid in May 2025

Voucher # 63465

Card Category	Amount
General Purchases	\$ 12,377.63
Maintenance	\$ 2,877.54
Travel	\$ 1,822.34
Acquisitions	\$ 167.45
Information Technology	\$ 869.05
Mobile Services	\$ 1,048.86
General Fund Purchases	\$ 19,162.87

Top Individual Charges

School Outfitters LLC	Arm Chair with Table - replacement at ML	1,584.77
Pens.com	Reusable shopping bags - Book sales in Facilities	3,131.96

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

May 2025

As previously reported, 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 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.

In addition, the City was seeking to confirm that the minimum lot size and the process for boundary line adjustments for the parcels in questions comply with the ordinance changes.

As previously reported, the “Real Estate Purchase and Sale Agreement” (PSA) has been reviewed by all parties. 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 required documents to complete the transaction are ready. 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.

If any additional information is made available prior to the meeting, Executive Director Patrick Roewe will provide an additional update and 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**Background****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 components began arriving in May and will continue in June.

The chiller has been ordered and we have estimate on the shipping date of July 28, 2025.

The boiler has been ordered but we don't have an estimate on the shipping date yet.

Deer Park

Engineering design work from MW Engineers is starting on the project. The initial design work uncovered a change to the chiller that needs to be made in order for the project to be in compliance with current building codes. The redesign of the project anticipates a system similar to that at Argonne with an air-cooled chiller. This is anticipated to increase the cost of the project.

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 POLICY HR06: EMPLOYEE CONDUCT**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 periodically throughout the year. For June 2025, revisions to one of the District's 19 personnel policies are recommended.

The revisions to HR06 Employee Conduct fall under two categories:

- The additions to this policy are primarily from the District's existing Standards of Conduct procedure, with the intent to delete the standalone procedure upon approval of the changes to policy HR06 Conduct.
- Additional edits were made for clarity and general updates.

Revisions of Note:

- 6.07 Attendance – language added from Standards of Conduct procedure, as well as references to being at the “assigned work location”
- 6.09 Use of Controlled Substances – this section was expanded to include details regarding testing, transportation to/from testing, next steps in the case of a positive test for a controlled substance, as well as a statement supporting those seeking help with alcohol or drug problems.
- 6.12 Work Performance – this was copied from the Standards of Conduct and revised into policy language.
- 6.13 Communication – this was copied from the Standards of Conduct and revised into policy language.
- 6.14 Customer Service – this was copied from the Standards of Conduct and revised into policy language.

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 policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the revised policy

Recommended Action: Board motion to approve Policy HR06 Employee Conduct, 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	HR06 – Employee Conduct		
Approval Date	January 1, 1982	Revision Date	01/01/2025 <u>June 17, 2025</u>
Related Policies	HR01 Inclusion HR02 Hiring and Employment HR12 Searches and Inspections Standards of Conduct		
Purpose	To set forth the Spokane County Library District (District)'s policies for employee conduct.		
Scope	Applies to 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.

Policy:

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

6.01 Ethics

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

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

6.02 Working with Minor Children and/or Vulnerable Adults

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

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

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

6.03 Inclusion

All employees are expected to support an inclusive workplace by:

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

6.04 Conflict of Interest

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

6.05 Abuse of Authority or Position

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District procedures for circulation and renewal policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use.

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

6.06 Gifts or Additional Compensation

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

6.07 Attendance

~~Punctual and consistent~~ Regular and reliable attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, at the scheduled worksite, and be at the proper workstation, ready for work, at the assigned starting time and when taking or returning from rest or meal periods.

They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

Employees are expected to be available for various work shifts and be flexible in scheduling, which may include:

- Changes in time and/or day of shift
- Change to work locations
- Shift(s) added to workweek (for part-time employees)

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

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

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

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

6.08 Gossip

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

Maintaining a gossip-free workplace

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

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

6.09 Use of Regulated and Controlled Substances

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation, with the cost of testing and transportation the responsibility of the District. ~~The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee. The employee will be returned to their initial work location using the same method of transportation, and will then be placed on paid Administrative leave until the results of the testing have been received by the Human Resources Director. Should any regulated or controlled substance be found to be present as a result of the test, a meeting will be scheduled with the Executive and Human Resources Directors, the employee, and an employee representative if the employee chooses. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.~~

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

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

Failure to promptly comply may be grounds for immediate termination.

The District will support employees who seek help with alcohol or drug problems. Employees who seek such assistance will be allowed to use accrued paid time off, request Leave Without Pay or otherwise be accommodated as required by law.

6.10 Workplace Violence

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

6.11 Personal Appearance

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

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

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

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

6.12 Work Performance

Employees are expected to maintain current knowledge of all relevant policies and procedures. The duties in the job description, as well as other related assigned work will be completed respectfully and effectively, demonstrating accountability and a willingness to learn from feedback and mistakes.

Identified issues and/or concerns with an employee's work performance will be addressed by their supervisor and documented in performance notes.

Employees who fail to correct continued performance issues or concerns may be subject to disciplinary action.

6.13 Communication

Employees are expected to communicate openly and respectfully, using diplomacy, tact, and appropriate tools for each situation. Staff should keep supervisors informed of emerging issues, offer and receive constructive feedback professionally, and address concerns at the right time and place. Collaboration and proactive outreach across departments are encouraged to resolve information needs and support effective communication.

6.14 Customer Service

Employees are expected to be focused on providing a high level of customer service by demonstrating friendliness, courtesy, and respect in all interactions and promoting our programs and services to customers.

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	HR06 – Employee Conduct		
Approval Date	January 1, 1982	Revision Date	June 17, 2025
Related Policies	HR01 Inclusion HR02 Hiring and Employment HR12 Searches and Inspections		
Purpose	To set forth the Spokane County Library District (District)’s policies for employee conduct.		
Scope	Applies to 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.

Policy:

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

6.01 Ethics

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

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

6.02 Working with Minor Children and/or Vulnerable Adults

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

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

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

6.03 Inclusion

All employees are expected to support an inclusive workplace by:

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

6.04 Conflict of Interest

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

6.05 Abuse of Authority or Position

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District procedures for circulation and renewal of materials. In addition, employees may not use professional work cards for personal use.

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

6.06 Gifts or Additional Compensation

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

6.07 Attendance

Regular and reliable attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, at the scheduled worksite, and be at the proper workstation, ready for work, at the assigned starting time and when taking or returning from rest or meal periods.

They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

Employees are expected to be available for various work shifts and be flexible in scheduling, which may include:

- Changes in time and/or day of shift
- Change to work locations
- Shift(s) added to workweek (for part-time employees)

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

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

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

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

6.08 Gossip

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

Maintaining a gossip-free workplace

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

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

6.09 Use of Regulated and Controlled Substances

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation, with the cost of testing and transportation the responsibility of the District. The employee will be returned to their initial work location using the same method of transportation, and will then be placed on paid Administrative leave until the results of the testing have been received by the Human Resources Director. Should any regulated or controlled substance be found to be present as a result of the test, a meeting will be scheduled with the Executive and Human Resources Directors, the employee, and an employee representative if the employee chooses.

The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

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

Failure to promptly comply may be grounds for immediate termination.

The District will support employees who seek help with alcohol or drug problems. Employees who seek such assistance will be allowed to use accrued paid time off, request Leave Without Pay or otherwise be accommodated as required by law.

6.10 Workplace Violence

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

6.11 Personal Appearance

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

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

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

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

6.12 Work Performance

Employees are expected to maintain current knowledge of all relevant policies and procedures.

The duties in the job description, as well as other related assigned work will be completed respectfully and effectively, demonstrating accountability and a willingness to learn from feedback and mistakes.

Identified issues and/or concerns with an employee's work performance will be addressed by their supervisor and documented in performance notes.

Employees who fail to correct continued performance issues or concerns may be subject to disciplinary action.

6.13 Communication

Employees are expected to communicate openly and respectfully, using diplomacy, tact, and appropriate tools for each situation. Staff should keep supervisors informed of emerging issues, offer and receive constructive feedback professionally, and address concerns at the right time and place. Collaboration and proactive outreach across departments are encouraged to resolve information needs and support effective communication.

6.14 Customer Service

Employees are expected to be focused on providing a high level of customer service by demonstrating friendliness, courtesy, and respect in all interactions and promoting our programs and services to customers.

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.

APPOINTMENT OF AN AGENT TO RECEIVE CLAIMS (RESOLUTION 25-02)**Background**

RCW 4.96.020 (2) states:

The governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located. All claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced...

Approval of Resolution 25-02 will demonstrate the District's compliance with state law regarding claims for damages. Following approval, staff will have the resolution recorded with the Spokane County Auditor.

The District's legal counsel has reviewed the resolution.

Executive Director Patrick Roewe will be available to answer questions.

Recommended Action: Motion to adopt Resolution 25-02, Appointment of an Agent to Receive Claims.

RESOLUTION NO. 25-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REGARDING THE APPOINTMENT OF AN AGENT TO RECEIVE CLAIMS FOR DAMAGES UNDER CHAPTER 4.96 RCW.

SPOKANE COUNTY LIBRARY DISTRICT Spokane, Washington

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District"), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington, specifically chapter 27.12 RCW;

WHEREAS, pursuant to the provisions of RCW 4.96.020, the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under chapter 4.96 RCW. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located. All claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

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

Section 1: APPOINTMENT OF AN AGENT TO RECEIVE CLAIMS

Pursuant to the provisions of RCW 4.96.020, that the agent appointed by the Board of Trustees to receive any claim for damages made under chapter 4.96 RCW against Spokane County Library District or any of its officers, employees, or volunteers acting in such capacity, as well as his/her address where he or she may be reached during normal business hours, are as follows:

Agent Appointed: Patrick Roewe, Executive Director
Office Address: 4322 N. Argonne Rd. Spokane WA 99212
Business Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m., except District holidays

Section 2: EFFECTIVE DATE

The Board of Trustees determines that this resolution shall be effective immediately upon its adoption and approval.

Section 3: RECORDING OF RESOLUTION

The Board of Trustees directs the Secretary to the Board of Trustees to record this document with the Spokane County Auditor.

PASSED AND ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 17th day of June 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jon Klapp, Vice Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

CLAIMS FOR DAMAGES POLICY**Background**

Following the approval of Resolution 25-02, which demonstrates the District's compliance with RCW 4.96.020, this policy provides information of the process for submitting a claim for damages to the District.

In addition to the policy itself, the claim for damages form referred to in the policy has been developed and will be made available on the District's website.

The District's legal counsel has reviewed the policy and the claim for damages form referred to therein.

Executive Director Patrick Roewe will be available to answer questions.

Recommend Action: Motion to approve the Claims for Damages 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	Claims for Damages		
Approval Date	June 17, 2025	Revision Date	
Statutory Reference	RCW 96.4		
Purpose	Describes the process for submitting a claim for damages to the Spokane County Library District.		

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, Spokane County Library 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.

Policy:

In accordance with Chapter 96.4 of the Revised Code of Washington, the Board of Trustees of the Spokane County Library District (District) has appointed an authorized agent to receive claims for damages against the District. The name and address of the agent has been duly filed and recorded with the Spokane County Auditor's Office.

The designated agent to receive claims for damages during normal business hours is:

Patrick Roewe, Executive Director
Spokane County Library District
4322 N. Argonne Rd.
Spokane, WA 99212
Phone: 509-893-8200

Business hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
Closed on weekends and District holidays.

Claim for Damages Form

The Claim for Damages form is available for download, or call the Administrative Offices at 509-893--8200 to obtain a form by mail.

Claim Submission

Pursuant to Chapter 96.4 of the Revised Code of Washington, all claims for damages against any local government entity shall be presented to and filed with the government entity and the government entity's designated agent within the applicable period of time limitations. RCW 4.96.020. All claims shall describe the conduct and circumstances, location, which brought about the injury or damage, describe the injury or damage, date, time, location, witnesses if known. In addition, it is necessary to provide adequate independent supportive documentation in support of your claim, for example: repair costs estimates, medical bills, loss wages earning statement, etc.

1. Complete the "Claim for Damages" form.
2. Attach relevant supporting documents or additional evidence.
3. The Claim for Damages form must be signed.
4. Mail or deliver the original, signed form and supporting documents to:

Executive Director
Spokane County Library District
4322 N. Argonne Rd.
Spokane, WA 99212

5. The designated Claims Agent will acknowledge, in writing, receipt of the Claim within seven (7) calendar days. This acknowledgement does not indicate the District's agreement that your claim should be allowed or is legally sufficient.

6. After filing the claim, any further correspondence or inquiries shall be directed to the Executive Director or delegate identified by the Executive Director.

Make copies of your Claim for Damages form and attachments for your personal records before submitting. Submittal material will not be returned.

Legal Requirements for Presenting a Claim for Damages Form

In order to verify the claim and additional supporting information, the law requires that the Claim for Damages form be signed by one of the following:

1. The Claimant; or
2. A person holding a written power of attorney from the Claimant; or
3. An attorney admitted to practice in Washington state on the Claimant's behalf; or
4. A court-approved guardian or guardian ad litem on behalf of the Claimant.

Additional information

State law requires an original signature on the Claim form. This means the form cannot be submitted electronically (fax or email). State law requires the Claim form be delivered in person or received by the Executive Director by regular mail, registered mail, or certified mail, with return receipt requested, to the agent or other person designated to accept delivery at the 4322 N. Argonne Rd, Spokane, WA 99212.

All submitted documents are subject to the Washington State Public Records Act and may be disclosed upon request.

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.

MEMBERSHIP IN ORGANIZATIONS POLICY**Background**

The purpose of this policy is to codify the District's participation in civic, business, professional, and vendor organizations whose purposes are consistent with the District's mission and strategic priorities. Such memberships typically require annual dues or membership fees.

The recommended revisions to the policy were made primarily for clarity. Subsection headings were added, and a new subsection on vendor or commercial memberships was added to reflect that the District uses paid annual memberships to vendors like Costco or Amazon Business in order to take advantage of more competitive prices for goods and services.

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

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

Recommended Action: Board motion to approve the Membership in Organizations policy, 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	Memberships in Organizations		
Approval Date	February 19,1998	Revision Date	June 20, 2023 17, 2025
Purpose	<u>Describes participation in selected civic, business, professional, and vendor organizations</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, Spokane County Library 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.

Policy:

Organizational Memberships

It is the policy of Spokane County Library District (District) to maintain active memberships and participation in selected civic, business, and ~~library -professional~~ organizations whose purposes ~~are consistent~~align with the District's purpose, mission, ~~values~~, and /or strategic priorities and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in community activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

Vendor Memberships

It is the policy of Spokane County Library District (District) to maintain business memberships with selected vendors and other commercial entities.

The District benefits from such memberships by accessing more competitive pricing for goods and services.

Annual Review and Approval

As part of the annual budget process, the Board of Trustees shall review and approve all organizational and vendor memberships paid by the District for the following year.

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	Memberships in Organizations		
Approval Date	February 19, 1998	Revision Date	June 17, 2025
Purpose	Describes participation in selected civic, business, professional, and vendor organizations		

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, Spokane County Library 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.

Policy:

Organizational Memberships

It is the policy of Spokane County Library District (District) to maintain active memberships and participation in selected civic, business, and professional organizations whose purposes align with the District's purpose, mission and/or strategic priorities and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in community activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

Vendor Memberships

It is the policy of Spokane County Library District (District) to maintain business memberships with selected vendors and other commercial entities.

The District benefits from such memberships by accessing more competitive pricing for goods and services.

Annual Review and Approval

As part of the annual budget process, the Board of Trustees shall review and approve all organizational and vendor memberships paid by the District for the following year.

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.

LEVY LID LIFT OVERVIEW**Background**

Under Washington State law, a district's annual property tax levy limit factor is a maximum of 101 percent of the prior year's levy dollar amount. The dollar amount levied is used by the County Assessor and Treasurer to create a levy rate to apply to all property within the district's boundaries. The maximum statutory levy rate for a library district is \$0.50/\$1000.00 assessed value.

In the recent past, taxable values within the district's boundary have grown faster than Washington State law allows the dollar amount of the district's levy to grow. The result is that the levy rate applicable to the dollar amount levied by the district tends to drift downward from the maximum statutory levy rate.

If a district's levy rate is less than its statutory maximum, it may request, through a ballot measure to its voters, to raise the levy amount or rate in order to increase revenue. A levy lid lift is the means to reset the levy rate up to the \$0.50/\$1,000.00 assessed value. A district may ask its voters to authorize an amount that exceeds the levy limit or "lift the levy lid."

Executive Director Patrick Roewe will provide a conceptual overview of a levy lid lift and the process for potentially placing one on a future ballot.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY 2025 – SEPTEMBER 2025**July 15, 2025: Airway Heights – 4pm**

- 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
- Use of 3D Printing & Cutting Equipment Policy: Approval Recommendation
- Emergency Closure of Facilities Policy: Approval Recommendation
- Overview: Airway Heights Library
- Public Access Defibrillators Policy: Approval Recommendation

August 19, 2025: CANCELED**September 16, 2025: Moran Prairie – 4pm**

- Code of Conduct Policy: Approval Recommendation
- Potential Levy Lid Lift Election: Discussion (tentative)
- Overview: Otis Orchards (moved from August board meeting)
- Overview: Mobile Services and LINC

Special Meetings/Activities

- None

TRUSTEE REPORTS FOR MAY 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.

MAY 2025 DIRECTORS REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (40.95%) or after (42.56%) transfers remain well aligned with the total budget projected expenditure of 41.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

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

Facilities Report

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

The drainage project in the lawn area at Spokane Valley was completed in early June.

Human Resources – Toni Carnell

Training

Internal (various staff)

- Leadership
- Customer Service Philosophy and Application
- Person in Charge (PIC)
- Circulation and Information Refreshers
- All staff continue to work on required training in the learning management system, including policy and procedure review.
- New courses continue to be added to the learning management system

Staff updates:

New hires:

- N/A

Promotions:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- Collection Services Technician
- Public Services Associate (2)

Communication & Development – Jane Baker**Communication**

The Asian Pacific American Heritage Month celebration at Spokane Valley Library received media coverage from the *Spokesman-Review* and *KHQ-TV*. The May 22 *Inlander's* cover story about summer reading included SCLD's adult events centered around reading and authors.

Birthday emails to cardholders began going out in May through the Patron Point platform. Unless opted out, these emails are delivered to all ages with the exception of those turning 18. Customers turning 18 receive a different version that encourages them to visit the library and sign up for an adult library card.

Development

At their May meeting, the Library Foundation Directors approved funding requests for Summer Reading prizes and to sponsor a diploma ceremony for the first graduates of the Excel Adult High School program.

The Foundation also received a \$1,000 grant from the David and Dorothy Pierce Charitable Trust to help cover the cost of new Stay Sharp Kits for the District.

Operations – Doug Stumbough

For the month of May, a total of 77,667 physical items were borrowed by customers in the libraries, down from the 78,297 borrowed in April. The total number of customers visiting our libraries this month was 54,851, down from 56,782 in April.

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:

Mobile Service Associate Kae received a call from a customer, and during the conversation, the customer wanted to share that he usually speaks with Mobile Services Operations Specialist Tara and that she is always so helpful and loves when she helps him as she always makes sure to get exactly what he needs.

Following a customer inquiry about a graphic novel checked out from the North Spokane Library and read "a long time ago" but could not remember the title, Public Services Specialist Katie and Librarian Corinne made some suggestions. The customer sent this response "Thanks for all you guys do, I got my first library card at four years old there :) That branch is also where I got started in a long journey of love with graphic novels!"

After successfully completing a complex printing job from a customer's iPhone at Medical Lake, she said "not only did you print it, you taught me something."

A customer came up to the desk at Moran Prairie to let Public Services Associate Alyssa know they love the new playset, "it's a really good one", and think it's so great that we were able to get it.

An older gentleman visiting Cheney told staff, "It's good to be home." He said he and his wife had been living out of state for the last several months, and that the libraries there are not as organized and the materials are more difficult to reach. He said how nice it was that the large print, fiction, and non-fiction were so cleanly separated. He repeated, "It's good to be home."

Knowing that she works for the District, a customer let Interlibrary Loan Associate Lori know that North Spokane Librarian Rachel did an amazing job at storytime. Her little guy is very busy and has a hard time sitting still. Rachel kept him entertained with her change-up of stories, songs, and activities. The customer was so thrilled, she wants to make North Spokane's storytime part of their weekly routine.

A customer shared that she comes into the Spokane Valley library to study. While she acknowledged using the study rooms is sometimes helpful, she prefers being in the children's area. She shared she uses headphones but does not mind the noise because it creates a "great vibe".

LINC had its last school visit of the year to Spokane Christian Academy, and staff were given the two thank you cards. One of the classes also requested high fives and hugs and told us thank you for coming. They were all grateful for LINC's services during the school year and look forward for visits to start again after the summer.

A Medical Lake user remarked how awesome they thought the book butler service was during Covid. She is planning ahead for some surgery, and wanted to let us know she would be sending people to drive up and pick up books for her like she did during Covid.

A regular at Moran Prairie shared "I shudder thinking about what the library would be like if you weren't here" and then went on to say, "not only you, but this whole team here".

At Airway Heights, a regular wanted to let staff know that he never leaves the library without a smile on his face. He told them that he always feels like they go above and beyond to find things he would be interested in and point out new and interesting programs.

Development Manager Jill-Lynn shared this chance encounter: "On Saturday, May 17 I went on a wildflower hike near Fishtrap Lake hosted by Spokane Parks & Recreation. There were only 5 of us who had signed up for the guided hike so we were able to chat and get to know one another throughout the day. On the hour-long shuttle ride to Fishtrap Lake, one of the other hikers/passengers named Anne asked me where I worked and what I did for a living. Anne was very excited to hear that I worked for the Spokane County Library District and became quite verklempt when she relayed her story about why she loves our county libraries and the services that we provide. She told me that during the pandemic she had reached out to [Librarian] Corinne about the possibility of including Stay Sharps Kits for those suffering from memory loss in our collections and the idea of hosting Memory Cafes. Anne's brother was instrumental in creating

these for communities throughout her home state of Wisconsin. Anne indicated that she approached all our local libraries about this concept and how beneficial it would be to our community. Out of all the libraries systems she approached, we were the first to respond and listen to her and embrace this idea. She also stated that SCLD was the easiest, most pleasant, and most professional to work with regarding providing this service. Anne specifically praised Corinne for her warmth, professionalism, and responsiveness. I told Anne that I'd be happy to relay this to all staff. Big kudos to Corinne for having a big impact and making a positive impression on Anne!"

Received on a comment card at Moran Prairie: "Very kind + helpful. Alyssa and Taylor were especially helpful thank you to both!"

A teen girl let North Spokane Library Manager Brian know that Public Services Associate Chris helped her find a bunch of Little House books, and she was particularly touched that Chris found an audio version for her, as she is autistic and struggles with reading. She said that she nearly cried in appreciation.

A little girl wanted to show how much she loves the Otis Orchards library staff. She said, "Thank you Library!" and gave this little bag:

At Family Storytime at North Spokane, a grandma shared that her daughter could no longer afford daycare, and she now watches her two grandsons several days a week. She said she is so grateful for the storytimes, so that her grandchildren can still have socialization with other kids.

A customer at the Fairwood Farmers Market was walking by LINC, and stopped by to share how much she loves SCLD. She frequently goes to the Argonne Library, and remembers taking her kids there where they would checkout 20 books at a time. She couldn't stop gushing about how awesome SCLD is and that she was so happy LINC were at the market.

Mobile Services staff met a parent at the Scale House Market during their grand opening who's child is at a daycare Storytime Specialist Caroline visits. The parent shared she said she loves the packets that we provide and that she is so grateful that Caroline sings and reads books to her child.

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 May:
 - **Audiobook checkouts:**
 - *The Tenant* by Freida McFadden (215)
 - *The Women* by Kristin Hannah (150)
 - *The Perfect Divorce* by Jeneva Rose (149)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (139)

- *The Women* by Kristin Hannah (115)
- *Great Big Beautiful Life* by Emily Henry (86)
- **Audiobook holds** as of June 2:
 - *Great Big Beautiful Life* by Emily Henry (257)
 - *Sunrise on the Reaping* by Suzanne Collins (255)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (158)
- **Ebook holds** as of June 2:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (292)
 - *Great Big Beautiful Life* by Emily Henry (253)
 - *Sunrise on the Reaping* by Suzanne Collins (138)
- Popular **Adult Physical Book** titles May:
 - Checkouts:
 - *Frozen River: A Novel* by Ariel Lawhon (46)
 - *Ward D* by Freida McFadden (36)
 - *Battle Mountain* by C.J. Box (32)
 - Holds:
 - *So Far Gone* by Jess Walter (64)
 - *My Friends: A Novel* by Fredrik Backman (54)
 - *Return to Sender* by Craig Johnson (49)

OverDrive's Big Library Read Program

The title selected for OverDrive's Big Library Read program was *Uncommon Measure: A Journey Through Music, Performance, and the Science of Time* by Natalie Hodges. This adult nonfiction title was available for unlimited simultaneous use in the ebook and audiobook formats between May 15 – 29 at no cost to the District. OverDrive's Big Library Read is a two-week digital book club that connects readers and listeners around the world with the same title at the same time without any waitlists or holds. *Uncommon Measure* was the District's 25th most checked out ebook in May with 40 checkouts recorded. Program participants must be District residents.

New Kanopy PLUS Packs Added

The District began subscribing to two new Kanopy PLUS (Public Library Unlimited Subscriptions) Packs in mid-May to coincide with the annual renewal of the Kanopy Kids package. Kanopy is a streaming video service which is owned by OverDrive. These PLUS Packs offer unlimited simultaneous use with no rental time or checkout limits imposed. The two new PLUS Packs being offered are *Streaming in Spanish* and *Family Favorites*. The *Streaming in Spanish* collection offers around 300 films featuring Spanish audio and/or subtitles to serve Spanish-speaking and bilingual audiences or language learners. The *Family Favorites* collection of about 300 titles offers heartwarming, family-friendly entertainment for all ages with animated classics and fun adventures. As with OverDrive and hoopla, users of Kanopy must be District residents.

COLLECTION MONTHLY REPORT MAY 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	23,113	23,275	-1%
Interlibrary Loan Total	2,866	3,185	-10%
Overdrive			
Total Checkouts	465,450	446,431	4%
Total Holds	170,590	160,242	6%
hoopla			
Total Checkouts	33,905	26,138	30%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	307,336	306,308	0%
Nonprint	68,877	72,740	-5%
Overdrive	276,737	224,350	23%
Grand Total	652,950	603,398	8%

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

Executive Director – Patrick Roewe

Parkside Books (Amber Williams)

Parkside Books is a pilot program done in partnership with Spokane County Parks, Recreation and Golf. The Parks Department provides space and the District provides materials for a seasonal lending library at the Liberty Lake Regional Park.

Parkside Books opened to customers the first week of April after Mobile Services staff stocked the shelves and park staff placed out signage and set the timed door locks. Customers can drop by and “check out” material 9am-7pm now through early October. As an honor system lending library, customers fill out a very simple check out log letting us know their zip code and how many books they borrowed. Books can then be returned at the park, or any other District location.

Electric Vehicle Charging Stations Update (Amber Williams)

The District has worked with Avista Utilities to place electric vehicle chargers at six of our libraries, Argonne, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley. Avista has covered the cost of the hardware and installation, and at Moran Prairie and North Spokane,

they also cover the cost of the electricity used. All six sites have a dual port AC level two (ACL2) charger, and North Spokane and Moran Prairie additionally have a dual port DC fast charger (DCFC).

We are able to pull usage data for chargers at two locations, courtesy of Avista. Shared here is quarter one of 2025:

	North Spokane (DCFC)	North Spokane (DCFC)	Moran Prairie (DCFC)	Moran Prairie (DCFC)
Q1 2025	Average of Charge Duration (min)	# of Sessions	Average of Charge Duration (min)	# of Sessions
January	48.61	66	50.36	27
February	43.38	73	36.38	37
March	39.42	59	37.43	24

We are working on getting statistics for the other locations.

Policy Reformatting Project

We have completed the policy reformatting project discussed at last month's meeting. As previously reported, we learned that many of the Microsoft Word documents containing the policies were 10 or more years old, which was causing formatting and data transfer issues when the policies were placed in the Board agenda packets. We have transferred the plain text of every policy into new Word documents and then formatted them to our current standards.

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 them, revise, update, and streamline where possible, and to delete any obsolete procedures. We have worked through about 50% of the procedures thus far. Around 18 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 is 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 them 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 MAY 2025

Doug Stumbough and Kristy Bateman

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

- 682 people attended 35 adult programs during May. Highlights included:
 - 120 individuals participated in the *Asian Health & Wellness Cultural Festival*, which included a holistic health panel discussion, performances by the Filipino American Dance Troupe and Spokane Chinese Dancers, a cooking demo, and more.
 - Our three *Starter Plant Swap* programs saw 106 gardening enthusiasts share and take plant starts.
 - 62 attendees participated in the three *Homebuyer Education Seminars* this month.
 - Utilizing community connections Jane Baker made earlier this year, I have been in contact with both the Spokane County Elections Office and Meals on Wheels about collaborating on programming opportunities for later this year. We are still in the planning stages but will have details to share soon.

Youth Services (Mary Ellen Braks)

- We provided 78 storytimes this month to 1,972 customers.
- Mobile Services visited 20 childcare centers, provided 48 storytimes to 747 children and caregivers.
- We had 19 youth programs with 504 attendees. Programs included *Gardening*, *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 a chess program that the teens from TLC help put together.
- We offered 36 Lego Free Play activities for families.
- This month was filled with school library tours and visits to the schools to talk about the summer reading program. Between LINC and the librarians, we had 40 programs this month. The total number of children, teachers and families talked to was 2,132.
- Cheney Library had a teen graphic novel program, *Anyone Can Make Comics*, with award winning cartoonist Colleen Frakes and had an attendance of 21. Christie Onzay and Stacey Goddard worked with EWU, who also had the cartoonist present at the college.

Cross Disciplinary (Gwendolyn Haley)

- Online Author Series—236 views of our May featured authors:
 - *How Judy Blume Rewrote Childhood for All of Us* with Author Rachelle Bergstein
 - *On Writing a Brilliant, Dark, and Diabolical Thriller* with Author Liann Zhang
 - *How to Use Anxiety to Thrive* with Dr. David H. Rosmarin
- Since we debuted the series on July 22, we have offered 103 online author presentations, accessible in the archives. They have been viewed 71,557 times.
- We offered programs in *3D Printing*, *Podcasting in the STCU Studio*, and *Open Maker Hours* in the Lab. Jeremy worked with a local school on a podcasting project, helping them learn how to plan, present, and record their projects. Staff provided 1:1 assistance through appointments for 12 customers in the Lab and STCU Studio in May.

- Customer placed 139 reservations for *Museum Passes* in May, representing an average savings of over \$5000. Customers checked out 38 items from the Library of Things, saving over \$10,000.

Digital Projects and Resources (Carlie Hoffman)

- Worked with vendors to adjust MARC records so that customers have access to digital resources from within the catalog.
- The Web Team met to discuss our content and design process.

Information Technology (Patrick Hakes)

- Catalog stations have been converted to Chrome Flex OS.
- Testing of various multi-factor authentication methods for staff to improve network security.

Mobile Services (Brianna Rukes)

- We have added a new community visit to LINC's schedule. We will now be visiting Cleone's Closet in Airway Heights. Cleone's Closet is a food pantry that provides healthy, nutritious food, clothing, and furniture to those in need. We are excited to partner with them and bring mobile library services to their community.
- Most of LINC's school visits wrapped up this month for the 2024–2025 school year. Multiple teachers shared how much they enjoyed the visits and expressed their excitement for them to resume in the 2025–2026 school year.
- LINC also attended several school events this month. We participated in STEM Night at Medical Lake Middle School, Literacy Night at Betz Elementary, Ram Fest at Riverside High School, and Carnival Night at Ponderosa Elementary. We welcomed 278 visitors, and many students and parents especially enjoyed our craft station, where they could create a paper kite.
- In addition, LINC visited several farmers markets, including the Deer Park Farmers Market, the Fairwood Farmers Market, the Spokane Valley Farmers Market, and the new year-round Scale House Market. Over 500 people stopped by LINC, and many expressed how excited they were to see us out in the community. Several parents shared that they are looking forward to signing their kids up for the Summer Reading Challenge.

Library Reports**Airway Heights: Lesa Arrison**

- Airway Heights started the snack program on May 6 to a very enthusiastic crowd of 18. We continue to see new faces join us after school. We have had several new cards from children excited to explore the library and enjoy their snacks!

Argonne: Stacy Mills

- Librarian Tammy and Library Supervisor Stacy attended the West Valley Block Party. We interacted with 217 people, promoting summer reading, programing, and handing out pencils and stickers. We also had corn hole and temporary tattoos as activities for families to enjoy!
- The program *Hutton Settlement: Then & Now* had an attendance of 27 people who learned all about the history of Hutton and how it has evolved.

Cheney: Jonathan Melcher

- Librarian Crystal dropped off the *Cheney in Knots* flyers to Win Academy, Homeworks, and Westwood Middle School. 21 people attended the author's talk at the Cheney Library.
- Crystal attended the monthly TALK2 Healthy Choices Coalition meeting and the CMA meeting.
- Cheney Mayfest had its highest numbers yet with 262 people stopping by the library table to learn about upcoming events and resources, and color a bookmark. The big blue blocks were in use with lots of kids during the entire event. The Friends hosted a successful Mayfest book sale.

Deer Park: Shannon McMinn

- Librarians Alison, Rachel, and Christie led tours through the library for eight classes of second graders from Deer Park Elementary. The children could listen to stories, learn about the library and of course, Summer Reading.
- 15 attended the *Library Ninja Warrior Competition*. Kids had a great time competing against their peers in friendly challenges such as tower building and origami star throwing.

Medical Lake: Cecelia McMullen

- Librarian Christie Onzay gave a tour to the Medical Lake ECAP. As the kids were lining up to go home, we heard them saying "I'm going to tell my mom to bring me here!" And they came, one at a time, bringing their parents with them to get library cards and participate in *Lego Free Play* and *Wonder Wednesday*.
- Library Supervisor Cecelia retired at the end of the month, concluding over 50 years of library service in several libraries throughout her career.

Moran Prairie and Fairfield: Caitlin Wheeler

- 14 customers learned about various kinds of seeds and how to plant them at our *Gardening with Kids* program.
- Librarian Dana and Library Supervisor Caitlin spoke with 183 Moran Prairie residents at the Station 81 Fire Department Open House.
- Librarian Danielle promoted our Summer Reading program to 530 K-5th graders at Mullan Road Elementary.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted two displays by local artists: ceramic art by Andrea Tuinstra and pastel wildlife drawings by Michael Stevens.
- With the start of farmers' market season, North Spokane staff once again are representing the District at the the Fairwood Farmers Market to host activities related to health and food education. The activities are part of Catholic Charities' KERNEL (Kids Eating Right-Nutrition and Exercise for Life) program, in which children who complete each week's activity receive a \$2 voucher to spend on locally grown produce at the market. During our first visit, more than 200 children and caregivers participated in the activity.

Otis Orchards: Maggie Montreuil

- Librarians Janet and Tammy attended Otis Days and spoke with over 60 people.

- OT had 11 participants in *Edible Native Plants & How to Grow Them*.

Spokane Valley: Danielle Milton

- The 2025 Tax Aide season resulted in 982 tax returns completed at the Spokane Valley Library for \$1,386,937.00 in tax return money back to the community.
- Multiple schools brought full grade levels of elementary students (mostly kindergarteners and first graders) to the Spokane Valley library this month to learn about Summer Reading and all the exciting things available there.

District-wide Information

Public Use Measures

Measure	May 2025			
	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	147670	138635		7%
Door count	54851	56459	1039795	-2%
Items Borrowed	209238	206175	1039795	-2%
• Airway Heights	1886	2359	10863	-12%
• Argonne	5292	5134	27094	-15%
• Cheney	5548	6039	28464	-13%
• Deer Park	5513	5806	29435	-8%
• Fairfield	446	693	2302	-20%
• Medical Lake	1647	1863	9181	-8%
• Mobile Services	2118	1994	10558	7%
• Moran Prairie	9581	10605	48895	-13%
• North Spokane	19950	20345	101408	-8%
• Otis Orchards	2928	2698	15088	4%
• Spokane Valley	22758	24464	119015	5%
• Digital	102663	94556	501639	-9%
• Totals	181386	177621	908339	-1%
Programs				
• Number	313	335	1525	-3%
• Attendance	8327	7410	30478	8%
Internet Station Use (%)	30.1%	23.8%	29.0%	
Meeting room bookings	728	743	4231	7%

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 MAY 2025

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2025

			Target 41.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,113,165	\$ 18,354,000	55.10%	\$ 8,240,835
CONTRACT CITIES - SPOKANE	0	111,000	0.00%	111,000
FINES & FEES	21,357	45,000	47.46%	23,643
GRANTS & DONATIONS	43,590	53,000	82.25%	9,410
E-RATE REIMBURSEMENTS	100,970	269,000	37.54%	168,030
LEASEHOLD & TIMBER TAX, REBATES, OTH	19,145	38,000	50.38%	18,855
INTEREST REVENUES	95,085	190,000	50.04%	94,915
TOTAL REVENUES	\$ 10,393,312	\$ 19,060,000	54.53%	\$ 8,666,688
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,393,312	\$ 19,060,000	54.53%	\$ 8,666,688
EXPENSES				
SALARIES	\$ 3,632,740	\$ 9,110,000	39.88%	\$ 5,477,260
FRINGE BENEFITS	1,239,054	3,257,000	38.04%	2,017,946
SUPPLIES	82,945	204,000	40.66%	121,055
UTILITIES	263,486	640,000	41.17%	376,514
SERVICES	617,295	1,519,000	40.64%	901,705
INSURANCE	102,519	106,000	96.72%	3,481
CAPITAL EQUIPMENT	30,170	220,000	13.71%	189,830
LIBRARY MATERIALS	974,350	2,285,000	42.64%	1,310,650
ELECTRONIC LIBRARY MATERIALS	164,599	300,000	54.87%	135,401
LIBRARY PROGRAMS	56,242	191,000	29.45%	134,758
DEBT SERVICE	246,022	264,000	93.19%	17,978
TOTAL EXPENSES	\$ 7,409,423	\$ 18,096,000	40.95%	\$ 10,686,577
TRANSFERS OUT	763,000	1,106,000	68.99%	343,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,172,423	\$ 19,202,000	42.56%	\$ 11,029,577
Net Excess of Revenues Over/(Under) Expenses	\$ 2,220,889	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	2,220,889			
ENDING CASH	\$ 11,344,250			

Number of months cash on hand 7.5