



July 9, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, July 15, 2025 at 4:00 p.m., at the Airway Heights Library Public Meeting Room, 1213 S. Lundstrom, Airway Heights, WA.

Remote Attendance: To attend the meeting remotely via the internet: <https://scl-d-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.

Spokane County
LIBRARY DISTRICT
509.893.8200

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least five (5) business days in advance of the meeting by calling 509-893-8200.



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

July 15, 2025 4:00 p.m.

Airway Heights Library, 1213 S Lundstrom St, Airway Heights, WA 99001

PRELIMINARY 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 [June 17, 2025 Regular Meeting Minutes](#)
- B. Approval of [June 2025 Payment Vouchers](#)
- C. Unfinished Business
 - 1. [Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement](#): Update
 - 2. [HVAC Projects](#): Update
- D. New Business
 - 1. [Personnel Policy HR18 Travel](#): Approval Recommendation
 - 2. [Personnel Policy HR19 Vehicle Use and Safety](#): Approval Recommendation
 - 3. [Use of 3D Printing & Cutting Equipment Policy](#): Approval Recommendation
 - 4. [Emergency Closure of Facilities Policy](#): Approval Recommendation
 - 5. [Potential Levy Lid Lift Election](#): Discussion
 - 6. [Overview: Airway Heights Library](#)

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 five (5) business days in advance of the meeting by calling 509-893-8200.

July 17, 2025

BOARD OF TRUSTEES MEETING MINUTES: June 17th, 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 Deer Park Library, Tuesday, June 17th, 2025 at 4:00pm.

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

Excused: Jessica Hanson – Chair and Patti Stauffer - Trustee

Also Present: Patrick Roewe (Executive Director), Vinnie Davi (Video Production Specialist), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Kristy Bateman (Operations Manager), Shannon McMinn (Library Supervisor), Emily Greene (Administrative Services Manager), and one (1) member of the public.

**Call to Order
(Item I)** Vice Chair Jon Klapp called the meeting to order at 4:00pm.

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

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

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

There was no further discussion.

**Approval of May 20,
2025 Regular
Meeting Minutes
(Item IV.A)** Vice Chair Klapp called for any corrections to the May 20, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of May
2025 Payment
Vouchers
(Item IV.B)** Trustee Clark moved and Trustee Paull seconded the approval of the May 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
May - GF	0063384 – 0063501 and W001702 – W001718	\$891,971.95
	PR05092025 and PR05232025	\$545,678.80
	Total	\$1,437,650.75
CPF	Integrus Architecture	\$35,625.03
	Total	\$35,625.03

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 what elements of the interlocal agreement amendment have been completed and what elements remain outstanding.

There was no further discussion.

Unfinished Business
HVAC Projects
(Item IV.C.2)

Finance Director Jason Link presented an update to the HVAC projects for the Argonne/Administration building and the Deer Park building. Discussion ensued about the electrical panel boxes being received, the chiller order has been placed with a ship date of July 28th, and the boiler order has been placed, but there is no ship date yet. Discussion ensued about the Deer Park project changes that are similar to the design of the Argonne/Administration project. Discussion also ensued about a 7-month lead time for equipment which would cause the Deer Park project to roll over into 2026.

There was no further discussion.

New Business
Personnel Policy: HR06
(Item IV.D.1)

Human Resources Director Toni Carnell presented changes to the HR06 Employee Conduct policy. Changes included language integrated from the existing Standards of Conduct procedure, which would be deleted pending policy approval. Discussion ensued about the process for assigning new shifts on both a planned and ad hoc basis, the District's desire to maintain a typical schedule for staff to the extent operationally possible, and how the possibility of shift changes is both addressed in interviews and in applicable job descriptions.

By consensus, the Trustees amended the heading of section 6.09 of the policy from "Use of Controlled Substances" to "Use of Regulated and Controlled Substances." Trustee Paull moved and Trustee Clark seconded the approval of the HR06 Employee Conduct policy as amended.

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

New Business

Appointment of an Agent to Receive Claims (Resolution 25-02)

(Item IV.D.2)

Executive Director Roewe presented a resolution to the board designating an agent to receive claims for damages on behalf of the District. Discussion ensued about the resolution being accompanied by a new policy, the process after the resolution is passed, and the purpose of the resolution.

Trustee Clark moved and Trustee Paull seconded that Resolution 25-02 The Appointment of an Agent to Receive Claims for Damages Under Chapter 4.96 RCW be adopted.

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.

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

New Business

Claims for Damages Policy

(Item IV.D.3)

Executive Director Roewe presented a new policy, Claims for Damages, to accompany the preceding resolution for appointing an agent to receive claims. Discussion ensued about the policy including the methodology for how to respond to claims for damages and the claims submission process. Trustee Paull moved and Trustee Clark seconded the approval of the new Claims for Damages policy.

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

New Business

Memberships in Organizations Policy

(Item IV.D.4)

Executive Director Roewe presented changes to the Memberships in Organizations policy, which included a general clean-up of format and language, and clarification of vendor vs. organization membership. Discussion ensued about whether there was a need to approve memberships more frequently than annually. Trustee Clark moved and Trustee Paull seconded the approval of the changes to the Memberships in Organizations policy.

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

New Business

Levy Lid Lift Overview

(Item IV.D.5)

Executive Director Roewe presented a PowerPoint of information regarding the background of and the process for a levy lid lift. Discussion ensued about definitions of levy lid lift terms, the process of determining the need for a levy lid lift, and the process of a levy lid lift election. Discussion also ensued about the history of levy lid lifts and their outcomes, and a brief overview of what employees and trustees are allowed to do during a levy lid lift election.

There was no further discussion.

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

Vice Chair Klapp asked for any questions or suggestions to the future board meeting agenda items. There were no questions or suggestions.

There was no further discussion.

Trustee Reports
(Item VI.A)

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board of additional information to be provided in July on electrical vehicle charging and the recent food drive held by the District. Discussion ensued about construction status of Balfour Park in Spokane valley.

There was no further discussion.

Operations Report
(Item VI.C)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 2025, with data for customer use measures, programming, and library activities.

There was no further discussion.

Fiscal Report
(Item VI.D)

Finance Director Link provided a report of revenues and expenditures for May 2025 prior to the meeting.

There was no further discussion.

Adjournment
(Item VII)

Vice Chair Klapp adjourned the meeting at 4:59pm. The next Board Meeting is scheduled for Tuesday, July 15th at the Airway Heights Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,322,714.42 for the general fund, \$31,722.06 for the capital projects fund, and \$963,000.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: June 30, 2025

SIGNED:

TITLE: Finance Director

SIGNED:

TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063502	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,498.22
0000063503	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	321.04
0000063504	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	707.99
0000063505	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000063506	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,384.25
0000063507	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	289.99
0000063508	CRISIS PREVENTION INSTITUTE, INC	TRAINING & TRAVEL	645.67
0000063509	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	930.01
0000063510	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063511	THE FIG TREE	LIBRARY MATERIALS	420.00
0000063512	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	245.00
0000063513	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	550.00
0000063514	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	11,463.65
0000063515	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,432.14
0000063516	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	642.34
0000063517	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	512.47
0000063518	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MED LAKE	154.00
0000063519	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063520	MINUTEMAN PRESS	LIBRARY PROGRAMS	110.19
0000063521	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,454.60
0000063522	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,096.76
0000063523	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,831.53
0000063524	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	3,134.95
0000063525	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	169.62
0000063526	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,673.50
0000063527	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063528	AIRWAY HEIGHTS KIWANIS	MEMBERSHIP DUES	136.00
0000063529	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	43.51
0000063530	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	407.08
0000063531	CENGAGE LEARNING INC	LIBRARY MATERIALS	481.10
0000063532	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000063533	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.55
0000063534	CNA SURETY DIRECT BILL	INSURANCE	525.00
0000063535	CREATIVEBUG HOLDINGS LLC	ELECTRONIC LIBRARY SERVICES	6,625.00
0000063536	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063537	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,432.17
0000063538	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,583.70
0000063539	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	4,092.00
0000063540	OTIS HARDWARE	MAINTENANCE SUPPLIES	117.67
0000063541	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	37,528.92
0000063542	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,020.89
0000063543	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	354.03
0000063544	MERY N SMITH	LIBRARY PROGRAMS	150.00
0000063545	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	215.02
0000063546	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	7,302.75
0000063547	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	116.90
0000063548	ULTRAEDIT	SOFTWARE SUPPORT - IT	99.00
0000063549	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,158.31
0000063550	SPOKANE COUNTY AUDITOR'S OFFICE	RECORDING DOCUMENT FEE	306.50
0000063551	ABSCO Solutions	SAFETY & SECURITY - SV ALARM TRANSITION	1,811.82
0000063552	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,314.08
0000063553	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,739.69
0000063554	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	642.11
0000063555	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	89.89
0000063556	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,180.98
0000063557	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	21.14
0000063558	EDNETICS	TELEPHONE MANAGED VOICE SERVICES	2,210.54
0000063559	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	5,625.71
0000063560	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	926.39
0000063561	CECILIA McGOWAN	LIBRARY PROGRAMS	55.50
0000063562	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,187.44
0000063563	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,097.93

✓0000063564	MONTERRAT STOCK	PROGRAMMING	370.00
✓0000063565	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	78.00
✓0000063566	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	34,180.41
✓0000063567	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
✓0000063568	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	702.00
✓0000063569	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,790.88
✓0000063570	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	184.32
✓0000063571	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,010.16
✓0000063572	CENGAGE LEARNING INC	LIBRARY MATERIALS	812.76
✓0000063573	COLUMBIA FIRE AND IRON	LIBRARY PROGRAMS	600.00
✓0000063574	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
✓0000063575	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,926.89
✓0000063576	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	1,180.00
✓0000063577	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	11,959.72
✓0000063578	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	733.39
✓0000063579	ERIN NELSON	LIBRARY PROGRAMS	450.00
✓0000063580	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	23,045.00
✓0000063581	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	1,265.16
✓0000063582	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
✓0000063583	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	909.99
✓0000063584	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,354.87
✓0000063585	WALT'S MAILING SERVICE	ADVERTISING	10,929.26
✓0000063586	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	549.00
✓0000063587	AVISTA UTILITIES	MONTHLY UTILITIES	9,964.60
✓0000063588	CONSOLIDATED IRRIGATION DIST19	WATER - OT	142.13
✓0000063589	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,171.18
✓0000063590	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	88.49
✓0000063591	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,917.46
✓0000063592	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	2,133.13
✓0000063593	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	725.05
✓0000063594	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
✓0000063595	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	940.40
✓0000063596	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,139.69
✓0000063597	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	278.37
W000001719	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	87,590.66
W000001720	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,152.80
W000001721	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001722	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	59,193.65
W000001723	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	234.16
W000001724	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	116,952.68
W000001725	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	164.26
W000001726	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	86,699.80
W000001727	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,005.27
W000001728	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001729	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,213.81
W000001730	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	281.59
W000001731	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	377.65
W000001732	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001733	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	23,533.06
W000001734	STATE OF WASHINGTON	QUARTERLY SALES & USE TAXES	1,234.20
W000001735	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY LTC WA CARES TAXES	11,334.83
W000001736	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES	20,339.00

Total Non-Payroll General Operating Fund \$ 782,589.54

PAYROLL VOUCHERS

06102025 PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #11	\$ 277,114.13
06252025 PP12	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #12	263,010.75

Total Payroll General Operating Fund \$ 540,124.88

TOTAL GENERAL OPERATING FUND \$ 1,322,714.42

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
✓0000009764	NORTHCOAST ELECTRIC COMPANY	RENOVATION - ARGONNE	1,226.64
✓0000009765	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE & DEER PARK	30,495.42
TOTAL CAPITAL PROJECT FUND			\$ 31,722.06
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
6012025	STATE OF WASHINGTON	2025 JUNE DEBT SERVICE PAYMENT	963,000.00
TOTAL DEBT SERVICE FUND			\$ 963,000.00

April 2025 / May 2025

Paid in May 2025

Voucher # 63465

Card Category	Amount
General Purchases	\$ 5,279.02
Maintenance	\$ 3,062.08
Travel	\$ -
Acquisitions	\$ 1,449.62
Information Technology	\$ 102.72
Mobile Services	\$ 461.43
General Fund Purchases	\$ 10,354.87

Top Individual Charges

Home Depot	Building Maintenance	1,593.98
4Imprint	Clothing for Reading Buddy Volunteers	1,113.45

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

Background

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 District and City are in agreement on the required documents to complete the transaction.

Update

The most recent update from City representatives is that the BLA application has been submitted and the status is pending at present. 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.

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

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

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

Procurement Updates:

- The electrical panel components have arrived.
- The chiller has been ordered and we have an estimate on the shipping date of July 28, 2025.
- The boiler has been ordered and we have an estimate on the shipping date of August 18, 2025.

Deer Park

Engineering design work from MW Engineers is continuing to progress on the project. Work is continuing on the draft solicitation to procure a contractor to complete the HVAC replacement project. The District is in the process of procuring the boiler and chiller for the project.

Questions

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

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

PERSONNEL POLICY HR18 TRAVEL**Background**

The purpose of this policy is to define rules for reimbursement of employee, Trustee, and job applicants for the Spokane County Library District (District) Related Travel Costs.

As part of the ongoing policy and procedure review process, the District became aware that activities associated with District-owned vehicles were not properly accounted for. The recommended update to HR18 accounts for the taxability of the fringe benefit to an employee for garaging a District-owned vehicle at their personal residence. At present, these circumstances only apply to the District's two facilities trucks.

The Internal Revenue Code provides for the use of an employer's vehicle to commute between an employee's personal residence and an employer's work location as a taxable fringe benefit. This is commuting as defined in the Internal Revenue Code and HR18.

The recommended revision modifies section 18.10 to include this taxable fringe benefit in the definition of commuting and directs the allowable costs of commuting to be paid by the employer but subject to taxation to the employee.

This policy has been reviewed by the District's attorney. Human Resources Director Toni Carnell will be available to answer questions on the proposed revisions.

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

Recommended Action: Board motion to approve HR18 Travel 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	HR18 – Travel		
Approval Date	February 16, 1984	Revision Date	May 20, 2025 <u>July 17, 2025</u>
Related	Financial Management Procurement HR03 Compensation HR06 Employee Conduct HR15 Remote Work HR19 Vehicle Use & Safety		
Purpose	To define rules for reimbursement of employee, Trustee, and job applicants for the Spokane County Library District (District) Related Travel Costs.		
Scope	All District employees		

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

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

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

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

Policy:

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

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

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

Travel Expenses

Approved District Related Travel Costs shall be reimbursed as follows:

18.01 Mileage

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

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

18.02 Meals & Incidental Expenses

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

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

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

18.03 Transportation

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

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

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

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

Parking fees shall be reimbursed at actual cost.

18.04 Event Registration

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

18.05 Lodging

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

18.06 Receipts

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

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

18.07 Alternative Travel or Participation Methods

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

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

18.08 Returning Funds to District

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

18.09 Authorization

Employees:

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

Trustees:

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

Job Applicants:

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

18.10 Commuting Costs

Commuting Costs include mileage and transportation related costs of traveling between the employee or Trustee's residence and District facilities, District locations, or worksite(s), or otherwise not District Related Travel. These costs are considered personal costs and therefore not eligible for reimbursement. Employees authorized to garage a District-owned vehicle at their personal residence may be subject to imputed taxable income, which considers a certain portion of the vehicle use (namely commute) to be income for the purposes of income taxation. (HR19 – Vehicle Use and Safety, Internal Revenue Code § 1.61-21 Taxation of fringe benefits and § 1.62-2 Reimbursements and other expense allowance arrangements).

18.11 Definitions

Business Purpose

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

District Related Travel

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

District Related Travel Costs

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

18.12 Compliance with the Americans with Disabilities Act

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

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

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

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

Policy Title	HR18 – Travel		
Approval Date	February 16, 1984	Revision Date	July 17, 2025
Related	Financial Management Procurement HR03 Compensation HR06 Employee Conduct HR15 Remote Work HR19 Vehicle Use & Safety		
Purpose	To define rules for reimbursement of employee, Trustee, and job applicants for the Spokane County Library District (District) Related Travel Costs.		
Scope	All District employees		

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

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

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

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

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- On the first day of travel, the traveler will receive 75% of the daily rate for the location to which they travel.
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Supervisors should weigh the time involved with driving versus flying in addition to District Related Travel Costs. This will factor in the amount of time away from regular job duties, including the cost of having other staff cover the shift and overtime paid to the employee while in travel status. Supervisors should attempt to balance and minimize the time an employee is away from regular job duties, overtime incurred by the employee or other staff, with District Related Travel Costs.

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Employees:

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- Prior authorization is required for all other travel.

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Commuting Costs include mileage and transportation related costs of traveling between the employee or Trustee's residence and District facilities, District locations, or worksite(s), or otherwise not District Related Travel. These costs are considered personal costs and therefore not eligible for reimbursement. Employees authorized to garage a District-owned vehicle at their personal residence may be subject to imputed taxable income, which considers a certain portion of the vehicle use (namely commute) to be income for the purposes of income taxation. (HR19 – Vehicle Use and Safety, Internal Revenue Code § 1.61-21 Taxation of fringe benefits and § 1.62-2 Reimbursements and other expense allowance arrangements).

18.11 Definitions

Business Purpose

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

District Related Travel

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

District Related Travel Costs

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

18.12 Compliance with the Americans with Disabilities Act

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

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

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

PERSONNEL POLICY HR19 VEHICLE USE AND SAFETY**Background**

The purpose of this policy is to set forth the Spokane County Library District (District)'s policies for use of District vehicles and the use of personal vehicles on District business.

As part of the ongoing policy and procedure review process, the District became aware that activities associated with District-owned vehicles were not properly accounted for. The recommended update to HR19 accounts for changes in policy related to the District's decision to allow personal use of District-owned vehicles as required by the Internal Revenue Code including addressing the taxability of the fringe benefit to an employee for garaging a District-owned vehicle at their personal residence. At present, these circumstances only apply to the District's two facilities trucks.

The Internal Revenue Code provides for the use of an employer's vehicle to commute between an employee's personal residence and an employer's work location as a taxable fringe benefit. This is commuting as defined in the Internal Revenue Code and updates to HR18.

The major recommended revisions modify the following sections:

19.01 expands the requirements for the District's decision to assign a vehicle to an employee for 24-hour use, defines the acceptable use of District-owned vehicles related to personal use, and includes a reference to HR18 for the taxable fringe benefit for personal use of District-owned vehicles.

19.14 authorizes District-owned vehicles to be garaged at a location other than a District facility (including a secure and convenient location or at an employee's personal residence), and further clarifies the District is not responsible for personal property transported in a District-owned vehicle.

This policy has been reviewed by the District's attorney. Human Resources Director Toni Carnell will be available to answer questions on the proposed revisions.

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

Recommended Action: Board motion to approve HR19 Vehicle Use and Safety 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	HR19 – Vehicle Use & Safety		
Approval Date	05/21/2024 May 21, 2024	Revision Date	N/A July 17, 2025
Related Policies	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections <u>HR18 Travel</u>		
Related RCW	RCW 46.04 RCW 46.20 RCW 46.25 RCW 46.30 RCW 46.52 RCW 46.61		
Purpose	To set forth the Spokane County Library District (District)'s policies for use of District vehicles and the use of personal vehicles on District business.		
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 comply with the provisions of this policy will result in the suspension of driving privileges of District vehicles and for District business. Failure to comply may also result in discipline up to and including termination of employment.

Policy:

19.01 Use of District Vehicles

Use of District-owned vehicles is limited to activities directly related to District business.

The assignment of vehicles for 24-hour use will be made in writing by the responsible department director, and will only be considered for positions who require the vehicle for the ordinary and necessary discharge of their job functions. The authorization for 24-hour use shall be re-evaluated periodically but not less than whenever a position becomes vacant. Criteria which will be used in determination of eligibility for 24-hour vehicle use may include:

- Requirement for frequent emergency availability (subject to call-back per HR03.09);
- Emergency or other equipment contained in the vehicle; and/or
- No facility is available for garaging in a secure and convenient location.

Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops enroute to or from work, or while traveling between facilities, is allowed. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commute route for personal reasons. No employee may use a District-owned vehicle for out of state use without advance approval from the responsible department director. Transporting individuals who are not District employees in a District-owned vehicle is prohibited.

Employees authorized to use District-owned vehicles shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

Employees shall not use District-owned vehicles outside of the employee's scheduled work shift, except as otherwise expressly allowed herein.

See the Travel policy (HR18) for information regarding the taxability of personal use of District-owned vehicles.

19.02 Use of Personal Vehicles for District Business

Use of personal vehicles for District business is permitted. Eligible mileage reimbursement for personal vehicles is limited to activities directly related to District purposes. While using a personal vehicle for District business, minimum use of the vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops while traveling between facilities, is allowed, and mileage will be reimbursed as applicable.

Employees operating personal vehicles for District business shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

See the ~~Training &~~ Travel policy (HR18) for information regarding mileage reimbursement for use of personal vehicles operated for District business.

19.03 Loss of Authorization

Circumstances which may result in loss of an employee's authorization to operate a District-owned vehicle, or a personal vehicle for District business include, but are not limited to, the following:

- The employee is observed to be unfit to drive for health reasons.
- The employee is determined to have operated a vehicle while impaired by drugs, alcohol or any substance that could interfere with their ability to drive responsibly.
- The employee is determined to have operated a personal vehicle in a reckless, negligent, or careless manner while on District business.
- The employee has a history of failure to follow traffic regulations or of willfully disobeying District policy and/or procedure relating to the use of motor vehicles.
- The employee is determined to have operated a District-owned vehicle in a reckless, negligent, or careless manner.

19.04 Driver License Requirements

Employees who operate a District-owned vehicle or a personal vehicle for District business must have a current, valid driver license, must carry that while driving, and have a driving record with no more than three serious traffic violations as defined by WAC 308-100-130, as amended.

Employees who operate either a District-owned vehicle or a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any change in license status. Failure to report a change in license status may result in disciplinary action, up to and including termination.

If an employee who is expected to drive as a normal job activity loses their driver license, the employee shall notify their supervisor and the Human Resources Director immediately and shall not operate any vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not require driving for District business, and/or disciplinary actions up to and including termination are necessary due to the suspension or revocation of a driver license or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.05 Insurance Coverage Requirements

For District-owned vehicles, the District is responsible for ensuring that current insurance coverage is maintained. Employees assigned to operating District-owned vehicles are responsible for ensuring that proof of current insurance coverage is present in the vehicle before operating it.

Employees who operate a personal vehicle for District business must have proof of current insurance coverage with coverage amounts determined by the Executive Director to be sufficient, and must carry that while driving.

Employees who operate a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any lapse, suspension, or revocation in insurance coverage. Failure to report a lapse, suspension, or revocation in insurance coverage may result in disciplinary action, up to and including termination.

If an employee who is expected to operate a personal vehicle as a normal job activity has a lapse, suspension, or revocation in insurance, the employee shall notify their supervisor and the Human Resources Director immediately and shall not operate the vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not require driving for District business, and/or disciplinary actions up to and including termination are necessary due to the lapse, suspension, or revocation of insurance coverage or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole

discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.06 Infractions

Employees are personally responsible for any fines or penalties related to traffic violations while operating any vehicle for District business. Any such infractions shall be immediately reported by the employee to the employee's supervisor.

Employees who operate any vehicle for District business shall notify their supervisor and the Human Resources Director of any traffic violations incurred while on District business. Failure to report a traffic violation may result in disciplinary action, up to and including termination.

19.07 Use of mobile devices

The use of mobile devices, or other similar devices, while driving any vehicle for District business is prohibited, unless using hands-free technology in compliance with Washington state law.

19.08 Driving under the influence

An Employee shall not operate a District-owned vehicle or a personal vehicle for District business if the employee is under the influence of any substance or any condition which may impair their ability to operate the vehicle safely in any way. It is the responsibility of the employee to notify their supervisor of any possible impairment and refrain from operating any vehicle.

Operating any vehicle while under the influence of any substance or any condition which may impair ability to operate the vehicle safely while on District business, and/or failure to notify their supervisor of such possible impairment may result in disciplinary action, up to and including termination.

See HR06 Employee Conduct for additional information regarding use of controlled substances. (HR06.09)

19.09 Consumption of Food and Drink

No food or drink may be consumed while driving any vehicle for District business.

19.10 Smoking

Use of tobacco products, vaping or similar activities are not allowed inside of any District-owned vehicle, at any time.

19.11 Pre-Trip Inspection

Prior to the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. The vehicle shall not be driven if operational or safety problems are found. If a maintenance need arises during use of the vehicle, the employee shall report it to their supervisor and the Facilities Manager upon return, or, if the problem is significant, as soon as the vehicle is safely removed from the road.

19.12 Post-Trip Inspection

Following the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. If any problems, deficiencies or failures are identified, the vehicle shall not be further driven until all are resolved. Employees are expected to keep the interior and exterior of District-owned vehicles clean.

19.13 Accidents or Injuries

Any accident or injury occurring in a District-owned vehicle shall be reported immediately to the employee's supervisor and the Finance Director. Proper steps shall be taken as required by law and in accordance with established District guidelines. If the accident involves personal injury or damage to another vehicle or property, the employee shall contact emergency services at the scene as soon as possible.

The employee operating the vehicle at the time of the incident must complete the necessary accident report form. The Finance Director shall report any accident or injury occurring in a District-owned vehicle to the Executive Director as soon as practicable.

19.14 Securing District Vehicles

District-owned vehicles shall be parked in a secure manner at District facilities when not in use unless otherwise authorized by the responsible department director.- The responsible department director may authorize the District-owned vehicle to be garaged in a secure and convenient location or at the employee's personal residence in accordance with 19.01.

Upon termination of employment, ~~keys~~ shall be returned promptly in accordance with current procedure. Vehicle users are responsible for lost keys, including the cost of making replacement keys. Replacing or duplicating keys requires prior approval from the responsible department director.

~~Upon the recommendation of the responsible department director, the Executive Director shall determine if an employee is permitted to take home an assigned vehicle. This determination shall be based upon, but not limited to, the following criteria:~~

- ~~1. The employee must use the vehicle to respond directly to library business needs.~~
- ~~2. It is the most efficient method of operation in performing the services needed.~~

Employees using District-owned vehicles must take precautions to protect the vehicle from damage or theft by locking doors and windows as necessary. District-owned vehicles should contain only assigned items. The District is not responsible for the loss or damage of any personal property transported in a District-owned vehicle.

19.15 District Credit Cards

The use of District credit cards to purchase fuel is permitted only for District-owned vehicles. The employee shall submit receipts of all expenses charged on the credit card to the employee's Supervisor for approval.

Supervisors shall submit approval for all expenses charged on the credit card to ~~the Finance Office~~ for payment processing and record keeping.

19.16 Training

All employees will complete driver training from the District upon initial hire and annually thereafter. For employees assigned to Mobile Services, large vehicle practical training will also be required upon initial hire and annually thereafter.

19.17 Recordkeeping Required

Employees must keep records for miles driven in District-owned vehicles. Recordkeeping procedures shall be prescribed by ~~the Finance Office~~.

~~Records of training completed by employees will be kept in the District's Learning Management System (LMS).~~

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	HR19 – Vehicle Use & Safety		
Approval Date	May 21, 2024	Revision Date	July 17, 2025
Related Policies	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections HR18 Travel		
Related RCW	RCW 46.04 RCW 46.20 RCW 46.25 RCW 46.30 RCW 46.52 RCW 46.61		
Purpose	To set forth the Spokane County Library District (District)'s policies for use of District vehicles and the use of personal vehicles on District business.		
Scope	Applies to all District employees.		

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- Requirement for frequent emergency availability (subject to call-back per HR03.09)
- Emergency or other equipment contained in the vehicle; and/or
- No facility is available for garaging in a secure and convenient location.

Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops enroute to or from work, or while traveling between facilities, is allowed. The vehicle should be driven over the most direct route taking into

account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commute route for personal reasons. No employee may use a District-owned vehicle for out of state use without advance approval from the responsible department director. Transporting individuals who are not District employees in a District-owned vehicle is prohibited.

Employees authorized to use District-owned vehicles shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

Employees shall not use District-owned vehicles outside of the employee's scheduled work shift, except as otherwise expressly allowed herein.

See the Travel policy (HR18) for information regarding the taxability of personal use of District-owned vehicles.

19.02 Use of Personal Vehicles for District Business

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Employees operating personal vehicles for District business shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

See the Travel policy (HR18) for information regarding mileage reimbursement for use of personal vehicles operated for District business.

19.03 Loss of Authorization

Circumstances which may result in loss of an employee's authorization to operate a District-owned vehicle, or a personal vehicle for District business include, but are not limited to, the following:

- The employee is observed to be unfit to drive for health reasons.
- The employee is determined to have operated a vehicle while impaired by drugs, alcohol or any substance that could interfere with their ability to drive responsibly.
- The employee is determined to have operated a personal vehicle in a reckless, negligent, or careless manner while on District business.
- The employee has a history of failure to follow traffic regulations or of willfully disobeying District policy and/or procedure relating to the use of motor vehicles.
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Employees who operate either a District-owned vehicle or a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any change in license status.

Failure to report a change in license status may result in disciplinary action, up to and including termination.

If an employee who is expected to drive as a normal job activity loses their driver license, the employee shall notify their supervisor and the Human Resources Director immediately and shall not operate any vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not require driving for District business, and/or disciplinary actions up to and including termination are necessary due to the suspension or revocation of a driver license or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.05 Insurance Coverage Requirements

For District-owned vehicles, the District is responsible for ensuring that current insurance coverage is maintained. Employees assigned to operating District-owned vehicles are responsible for ensuring that proof of current insurance coverage is present in the vehicle before operating it.

Employees who operate a personal vehicle for District business must have proof of current insurance coverage with coverage amounts determined by the Executive Director to be sufficient and must carry that while driving.

Employees who operate a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any lapse, suspension, or revocation in insurance coverage. Failure to report a lapse, suspension, or revocation in insurance coverage may result in disciplinary action, up to and including termination.

If an employee who is expected to operate a personal vehicle as a normal job activity has a lapse, suspension, or revocation in insurance, the employee shall notify their supervisor and the Human Resources Director immediately and shall not operate the vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not require driving for District business, and/or disciplinary actions up to and including termination are necessary due to the lapse, suspension, or revocation of insurance coverage or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.06 Infractions

Employees are personally responsible for any fines or penalties related to traffic violations while operating any vehicle for District business. Any such infractions shall be immediately reported by the employee to the employee's supervisor.

Employees who operate any vehicle for District business shall notify their supervisor and the Human Resources Director of any traffic violations incurred while on District business. Failure to report a traffic violation may result in disciplinary action, up to and including termination.

19.07 Use of mobile devices

The use of mobile devices, or other similar devices, while driving any vehicle for District business is prohibited, unless using hands-free technology in compliance with Washington state law.

19.08 Driving under the influence

An Employee shall not operate a District-owned vehicle or a personal vehicle for District business if the employee is under the influence of any substance or any condition which may impair their ability to operate the vehicle safely in any way. It is the responsibility of the employee to notify their supervisor of any possible impairment and refrain from operating any vehicle.

Operating any vehicle while under the influence of any substance or any condition which may impair ability to operate the vehicle safely while on District business, and/or failure to notify their supervisor of such possible impairment may result in disciplinary action, up to and including termination.

See HR06 Employee Conduct for additional information regarding use of controlled substances. (HR06.09)

19.09 Consumption of Food and Drink

No food or drink may be consumed while driving any vehicle for District business.

19.10 Smoking

Use of tobacco products, vaping or similar activities are not allowed inside of any District-owned vehicle, at any time.

19.11 Pre-Trip Inspection

Prior to the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. The vehicle shall not be driven if operational or safety problems are found. If a maintenance need arises during use of the vehicle, the employee shall report it to their supervisor and the Facilities Manager upon return, or, if the problem is significant, as soon as the vehicle is safely removed from the road.

19.12 Post-Trip Inspection

Following the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. If any problems, deficiencies or failures are identified, the vehicle shall not be further

driven until all are resolved. Employees are expected to keep the interior and exterior of District-owned vehicles clean.

19.13 Accidents or Injuries

Any accident or injury occurring in a District-owned vehicle shall be reported immediately to the employee's supervisor and the Finance Director. Proper steps shall be taken as required by law and in accordance with established District guidelines. If the accident involves personal injury or damage to another vehicle or property, the employee shall contact emergency services at the scene as soon as possible.

The employee operating the vehicle at the time of the incident must complete the necessary accident report form. The Finance Director shall report any accident or injury occurring in a District-owned vehicle to the Executive Director as soon as practicable.

19.14 Securing District Vehicles

District-owned vehicles shall be parked in a secure manner at District facilities when not in use unless otherwise authorized by the responsible department director. The responsible department director may authorize the District-owned vehicle to be garaged in a secure and convenient location or at the employee's personal residence in accordance with 19.01.

Upon termination of employment, keys shall be returned promptly in accordance with current procedure. Vehicle users are responsible for lost keys, including the cost of making replacement keys. Replacing or duplicating keys requires prior approval from the responsible department director.

Employees using District-owned vehicles must take precautions to protect the vehicle from damage or theft by locking doors and windows as necessary. District-owned vehicles should contain only assigned items. The District is not responsible for the loss or damage of any personal property transported in a District-owned vehicle.

19.15 District Credit Cards

The use of District credit cards to purchase fuel is permitted only for District-owned vehicles. The employee shall submit receipts of all expenses charged on the credit card to the employee's Supervisor for approval.

Supervisors shall submit approval for all expenses charged on the credit card to Finance for payment processing and record keeping.

19.16 Training

All employees will complete driver training from the District upon initial hire and annually thereafter. For employees assigned to Mobile Services, large vehicle practical training will also be required upon initial hire and annually thereafter.

19.17 Recordkeeping Required

Employees must keep records for miles driven in District-owned vehicles. Recordkeeping procedures shall be prescribed by Finance.

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.

USE OF 3D PRINTING AND CUTTING EQUIPMENT POLICY

Background

The purpose of this policy is to provide guidelines for the use and administration of the Spokane County Library District (District) 3D printing and cutting equipment.

The recommended revision adds clarification that the use of the equipment may be limited to users that meet the definition of District Customers per the Customer Privileges and Responsibilities Policy, aligning with other policies where resources may be limited and District Customers may need to be prioritized.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

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

Recommended Action: Board motion to approve the Use of 3D Printing and Cutting Equipment 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	Use of 3D Printing and Cutting Equipment		
Approval Date	September 17, 2019	Revision Date	September 21, 2024 <u>July 15, 2025</u>
Reaffirmation Date	September 19, 2023		
Related Policies	Computer, Wireless Network, and Internet Use Confidentiality of Library Records <u>Customer Privileges and Responsibilities</u>		
Purpose	To provide guidelines for the use and administration of the Spokane County Library District (District) 3D printing and cutting equipment.		

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:

The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District employees: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District employees does not constitute knowledge, acknowledgment, or approval of any use of the resulting product. The District specifically disclaims any knowledge, acknowledgment, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

~~Library customers~~ Use of the printing and cutting equipment may be limited to users that meet the definition of a District Customer per the Customer Privileges and Responsibilities Policy, and to a

specific number of jobs based upon demand and resources, as determined by District employees. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

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	Use of 3D Printing and Cutting Equipment		
Approval Date	September 17, 2019	Revision Date	July 15, 2025
Related Policies	Computer, Wireless Network, and Internet Use Confidentiality of Library Records Customer Privileges and Responsibilities		
Purpose	To provide guidelines for the use and administration of the Spokane County Library District (District) 3D printing and cutting equipment.		

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.

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The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District employees: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District employees does not constitute knowledge, acknowledgment, or approval of any use of the resulting product. The District specifically disclaims any knowledge, acknowledgement, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

Use of the printing and cutting equipment may be limited to users that meet the definition of a District Customer per the Customer Privileges and Responsibilities Policy, and to a specific number of jobs based upon demand and resources, as determined by District employees. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or

cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

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.

EMERGENCY CLOSURE OF FACILITIES POLICY**Background**

The purpose of this policy is to provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

The key revisions are as follows:

- Reformatting of, and general clarifying updates to, the list of events that might require facility closure.
- The removal of the reference to school closures as an indicator of need for a potential closure to reflect that schools, as entities charged directly with the care of minor children, have different thresholds for closure decisions than public libraries, and therefore may not be applicable to the District's determination to close a facility.
- General updates to reflect preferred nomenclature.

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

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

Recommended Action: Board motion to approve the Emergency Closure of Facilities policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Policy Title	Emergency Closure of Facilities		
Approval Date	August 18, 1983	Revision Date	September 19, 2023 <u>July 15, 2025</u>
Purpose	To provide guidelines for the closure of Spokane County Library District (District) facilities due to emergency conditions		

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

The District may close some or all facilities when regular operations are disrupted due to events outside of the District's control. Such events include, but are not limited to:

- ~~Weather~~ weather-related emergencies
- ~~Natural or man-made~~ human-caused disasters,
- ~~long term loss~~ Failure of building infrastructure, such as heating, ventilation, and air conditioning (HVAC) systems, electricity, or other utility
- ~~a~~ declared public health emergency
- ~~and/or a~~ Any other event that inhibits the District's ability to conduct normal operations.

District facilities may be closed under any of the following emergency conditions:

- ~~3.1.~~ When weather and/or air quality conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
- ~~4.2.~~ When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, an evacuation order has been issued for the area, and/or government offices ~~and schools~~ in the community have been closed.
- ~~5.3.~~ When an individual building emergency exists, such as ~~loss of electrical power or other utility, heating/air conditioning system failure~~ failure of building infrastructure, or the existence of an unsafe and/or unhealthy working condition.
- ~~6.4.~~ Any other condition or event that may adversely affect the health and safety of District employees, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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	Emergency Closure of Facilities		
Approval Date	August 18, 1983	Revision Date	July 15, 2025
Purpose	To provide guidelines for the closure of Spokane County Library District (District) facilities due to emergency conditions		

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

The District may close some or all facilities when regular operations are disrupted due to events outside of the District's control. Such events include, but are not limited to:

- Weather-related emergencies
- Natural or human-caused disasters
- Failure of building infrastructure, such as heating, ventilation, and air conditioning (HVAC) systems, electricity, or other utility
- A declared public health emergency
- Any other event that inhibits the District's ability to conduct normal operations.

District facilities may be closed under any of the following emergency conditions:

1. When weather and/or air quality conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, an evacuation order has been issued for the area, and/or government offices in the community have been closed.
3. When an individual building emergency exists, such as failure of building infrastructure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District employees, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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

Following the conceptual overview of a levy lid lift and the process of putting one on a ballot from the June 2025 meeting, this month's overview will focus on elements the District would consider as part of the next steps towards a potential levy lid lift.

Executive Director Patrick Roewe will provide the overview and be available to answer questions.

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

OVERVIEW – AIRWAY HEIGHTS

Library Supervisor Lesa Arrison and Librarians Christie Onzay and Crystal Miller will provide an overview of the Airway Heights Library and how it serves the community.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST 2025 – OCTOBER 2025**August 19, 2025: CANCELLED****September 16, 2025: Moran Prairie – 4pm**

- Code of Conduct Policy: Approval Recommendation
- Personnel HR11 Workplace Safety (Accident Prevention Program) Policy: Approval Recommendation
- Potential Levy Lid Lift Election: Discussion (tentative)
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- HVAC Projects: Discussion; Potential Action (tentative)
- Board of Trustees Meeting Location Changes: Potential Action (tentative)
- Executive Session: Review the Performance of a Public Employee (RCW 42.30.110(1)(g))
- Overview: Otis Orchards (moved from August board meeting)
- Overview: Mobile Services and LINC

October 21, 2025: Argonne Library – 4pm

- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- HVAC Projects: Discussion; Potential Action (tentative)
- 2025 Budget:
 - Public Hearing on Authorized Revenue Sources
 - 2025 Preliminary Budget Presentation
 - Organized Memberships: Approval Recommendation
 - Board Direction to Staff

Special Meetings/Activities

- None

TRUSTEE REPORTS FOR JUNE 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.

JUNE 2025 DIRECTORS REPORT**Finance – Jason Link****General Fund**

The total general fund operating expenses before (48.15%) or after (49.35%) transfers remain well aligned with the total budget projected expenditure of 50.00%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There were two expenditures for engineering services and purchase of materials for the Argonne & Deer Park Library HVAC projects for June from the Capital Project Fund & one expenditure from the Debt Service Fund for payment on the State of Washington Local Program Debt.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities in June. Deer Park has been converted to all LED lighting. Grounds maintenance contractor and maintenance staff have also been completing maintenance on the Hastings and Conklin properties.

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.

Staff updates:**New hires:**

- Public Services Technician
- Public Services Associate
- Camp Counselor (3)

Promotions:

- Endpoint Administrator to Systems Administrator

Transfers:

- Public Services Associate

Voluntary Demotions

- N/A

Separations:

- Library Supervisor
- Public Services Technician
- Public Services Associate

- Systems Administrator

Communication & Development – Jane Baker**Communication**

Summer Reading postcards were mailed during the first week of June to 119,178 Spokane County households. The 6"x9" postcard promotes our summer reading challenge and programs for all ages.

In late June, the Communication Department sent emails to customers of the Deer Park Library notifying them of the change to curbside services during the library's closure due to HVAC system failure. Posts on the website, social media, and signage were also included to aid in the closure notification.

Development

The Development Department began meeting with a potential new sponsor with additional discussions to continue through the summer. Development is working to complete this year's paver engraving for late summer at Spokane Valley Library and is also creating a brochure to help share information about the Foundation. Department housekeeping tasks such as updating the foundation website and development procedures were also completed in June.

Operations – Doug Stumbough

For the month of June, a total of 83,477 physical items were borrowed by customers in the libraries, up from the 77,667 borrowed in May. The total number of customers visiting our libraries this month was 55,546, up from 54,851 in May.

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:

Librarians Corinne and Christie tabled at the Fire District 9 Wellness Fair. They had dozens of people come up and tell us how much they used and loved the library. They also promoted summer reading and when they returned to the North Spokane library, staff reported that several families came into the library the same day to sign up for summer reading and mentioned that they had visited our table at the Wellness Fair. Staff also reported they had several calls from people who had seen us at the Wellness Fair and had questions about the library.

A woman brought her four-year-old daughter into the Deer Park Library get a card one afternoon and learned about the snack program and Summer Reading. When the child started looking at the giveaway books, she asked Public Services Float Grace if there were any tractor books, because she just had a 'dream about tractors last night'. Thankfully, Grace spotted "Duck on a Tractor" and gave it to her. The little girl's mouth dropped, and she whispered, "Just like my dream!"

Public Services Associate Lydia had a long, but rewarding interaction with two customers at North Spokane that needed help with printing court-related documents from the computer and their phones. What started as a confusing and frustrating explanation about two different problems

ended with the older customer thanking her repeatedly and telling her “This is the best interaction I’ve had” and that it was “awesome” and “the bomb”

Public Services Manager Gwendolyn received this email from the Mead Outdoor School: “We wanted to reach out and share how thrilled we were to work with [Technology Instruction Specialist] Jeremy on podcasting at Mead Outdoor School. We had always been interested in learning how to produce a school podcast, and Jeremy’s experience paved the way for us! What once seemed like an impossible task is now a reality. Jeremy went above and beyond to support our school. He was willing to meet with us several times ahead of the workshop to discuss set-up and thoughtfully pre-plan the event. He even brought equipment, which made it possible for our students to dive right into the podcasting process without any barriers. Jeremy had incredible rapport with the students and was a wealth of information. He inspired our students as they recorded their first attempts at sharing our story, and he created a welcoming, engaging environment that made the process feel accessible and fun. This is just the beginning of our journey, and we would be thrilled to have more sessions so Jeremy could help us with the next steps in editing and publishing our podcasts. We’re also hopeful that this is the start of a broader partnership with the library—one where we can continue podcasting and also help promote the amazing work the library does for our school and the greater community. Thank you again for providing our community with such a valuable resource. We are truly grateful. Sincerely, Mead Outdoor School Students and Staff “

Librarian Crystal tabled at the Medical Lake Silver Cafe, and one of the attendees said that when Crystal had attended the cafe last fall, he learned that he gets 80 free pages of printing a week. He said he now visits the Medical Lake Library regularly and makes copies for his bowling league team. He said he was so glad that SCLD visits the Silver Cafe.

A Moran Prairie customer asked Library Supervisor Caitlin where copies of the financial periodical ValueLine were located. Caitlin told him physical version was no longer carried, but that we now offered ValueLine online. He was delighted with how easy the site was to use and the fact that he could access it from home. He said he had considered purchasing it, but it was too expensive. He was so appreciative of the online option that he wanted to make sure that our leadership knew. He was the 3rd or 4th person who has asked about our discontinued physical ValueLine only to be delighted upon learning about the online option. All of those inquiring were happy when they learned that they could access the same information from a computer and thought it was a great fiscal decision to drop the physical copy now that digital is available.

The Call Center received a call asking for help finding a book the customer had read years ago and wanted to read again. All she knew was that it was about a futuristic female aviator name Nix and her RIO (Radar Information Officer) Poe, that it was a young adult book, and the cover was gray with a badge. Customer Service Associate Catherine worked with Spokane Valley Librarian Katy, who was able to determine the title and confirm that it did have a gray cover and badge. The customer was ecstatic about their efforts when Catherine returned the call with the information, and to be able to place the book on hold.

Received this letter in the Moran Prairie customer comment box: "To Library Manager: First of all, let me note that I do not personally know any of your staff, but am writing this because I know

good customer service when I see and hear it. I was a patron at your library this past Sunday 6/22/2025 and was vividly impressed at the job your staff did in the short period of time you were open that day. I was working on the computer and ran into a problem which your staff was able to help me with on a quick basis. But I was just one person. As I walked around, I could see and hear the ongoing customer service your staff was giving to a variety of patrons of all ages. Some problems were computer-related, others were finding books and there were other questions they resolved. At one point when I went to get something from the printer all your staff was at the front desk with a line waiting to ask questions. From what I could see and hear, the staff was patient and understanding in fielding the array of questions...which of course is the key to exemplary customer service. So, congrats on having a good staff and I'm sure they will keep up the good work."

A Spokane Valley customer brought a thank you card to the 3D print team for their extra help creating costume pieces for her Astrid costume. She said that because of their help, she won a costume contest.

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 June:
 - **Audiobook checkouts:**
 - *The Tenant* by Freida McFadden (221)
 - *Caught Up* by Navessa Allen (208)
 - *The Women* by Kristin Hannah (150)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (138)
 - *The Women* by Kristin Hannah (115)
 - *Onyx Storm* by Rebecca Yarros (94)
 - **Audiobook holds** as of July 1:
 - *Great Big Beautiful Life* by Emily Henry (261)
 - *Sunrise on the Reaping* by Suzanne Collins (171)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (156)
 - **Ebook holds** as of July 1:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (279)
 - *Great Big Beautiful Life* by Emily Henry (232)
 - *So Far Gone* by Jess Walter (157)
- Popular **Adult Physical Book** titles June:
 - Checkouts:
 - *The Reformatory: A Novel* by Tananarive Due (68)
 - *The Tenant* by Freida McFadden (63)
 - *One Golden Summer* by Carley Fortune (47)
 - Holds:

- *So Far Gone: A Novel* by Jess Walter (58)
- *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (35)
- *The River is Waiting: A Novel* by Wally Lamb (34)

2025 Spokane Is Reading Title Announced

Spokane Is Reading announced its 2025 author and title selection on June 23. Author Tananarive Due will be in Spokane on October 23 to discuss her novel *The Reformatory* which received the 2023 Bram Stoker Award for Best Novel and was named a *New York Times* Notable Book. The two free author presentations on October 23 are at the Spokane Valley Library at 1:00pm and Spokane Public Library's Central Library at 7:00pm. Spokane Is Reading is a nonprofit organization comprised of representatives from Spokane County Library District, Spokane Public Library, and Auntie's Bookstore and has presented an annual one-book/one-community reading program to the greater Spokane area since 2002 to encourage reading by adults. *The Reformatory* was the District's most checked out adult physical book in June with 68 checkouts recorded. The title is available in physical and digital formats.

COLLECTION MONTHLY REPORT JUNE 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	26,959	27,809	-3%
Interlibrary Loan Total	3,509	3,752	-6%
Overdrive			
Total Checkouts	560,284	531,711	5%
Total Holds	205,759	190,246	8%
hoopla			
Total Checkouts	40,561	31,362	29%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	301,019	306,958	-2%
Nonprint	64,162	72,366	-11%
Overdrive	280,712	229,372	22%
Grand Total	645,893	608,696	6%

NOTES: PRINT = Books and Periodicals

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

OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe**HVAC failure at Deer Park Library**

Both condensers in the current HVAC system at Deer Park have failed. This has left the building without a cooling system. Operating hours have been reduced to curbside pickup in the morning. LINC is scheduled to make recurring visits also. Replacement parts have been ordered with an anticipated replacement by early September. In the meantime, the District is researching alternative cooling methods. I'll provide an up-to-date status report at the meeting.

Libraries serving as potential Community Resource Centers (CRC) in partnership with Avista

With wildfire season upon us, this is a reminder that we have signed an agreement with Avista in which Moran Prairie, Otis Orchards, and Spokane Valley are now designated to serve as Community Resource Centers (CRC) in the event of a planned Public Safe Power Shutoff (PSPS).

These libraries have been selected as CRCs for the Glenrose/Palouse/Latah (MP), Otis Orchards/East Farms (OT), and Ponderosa (SV) areas respectively, as those are the most likely areas in Avista's service area where a PSPS could occur, and these libraries are located in or near those areas.

Essentially, in the event of a PSPS impacting one of those areas, Avista would invite their customers affected by the PSPS to the library serving as a CRC. Avista will have staff on site to provide information regarding the PSPS, as well as provide water, snacks, and ice to their customers via a vendor truck parked on site.

The District's role is essentially to provide the library space for use, and to provide regular library services to customers, as we always do.

The District's specific role will be contingent on the particulars of a PSPS and what would be required as a site. In support of our communities, our role at present is to remain flexible and adaptable if and when a CRC gets activated at one of our libraries, and to do our best to make it work for Avista, the District, and most importantly, the public affected.

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).

Following up on the report of Q1 usage at North Spokane and Moran Prairie last month, we are able to pull usage data for Argonne, Otis Orchards, and Spokane Valley. Shared here is quarter one of 2025:

	Argonne (ACL2)	Argonne (ACL2)	Otis Orchards (ACL2)	Otis Orchards ACL2)	Spokane Valley (ACL2)	Spokane Valley (ACL2)
Q1 2025	Average of Charge Duration (min)	# of Sessions	Average of Charge Duration (min)	# of Sessions	Average of Charge Duration (min)	# of Sessions
January	177.88	14	479.70	6	129.22	95
February	179.69	16	533.71	12	135.71	94
March	161.33	15	465.40	10	175.81	136

Bites and Books Food Drive Final Numbers (Aileen Luppert)

Final numbers of the Bites & Books Food Drive in April have been tallied. The District collected 4,076 pounds of food generously donated by our customers. The District's partners in the food drive collection—USL Soccer, Liberty Lake Municipal Library, and Spokane Public Library—collected 2397 pounds, bringing the grand total to 6,473 pounds of food donated. Promotional support was graciously provided by KHQ. Second Harvest collected the food, which was redistributed by Second Harvest or local foodbanks in the communities the District serves.

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.

As part of the review process, we have also added 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.

OPERATIONS REPORT JUNE 2025

Doug Stumbough and Kristy Bateman

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

- 256 people attended 27 adult programs during June. 19 individuals logged into this month's online SCORE Workshop, *How to Start a Business* and 28 people observed our two Blacksmithing sessions.
- Development Manager Jill Nunemaker and I represented the District at the Greater Spokane Valley Chamber of Commerce's Annual Business Showcase. In addition to networking with the other vendors, Jill and I spoke with 105 attendees about library services and programs.
- I am pleased to share that we have the first graduates of our *Excel Adult High School* program! This program (which takes place completely online) allows students the opportunity to earn their high school diploma, and they have two years to complete their coursework. One student began her studies in January 2024 and the other started in January of this year. We began offering the program in September 2023. I am currently working with our graduates to decide on a date for a graduation ceremony and party which the Library Foundation of Spokane County will fund.

Youth Services (Mary Ellen Braks)

- We provided 66 storytimes this month with an attendance of 1,762.
- Mobile Services visited 19 childcare centers, providing 44 storytimes to 641 children and caregivers.
- We had 10 youth summer programs with 370 attendees. Programs included *Cupcakes for Tweens*, *Minecraft*, *Sock Animals*, *Perler Beads*, *Make Your Own Board Game*, *Bubblemania* and *Mario Kart*. The *Minecraft Crafts and Activities* program had the biggest attendance with 140 at Spokane Valley.
- We offered 31 *Lego Free Play* activities for families with an attendance of 119.
- This month we continued with school library tours and visits to talk about the *Summer Reading* program. Between LINC and the librarians, we had 26 programs with 1,401 in attendance.

Cross Disciplinary (Gwendolyn Haley)

- *Summer Reading* on Beanstack: 2,240 registered readers read 519,292 minutes.
- *Library of Things*: 40 items checked out 62 times, saving customers \$14,738.44.
- *Museum Passes*: 114 checkouts (representing up to 456 people) with an average savings to customers of \$4,629. June was the first month of passes for the *Inland Northwest Rail Museum*, which has proven to be popular, with 100% of available passes in June reserved.
- Online Authors Series: 211 people watched our June authors:
 - *Living the Otter Life* with Katherine Applegate (3rd-6th Grade)
 - *Explore Unexpected Twists and Turns* with Bestselling Author Lisa Jewell
 - *Extinctopedia "A Discovery of What We Have Lost, What is at Risk, and What to Do About It"* with Smithsonian Scientists

- The Studio and Lab had 11 customer appointments. Eight customers booked the Studio for use on their own.
- The first two sessions of *Camp Read-a-Rama* were full and held at the North Spokane Library.
- Programs also included *Making 3D Spinners* and *Exploring Nature Using Apps at Bear Lake Regional Park*.

Digital Projects and Resources (Carlie Hoffman)

- The work on adding catalog records for digital resources has been completed.
- All policies on the website were updated to the new format. The website was audited to find and replace any old links.

Information Technology (Patrick Hakes)

- Several pieces of core network equipment were updated.
- New staff computers were deployed at Airway Heights, Argonne, Cheney, Fairfield, Medical Lake, Moran Prairie, and Otis Orchards. The rest of the locations will have theirs replaced next month.

Mobile Services (Brianna Rukes)

- *Storytime in the Park* kicked off this month! We hosted storytimes at Edgecliff, Terrace View, and Valley Mission parks, reaching 19 kids and their parents. LINC was also present at each park to provide additional library services.
- We delivered bins of children's books to the *Summer Day Camp* hosted by Spokane Valley Parks.
- LINC also attended Founders Day at Medical Lake and Kids Day at the YMCA Valley location. Several visitors stopped by and participated in our summer programming, where they learned about Role-Playing Games and played with Legos. We welcomed 229 visitors at these events.
- Caroline, our Storytime Specialist, has also been delivering bins of children's books to daycares for the summer. The daycares have shared how much they value this service.

Library Reports**Airway Heights: Lesa Arrison**

- We had a successful *Touch a Fire Truck* Storytime with 60 in attendance.
- SCLD became an official member of the Airway Heights Kiwanis club, and Librarian Crystal Miller was at the first meeting this month.

Argonne: Stacy Mills

- We had ten people attend the program *Ping Pong Palooza*. The kids had fun decorating ping pong balls and making launchers for the games!
- Librarian Tammy created a monthly STEM Box Activity as a passive craft in the kids' area. This month's theme was tangram puzzles; kids enjoyed cutting out their own pieces to take home and shape with.

Cheney: Jonathan Melcher

- 20 students from Win Academy came in for a library tour, and several of the students signed up for *Summer Reading*.
- 60 children from Camp Caslo (Cheney Parks and Recreation program) came to the library and enjoyed playing *Book Bingo* and making friendship bracelets.
- A Cheney customer gave a nice review of the *Seed Library* and praised the District and the Cheney Library for this service: “I want to thank the entire library system for giving me this opportunity and pleasure. I am old, without a lot of money, and this seed program has made me learn so much, let me see monarch butterflies regularly on the sweet Williams, and just smile every time I look around. Please thank everyone who is involved in this program; thank you for the joy!”

Deer Park: Shannon McMinn

- The *Create Your Own Sock Animal* program had 26 people attend with everyone enjoying their time creating and using their imaginations to make stuffed animals.
- Several customers in the Deer Park area have expressed their appreciation to staff for the ability to use curbside pickup during the current closure.

Medical Lake: Kristy Bateman

- We had six people join us for the *Tree Identification Walk: Waterfront Park* where we learned from an educator from the Lands Council about the local trees and how the area is recovering from the fire damage of the Gray Fire. Attendees were able to ask advice about tree care on their personal property that was affected by the fire.
- Librarians Christie and Crystal were in the Founder’s Day parade; staff were able to talk to 193 attendees about library events and services. LINC was also at the event and visited with 108 people.

Moran Prairie and Fairfield: Caitlin Wheeler

- 24 customers learned basic blacksmithing and took home their own creation at a *Blacksmithing* event in partnership with Columbia Fire & Iron.
- Librarians Janet and Tammy attended Fairfield Flag Day and spoke to 123 people.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted displays of textiles from the Spokane Handweavers’ Guild and quilts provided by local business Sew Uniquely You.

Otis Orchards: Maggie Montreuil

- Librarian Tammy Henry did two programs with Otis Orchards Elementary.
- The ECEAP classroom visited the library and Tammy visited the 3rd and 4th graders to promote summer reading.
- Otis Orchards had its first Summer Reading event *Bubblemania* with 32 attendees.

Spokane Valley: Danielle Milton

- A beautiful wedding and reception were held in the Diane E. Zahand community room. The outdoor plaza was also utilized with additional seating and yard games for the duration of the event.

- 140 people attended our first summer reading program, *Minecraft Mashup Crafts & Activities*.

District-wide Information

Public Use Measures

June 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	149123	139805		7%
Door count	55546	58499	332991	-12%
Items Borrowed	212842	182687	1252637	-1%
• Airway Heights	2258	2151	13121	-10%
• Argonne	5412	6567	32506	-15%
• Cheney	5701	6873	34165	-13%
• Deer Park	5392	6774	34827	-10%
• Fairfield	649	729	2951	-18%
• Medical Lake	1664	2001	10845	-10%
• Mobile Services	1689	1772	12247	5%
• Moran Prairie	10776	11480	59671	-12%
• North Spokane	22110	23463	123518	-7%
• Otis Orchards	2553	2798	17641	2%
• Spokane Valley	25273	26370	144288	-8%
• Digital	102147	90866	603786	7%
• Totals	186537	209072	1094876	-1%
Programs				
• Number	263	281	1788	-3%
• Attendance	7115	7264	37593	6%
Internet Station Use (%)	32.5%	25.2%	29.6%	
Meeting room bookings	675	662	4906	6%

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.*

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Six Months Ended June 30, 2025

			Target 50.0%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,206,989	\$ 18,354,000	55.61%	\$ 8,147,011
CONTRACT CITIES - SPOKANE	55,340	111,000	49.86%	55,660
FINES & FEES	25,511	45,000	56.69%	19,489
GRANTS & DONATIONS	45,292	53,000	85.46%	7,708
E-RATE REIMBURSEMENTS	118,781	269,000	44.16%	150,219
LEASEHOLD & TIMBER TAX, REBATES, OTH	22,763	38,000	59.90%	15,237
INTEREST REVENUES	124,909	190,000	65.74%	65,091
TOTAL REVENUES	\$ 10,599,584	\$ 19,060,000	55.61%	\$ 8,460,416
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,599,584	\$ 19,060,000	55.61%	\$ 8,460,416
EXPENSES				
SALARIES	\$ 4,368,307	\$ 9,110,000	47.95%	\$ 4,741,693
FRINGE BENEFITS	1,480,708	3,257,000	45.46%	1,776,292
SUPPLIES	89,436	204,000	43.84%	114,564
UTILITIES	309,246	640,000	48.32%	330,754
SERVICES	719,973	1,519,000	47.40%	799,027
INSURANCE	103,044	106,000	97.21%	2,956
CAPITAL EQUIPMENT	31,755	220,000	14.43%	188,245
LIBRARY MATERIALS	1,125,663	2,285,000	49.26%	1,159,337
ELECTRONIC LIBRARY MATERIALS	175,316	300,000	58.44%	124,684
LIBRARY PROGRAMS	64,178	191,000	33.60%	126,822
DEBT SERVICE	246,022	264,000	93.19%	17,978
TOTAL EXPENSES	\$ 8,713,647	\$ 18,096,000	48.15%	\$ 9,382,353
TRANSFERS OUT	763,000	1,106,000	68.99%	343,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,476,647	\$ 19,202,000	49.35%	\$ 9,725,353
Net Excess of Revenues Over/(Under) Expenses	\$ 1,122,937	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	1,122,937			
ENDING CASH	<u>\$ 10,246,298</u>			

Number of months cash on hand 6.8