



September 10, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, September 16, 2025, at 4:00 p.m., at the Moran Prairie Library Public Meeting Room, 6004 S Regal St, Spokane, 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.

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

Spokane County
LIBRARY DISTRICT
509.893.8200

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400



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

Board of Trustees Regular Meeting

September 16, 2025 4:00 p.m.

Moran Prairie Library, 6004 S Regal St, Spokane, WA 99223

PRELIMINARY AGENDA

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

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

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PRESENTATION

[Washington State Auditor's Office: 2023-2024 Audit Exit Conference](#)

IV. PUBLIC COMMENT

V. ACTION ITEMS

A. Approval of [July 15, 2025 Regular Meeting Minutes](#)

B. Approval of [July 2025 Payment Vouchers](#)

C. Approval of [August 2025 Payment Vouchers](#)

D. Unfinished Business

1. [Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement](#): Update

2. [HVAC Projects](#): Update

E. New Business

1. [Argonne HVAC Systems Replacement Project](#): Contract Award Recommendation

2. Board of Trustees [Meeting Location Changes](#): Approval Recommendation

3. [Personnel Policies](#):

i. [HR02 – Hiring and Employment](#): Approval Recommendation

ii. [HR11 – Workplace Safety](#): Approval Recommendation

iii. [HR20 – Infants at Work \(IAW\) Program](#): Approval Recommendation

4. [Code of Conduct Policy](#): Approval Recommendation

5. [Trustee Reappointment Recommendation](#): Approval Recommendation
6. [Potential Levy Lid Lift Election](#): Discussion
7. [Overviews](#):
 - i. Otis Orchards Library
 - ii. Overview: Mobile Services and LINC

VI. DISCUSSION ITEMS, POSSIBLE ACTION

- A. [Future Board Meeting Agenda Items](#)

VII. REPORTS

- A. [Trustees](#)
- B. Executive Director
 1. [August](#)
 2. [September](#)
- C. Operations
 1. [August](#)
 2. [September](#)
- D. Fiscal
 1. [August](#)
 2. [September](#)

VIII. CLOSED SESSION

- A. [Planning the strategy or position to be taken during collective bargaining \(RCW 42.30.140\(4\)\)](#)

IX. EXECUTIVE SESSION

- A. [Review the Performance of a Public Employee \(RCW 42.30.110\(1\)\(g\)\)](#)

X. 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.

September 16, 2025

PRESENTATION: WASHINGTON STATE AUDITOR'S OFFICE: 2023-2024 AUDIT EXIT CONFERENCE

Background

The Washington State Auditor Office (SAO) has completed their regular biennial financial and accountability audit of the District for fiscal years 2023-2024.

Representatives of the SAO will facilitate the standard exit conference and be available to answer questions.

Recommended Action: This item is for information only, with no action required.

BOARD OF TRUSTEES MEETING MINUTES: July 15th, 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 Airway Heights Library, Tuesday, July 15, 2024 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Kristy Bateman (Operations Manager), Toni Carnell (Human Resources Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Crystal Miller (Librarian), Lesa Arrison (Library Supervisor), Christie Onzay (Librarian), and four (4) members of the public.

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:01pm.

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 IV) There was no public comment.

Approval of June 17 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the June 17th regular meeting minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

Approval of June 2025 Payment Vouchers (Item IV.B) Discussion ensued about costs of the state auditor and how the payments are split. Vice Chair Jon Klapp moved and Trustee Patti Stauffer seconded the approval of the June Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
June - GF	0063502 – 0063597 and W001719 – W001736	\$782,589.54
	PR06102025 and PR06252025	\$540,124.88
	Total	\$1,322,714.42
CPF	009764 Northcoast Electric Company	\$1,226.64
	009765 Integrus Architecture	\$30,495.42
	Total	\$31,722.06
DSF	6012025 State of Washington	\$963,000.00
	Total	\$963,000.00

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 a PowerPoint to the Board reviewing the history of the Airway Heights Interlocal Agreement Amendment. Discussion ensued about final action still pending at present, and potential options if the parcel split would not meet city ordinance requirements.

There was no further discussion.

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

Executive Director Roewe presented updates to the board about the HVAC projects at the Argonne and Deer Park Libraries. Updates included finalization of construction bid, continued work to limit disruption of services, and an update to the condenser failure at the Deer Park Library with potential repair options until the replacement project can begin in 2026.

There was no further discussion.

New Business
Personnel Policy: HR18 Travel
(Item IV.D.1)

Human Resources Director Toni Carnell presented changes to the HR18 Travel policy. Changes included District vehicles going home with maintenance staff due to storage costs and the employee workday starting when they reach their first location. Discussion ensued about impact to the employee and frequency of staff reporting of trips. Vice Chair Klapp moved and Trustee Clark seconded the approval of the HR18 Travel Policy.

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

New Business
Personnel Policy
HR19 Vehicle Use
and Safety
(Item IV.D.2)

Human Resources Director Carnell presented changes to the HR19 Vehicle Use and Safety. Changes included defining how District vehicles need to be garaged, how commuting in District vehicles should happen, and asserting vehicles are for District use only. Discussion ensued about how liability is covered and risks to the District.

Trustee Paull moved and Trustee Stauffer seconded the approval of the HR19 Vehicle Use & Safety Policy.

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

New Business
Use of 3D Printing
& Cutting
Equipment Policy
(Item IV.D.3)

Operations Director Doug Stumbough presented changes to the Use of 3D Printing & Cutting Equipment Policy. Changes included giving the District the ability to limit use of equipment to customers meeting the definition of a District resident if needed, and printers only being allowed to run during normally scheduled staff hours. Discussion ensued about non-residents receiving this information when signing up for a library card. Trustee Stauffer moved and Trustee Clark seconded the approval of the Use of 3D printing & Cutting Equipment.

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

New Business
Emergency Closure
of Facilities Policy
(Item IV.D.4)

Executive Director Roewe presented changes to the Emergency Closure of Facilities Policy to the Board. Changes included reformatting and general updates, as well as removing the reference to school closures due to false correlation between the reasons for school and library closures. Discussion ensued about most common causes of the District closing and how employees are compensated when an emergency closure occurs. Trustee Paull moved and Trustee Stauffer seconded the approval of the Emergency Closure of Facilities Policy.

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

New Business
Potential Levy Lid
Lift Election
(Item IV.D.5)

Executive Director Roewe showed a PowerPoint presentation to the Board reviewing levy lid lift information provided at the last meeting and new information including types of levy lid lifts, determining need and capacity, and informing the public. Discussion ensued about determining the timing the levy lid lift, where the District was in the planning process, and a review of next steps.

There was no further discussion.

New Business

Library Supervisor Lesa Arrison, Librarian Crystal Miller and Librarian Christie Onzay presented a PowerPoint of how the Airway Heights Library

Overview: Airway Heights Library (Item IV.D.6)

serves its community. Programs showed included Touch A Fire Truck Storytime, the Winter Festival, Silver Café, and TALK2 Healthy Choices Coalition. Discussion ensued about usage of the library by Fairchild Air Force Base residents.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions for the future board meeting agenda items. Discussion ensued about the August meeting being canceled, a potential need to change the location for meetings currently scheduled at the Argonne Library due to the HVAC project, and Jessica Hanson eligible for reappointment for a second term.

There was no further discussion.

Trustee Reports (Item VI.A)

Chair Hanson reported that the Balford Park movie night seemed to be a success and how she learned about it through the District social media. Discussion ensued about the potential to expand services during these movie nights.

There was no further discussion.

Executive Director Report (Item VI.B)

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that Resolution 25-02 approved at the last meeting has been recorded with the Spokane County Auditor. Discussion ensued about the Spokane Valley Library meadow maintenance, an upcoming change to how the electronic vehicle chargers can be utilized by customers, and a review of District libraries being community resource centers during planned power outages.

There was no further discussion.

Operations Report (Item VI.C)

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2025, with data for customer use measures, programming, and library activities. Discussion ensued about the Blacksmithing program.

There was no further discussion.

Fiscal Report (Item VI.D)

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

There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:33pm. The next Board Meeting is scheduled for Tuesday, September 16th at the Moran Prairie 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 July 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,322,180.10 for the general fund, \$114,692.29 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: July 31, 2025

SIGNED:  TITLE: Finance Director

SIGNED:  TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063598	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	430.21
0000063599	CENGAGE LEARNING INC	LIBRARY MATERIALS	625.35
0000063600	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	79.72
0000063601	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	729.75
0000063602	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063603	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,876.24
0000063604	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	3,385.00
0000063605	LEROY COLLINS LEON COUNTY PUBLIC LIBRARY	ILL SERVICES	28.95
0000063606	MARSH & MCLENNAN AGENCY, LLC	INSURANCE	788.00
0000063607	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	6,823.42
0000063608	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	225.00
0000063609	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	8,133.00
0000063610	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	17,429.11
0000063611	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,787.15
0000063612	PUBLIC SECTOR HR ASSOCIATION	ANNUAL DUES	420.00
0000063613	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	962.67
0000063614	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SC	1,565.68
0000063615	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	216.90
0000063616	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063617	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063618	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	472.67
0000063619	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	7,650.50
0000063620	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,349.46
0000063621	SUNBELT RENTALS INC	EQUIPMENT RENTAL	2,554.00
0000063622	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	6,005.00
0000063623	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,015.12
0000063624	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,969.41
0000063625	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,833.53
0000063626	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	332.09
0000063627	WITHERSPOON BRAUCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	5,140.50
0000063628	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063629	ABSCO Solutions	QUARTERLY ALARM MONITORING	975.17
0000063630	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,153.53
0000063631	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	60.00
0000063632	WENDY BARRERA	LIBRARY PROGRAMS	150.00
0000063633	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	827.39
0000063634	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	321.85
0000063635	CENGAGE LEARNING INC	LIBRARY MATERIALS	410.73
0000063636	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000063637	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	75.46
0000063638	CITY OF CHENEY PARKS & RECREATION	LIBRARY PROGRAMS	300.00
0000063639	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	393.03
0000063640	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	67.79
0000063641	DATA DEPOT	OFFICE/LIBRARY SUPPLIES	2,401.86
0000063642	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	19,798.05
0000063643	EDNETICS	TELEPHONE MANAGED VOICE SERVICES	2,209.75
0000063644	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063645	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	12,051.95
0000063646	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	5,633.63
0000063647	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,071.20
0000063648	MICROBIZ	INVENTORY MGMT SOFTWARE, ANNUAL SUPPORT	850.00
0000063649	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,989.39
0000063650	CATHERINE NG	LIBRARY PROGRAMS	825.00
0000063651	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	53,843.23
0000063652	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	75.00
0000063653	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	25,615.28
0000063654	PERFECTION TIRE #38 LLC	VEHICLE MAINTENANCE	3,807.73
0000063655	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	72.29
0000063656	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	215.02
0000063657	SUNBELT RENTALS INC	EQUIPMENT RENTAL	723.71
0000063658	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	116.90
0000063659	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,931.16



Agenda Item V.B

0000063660	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,592.37
0000063661	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	341.04
0000063662	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	198.89
0000063663	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	432.00
0000063664	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	3,686.90
0000063665	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	60.00
0000063666	AVISTA UTILITIES	MONTHLY UTILITIES	9,931.33
0000063667	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,240.32
0000063668	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	387.63
0000063669	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,396.89
0000063670	CONSOLIDATED IRRIGATION DIST19	WATER - OT	165.93
0000063671	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,321.00
0000063672	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	1,140.25
0000063673	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	960.73
0000063674	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	265.65
0000063675	COMIC BOOK SHOP	LIBRARY MATERIALS	578.48
0000063676	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,543.00
0000063677	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	363.22
0000063678	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	817.22
0000063679	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	70.00
0000063680	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	20,118.72
0000063681	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,001.81
0000063682	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,415.74
0000063683	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,722.67
0000063684	MOUNTAIN DOG SIGN COMPANY	VEHICLE MAINTENANCE	2,659.74
0000063685	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	48,226.00
0000063686	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063687	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	461.59
0000063688	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,393.60
0000063689	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000063690	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	860.10
0000063691	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	682.41
0000063692	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,985.41
W000001737	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	81,395.03
W000001738	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,319.84
W000001739	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001740	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,376.27
W000001741	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	3,108.64
W000001742	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	114,427.66
W000001743	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	108.91
W000001744	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	396.80
W000001745	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	83,109.44
W000001746	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,289.80
W000001747	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001748	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,830.35
W000001749	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	249.81
W000001750	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001751	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,769.62
	Total Non-Payroll General Operating Fund		\$ 802,736.16
	PAYROLL VOUCHERS		
07102025 PP13	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #13	\$ 257,871.80
07252025 PP14	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #14	261,572.14
	Total Payroll General Operating Fund		\$ 519,443.94
	TOTAL GENERAL OPERATING FUND		\$ 1,322,180.10
	CAPITAL PROJECTS FUND		
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009766	NORTHCOAST ELECTRIC COMPANY	RENOVATION - ARGONNE	28,238.37
0000009767	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE & DEER PARK	12,939.50
0000009768	AIR REPS, LLC	RENOVATION - ARGONNE	73,514.42
	TOTAL CAPITAL PROJECT FUND		\$ 114,692.29
	DEBT SERVICE FUND		
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL DEBT SERVICE FUND		\$ -

June 2025 / July 2025		
Paid in July 2025		
Voucher # 63660		
Card Category		Amount
General Purchases		\$ 5,382.87
Maintenance		\$ 3,769.71
Travel		\$ -
Acquisitions		\$ 1,708.56
Information Technology		\$ 1,575.89
Mobile Services		\$ 1,155.34
	General Fund Purchases	\$ 13,592.37
<u>Top Individual Charges</u>		
Home Depot	Building Maintenance	2,888.03
GoDaddy	Website Domain Registrations	1,099.96
Filterbuy.com	Building Maintenance	2,097.94

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 August 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,380,922.95 for the general fund, \$59,734.40 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: August 31, 2025

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063693	RVS NORTHWEST	VEHICLE MAINTENANCE - LINC	846.40
0000063694	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063695	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,789.42
0000063696	CENGAGE LEARNING INC	LIBRARY MATERIALS	12,947.21
0000063697	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	583.61
0000063698	CINTAS CORP	JANITORIAL SUPPLIES	1,454.19
0000063699	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	556.79
0000063700	EDNETICS	PROFESSIONAL SERVICES - NETWORK CONSULTING	5,466.39
0000063701	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063702	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	3,132.00
0000063703	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,903.49
0000063704	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,985.97
0000063705	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	64,444.68
0000063706	NETWRX CORPORATION	POLICYPAK SOFTWARE ANNUAL SUPPORT	5,384.93
0000063707	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	90.00
0000063708	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,107.91
0000063709	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	16,602.15
0000063710	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063711	ILL - SOUTHWEST PUBLIC LIBRARIES	ILL SERVICES	18.95
0000063712	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063713	SSO/FOX	LIBRARY PROGRAMS	2,187.00
0000063714	THE SPOKESMAN-REVIEW	ADVERTISING	701.70
0000063715	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	281.51
0000063716	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,477.13
0000063717	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	116.90
0000063718	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,833.76
0000063719	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	382.04
0000063720	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	3,415.50
0000063721	ABSCO Solutions	QUARTERLY ALARM MONITORING	97.85
0000063722	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	732.39
0000063723	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	774.57
0000063724	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	276.48
0000063725	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	764.91
0000063726	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000063727	CENGAGE LEARNING INC	LIBRARY MATERIALS	648.71
0000063728	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	57.34
0000063729	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	75.46
0000063730	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	983.84
0000063731	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	577.50
0000063732	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	2,530.86
0000063733	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063734	HAPPY LAUNDRY	OFFICE/LIBRARY SUPPLIES	57.40
0000063735	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,842.06
0000063736	LINN'S STAMP NEWS	LIBRARY MATERIALS	39.99
0000063737	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,032.69
0000063738	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	72.00
0000063739	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,245.90
0000063740	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	8,624.20
0000063741	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,566.83
0000063742	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	154.54
0000063743	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	289.82
0000063744	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	66.22
0000063745	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	82.00
0000063746	HAPPY LAUNDRY	OFFICE/LIBRARY SUPPLIES	88.49
0000063747	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	756.26
0000063748	JACKY'S ANTOJITOS COLOMBIANOS	LIBRARY PROGRAMS	230.00
0000063749	FRANCIS JEROME O'BRIEN	LIBRARY PROGRAMS	300.00
0000063750	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063751	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	726.70
0000063752	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
0000063753	MINUTEMAN PRESS	OFFICE/LIBRARY SUPPLIES	53.46
0000063754	STATE LIBRARY OF LOUISIANA	ILL SERVICES	44.50

0000063755	SUNBELT RENTALS INC	EQUIPMENT RENTAL	145.24
0000063756	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	85.28
0000063757	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,261.62
0000063758	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,688.10
0000063759	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	559.88
0000063760	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	2,394.69
0000063761	CENGAGE LEARNING INC	LIBRARY MATERIALS	777.62
0000063762	COMIC BOOK SHOP	LIBRARY MATERIALS	36.01
0000063763	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	24,287.22
0000063764	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,337.11
0000063765	NEW HORIZONS LEARNING, LLC	TRAINING & TRAVEL - IT WINDOWS SERVER	2,545.75
0000063766	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	35,323.78
0000063767	PBC GURU	LIBRARY SPEAKERS CONSORTIUM ANNUAL MEMBERSHIP	6,500.00
0000063768	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,362.40
0000063769	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	3,401.75
0000063770	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	961.00
0000063771	AVISTA UTILITIES	MONTHLY UTILITIES	9,390.41
0000063772	EDUARDO BORJAS	LIBRARY PROGRAMS	200.00
0000063773	CENGAGE LEARNING INC	LIBRARY MATERIALS	6,011.89
0000063774	CONSOLIDATED IRRIGATION DIST19	WATER - OT	229.28
0000063775	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	2,101.84
0000063776	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	1,317.26
0000063777	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,196.75
0000063778	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	248.16
0000063779	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,336.00
0000063780	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	422.92
0000063781	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,558.80
0000063782	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	119.21
0000063783	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	16,660.88
0000063784	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063785	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000063786	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	719.52
0000063787	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,985.41
0000063788	WICK ENTERPRISES, LLC	ADVERTISING	3,762.00
W000001752	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	91,303.59
W000001753	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,429.13
W000001754	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001755	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,088.92
W000001756	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	849.98
W000001757	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	116,222.03
W000001758	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	281.86
W000001759	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	215.51
W000001760	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	93,477.20
W000001761	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,328.12
W000001762	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,562.58
W000001763	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,124.54
W000001764	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	3,556.33
W000001765	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,017.28
W000001766	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00

Total Non-Payroll General Operating Fund \$ 817,121.09

PAYROLL VOUCHERS

08082025 PP15	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #15	\$ 287,354.88
08252025 PP16	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #16	276,446.98

Total Payroll General Operating Fund \$ 563,801.86

TOTAL GENERAL OPERATING FUND \$ 1,380,922.95

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009769	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE & DEER PARK	6,986.00
0000009770	NORTECH INC	RENOVATION - ARGONNE	52,535.34
	SPOKANE COUNTY BUILDING DEPT	RENOVATION - ARGONNE	213.06
TOTAL CAPITAL PROJECT FUND			\$ 59,734.40

DEBT SERVICE FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

July 2025 / August 2025
Paid in August 2025
63757

Card Category	Amount
General Purchases	\$ 7,749.10
Maintenance	\$ 4,338.13
Travel	\$ 1,117.12
Acquisitions	\$ 471.43
Information Technology	\$ 376.60
Mobile Services	\$ 1,209.24
General Fund Purchases	\$ 15,261.62

Top Individual Charges

Home Depot	Building Maintenance	2,032.07
OfficeSupply.com	Library Supplies	1,153.61

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 provided in August is that the BLA application has been submitted and approved.

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 was completed. The competitive solicitation to procure a contractor to complete the HVAC replacement project was released on August 8, 2025. The closing bids were due September 9, 2025. Included in the packet is an award recommendation to the contractor.

Procurement Updates:

- The electrical panel components have arrived.
- The chiller has arrived.
- The boiler has arrived.

Finance is working with Avista on possible energy rebates related to the project.

Deer Park

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

Procurement Updates:

- The chiller has been ordered, and we have an estimate on the shipping date of March 16, 2026.
- The boiler has been ordered and will be shipped near the estimated arrival time for the chiller.

Finance is working with Inland Power and Avista on potential energy rebates related to the project.

Questions

Executive Director Patrick Roewe and Finance Director Jason Link will be available to answer questions regarding the update.

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

AWARD CONTRACT: ARGONNE HVAC SYSTEMS REPLACEMENT**Background**

The District solicited proposals for the Argonne HVAC (Heating, Ventilation, and Air Conditioning) Systems Replacement Project.

This project primarily includes: Replacement of the existing chiller and chilled water pumps; Replacement of the existing boiler and hot water pumps; Revision of existing air handling units; Installation of new terminal units; Installation and/or replacement of motorized dampers; replacement in place of the building service panelboard, and replacement of electrical branch circuits serving the above listed mechanical equipment. Cutting, patching, and painting of interior and exterior components of the building as required to properly integrate and conceal the new work, and replacement of exterior door and frame.

Bid Solicitation and Results

A Request for Bids for the Argonne HVAC Systems Replacement Project for the District was issued August 8, 2025. The District published a legal notice as required, posted the solicitation document on the District's website, and posted the solicitation using the District's electronic bidding portal. All bids were due on September 9, 2025, with four bids received. The District determined that all four bidders meet the mandatory bidder responsibility criteria found in RCW 39.04.350. The bids were evaluated by the District, in consultation with the District's architect and engineer. The consensus recommendation was to award the contract to lowest responsible bidder, and the District issued notice of intent to award the contract to that bidder. The responsible bidder was McKinstry Co LLC.

The bid amount was \$989,680 for the 2025-01 Argonne HVAC Systems Replacement Project. The project cost does not include engineering costs, construction management costs, testing and balancing costs or the purchase of the electric panel board, chiller and boiler. These costs will be paid directly by the District to third-party contractors. This bid represents a ten percent increase from the engineer's estimate.

The District intends to enter into a contract for the Argonne HVAC Systems Replacement Project, based on the bid received.

McKinstry has included the following sub-contractors in their bid:

- HVAC – McKinstry
- Plumbing – Mackin & Little
- Electrical – McKinstry
- Energy Management Control Systems – Control Solutions Northwest
- Architecture – Rockin' DW Construction

McKinstry has been licensed in the State of Washington to perform these services for 19 years and worked with our architectural and engineering team on similar projects in the state, including other library HVAC systems replacement projects.

Pending contract award approval, staff will negotiate a contract with McKinstry Co LLC in accordance with the terms of the RFB and the pricing contained in the response.

Recommended Action: Motion to award the contract for Argonne HVAC Systems Replacement to McKinstry Co LLC and authorize the Executive Director to negotiate and sign the contract.

BOARD OF TRUSTEES MEETING LOCATION CHANGES**Background**

Due to the anticipated disruptions necessitated by the Argonne Library HVAC replacement project, staff recommend that the regular Board of Trustees meeting location for October 21, 2025, November 18, 2025, and December 16, 2025 be moved from the Argonne Library to the Spokane Valley Library. While staff do not anticipate an actual three-month disruption to building use, the timeline for the work on the project won't be finalized until the general contractor is on board and plans have been finalized. Out of an abundance of caution, staff recommend moving the meeting location for these three months in order to provide sufficient notice to the public and allow ample time for both anticipated and unanticipated disruptions to building access during the course of the project.

Recommended Action: Motion to approve changing the meeting location for October 21, 2025, November 18, 2025, and December 16, 2025 regular Board of Trustees meetings from the Argonne Library to the Spokane Valley Library.

PERSONNEL POLICIES: HR02 HIRING AND EMPLOYMENT, HR11 WORKPLACE SAFETY, HR20 INFANTS AT WORK**Background**

The Personnel Policies of the Spokane County Library District (District) implement and clarify the rights, obligations, conditions, and benefits of employment with the District. These policies are typically reviewed on a biennial basis following an established schedule and presented to the Board of Trustees twice a year. For September 2025, revisions to two of the District's 19 current personnel policies, and the introduction of a new policy, are recommended.

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

HR02 Hiring and Employment:

- Adjustments to timelines and some language changes required to bring the policy into compliance with recent changes to RCW 49.12.240-250.

HR11 Workplace Safety (Accident Prevention Program):

- Updates regarding the Safety Committee in order to bring it into compliance with WAC 296-800-13020 regarding the Safety Committee
- Updates based on the Department of Labor and Industries Accident Prevention Program model, and to reflect the move of language from the Safety Manual into policy statement.

HR20 Infants at Work:

- This new policy is being introduced following a review of non-health benefits provided by other public agencies in Washington State. Following that review, staff determined that adding this benefit would be valuable, given the changing demographics of District employees.
- This new policy allows eligible employees who are new parents or legal guardians to bring their infant(s) to work with them from the age of 6 weeks to 6 months. This supports parent and infant bonding, assists parents maintaining a work life balance, and creates more flexibility for a parent to work in lieu of taking leave.

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

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

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

Recommended Actions:

- 1.) Board motion to approve Policy HR02 Hiring and Employment as revised.
- 2.) Board motion to approve Policy HR11 Workplace Safety as revised.
- 3.) Board motion to approve the new Policy HR20 Infants at Work.

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

Policy Title	HR02 – Hiring and Employment		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	N/A RCW 49.12.240-250 RCW 43.43.830-845		
Purpose	To set forth the Spokane County Library District’s (District) policies for hiring and employment.		
Scope	All District employees		

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

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

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

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

Policy:

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

2.01 Nature of Employment

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

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

2.02 Secondary Employment

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

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent,

incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

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

2.03 Authorization to Work in the United States

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

2.04 Hire Reporting Requirements

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

2.05 Background, Credit, and Driver's Record Checks

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

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

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

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

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

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

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

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment

- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

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

2.06 ~~Access to~~ Personnel Files

For the purposes of this section, “former employee” means a person who separated from the employer-District withing three (3) years of the date of the person’s request. (RCW 49.12.250 (4))

For each employee, a file containing documents related to their employment with the District shall be maintained. Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

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

Per RCW 49.12.240, an employee may request to inspect any or all of their own personnel files.

An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources ~~staff member~~ or designee present. Human Resources will coordinate with the employee for this review to happen within ~~ten-twenty-one (1021)~~ calendar days of the request ~~unless good cause is shown that more time is needed.~~

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

An employee, former employee, or their designee may request photocopies of their personnel file contents per RCW 49.12.250, from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ~~ten-twenty-one (1021)~~ business-calendar days, ~~under most circumstances. There may be a reasonable charge for photocopies.~~

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

An employee may annually petition that the District review all information in the employee's personnel file. The District shall determine if there is any irrelevant or erroneous information in the file, and shall remove all such information from the file. If an employee does not agree with the District's determination, the employee may request to have placed in their personnel file a statement containing their rebuttal or correction. Nothing in this subsection prevents the District from removing information more frequently.

A former employee shall retain the right of rebuttal or correction for a period not to exceed two years.

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

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

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

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

2.07 Employment Verifications/Reference Checks

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

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

The District shall, within 21 calendar days of receiving a written request from a former employee or their designee, furnish a signed written statement to the former employee or their designee stating the effective date of discharge, whether the employer had a reason for the discharge, and if so, the reasons. (RCW 49.12.250(1)(b))

2.08 Government and Other Official Inquiries and Public Records Act Requests

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

2.09 Introductory Period

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

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

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

2.10 Trial Service Period

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended or waived by the Human Resources Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District. If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

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

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

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

2.13 Transfers

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

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

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

2.14 Demotions

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

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is

involuntarily demoted shall retain regular employment status and may be required to serve a Trial Service period.

2.15 Employment of Immediate Family Members

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

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

2.16 Notice of Resignation

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

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

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

2.17 Reduction in Workforce

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

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

2.18 Performance Evaluation

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

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

2.19 Meeting Representative

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

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

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

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

Policy Title	HR02 – Hiring and Employment		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	RCW 49.12.240-250 RCW 43.43.830-845		
Purpose	To set forth the Spokane County Library District’s (District) policies for hiring and employment.		
Scope	All District employees		

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

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

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

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

Policy:

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

2.01 Nature of Employment

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

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

2.02 Secondary Employment

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

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

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

2.03 Authorization to Work in the United States

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

2.04 Hire Reporting Requirements

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

2.05 Background, Credit, and Driver's Record Checks

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

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

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

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

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

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

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

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling

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

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

2.06 Personnel Files

For the purposes of this section, “former employee” means a person who separated from the District within three (3) years of the date of the person’s request. (RCW 49.12.250 (4))

For each employee, a file containing documents related to their employment with the District shall be maintained. Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

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

Per RCW 49.12.240, an employee may request to inspect any or all of their own personnel files. An employee may request to examine their personnel file at the Administrative offices during regular office hours with Human Resources or designee present. Human Resources will coordinate with the employee for this review to happen within twenty-one (21) calendar days of the request.

An employee, former employee, or their designee may request photocopies of their personnel file contents per RCW 49.12.250,. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within twenty-one (21) calendar days.

An employee may annually petition that the District review all information in the employee's personnel file. The District shall determine if there is any irrelevant or erroneous information in the file, and shall remove all such information from the file. If an employee does not agree with the District's determination, the employee may request to have placed in their personnel file a statement containing their rebuttal or correction. Nothing in this subsection prevents the District from removing information more frequently.

A former employee shall retain the right of rebuttal or correction for a period not to exceed two years.

All records containing Protected Health Information (PHI and the results of an employee's background, driver's and/or credit check, will be kept in a separate and confidential file.

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

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

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

2.07 Employment Verifications/Reference Checks

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

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

The District shall, within 21 calendar days of receiving a written request from a former employee or their designee, furnish a signed written statement to the former employee or their designee stating the effective date of discharge, whether the employer had a reason for the discharge, and if so, the reasons. (RCW 49.12.250(1)(b))

2.08 Government and Other Official Inquiries and Public Records Act Requests

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

2.09 Introductory Period

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

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

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

2.10 Trial Service Period

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended or waived by the Human Resources Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District. If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

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

2.11 Acting Appointment

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

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

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

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

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

2.12 Temporary Employment

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

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

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

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

2.13 Transfers

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

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

- When one party would have authority to supervise, promote, terminate, or discipline the other.
- When one party would handle confidential material regarding the other that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other, or

- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

2.16 Notice of Resignation

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

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

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

2.17 Reduction in Workforce

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

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

2.18 Performance Evaluation

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

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

2.19 Meeting Representative

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

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

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

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

Policy Title	HR11 – Workplace Safety <u>(Accident Prevention Program)</u> —		
Approval Date	January 1, 1982 <u>201.01.1982</u>	Revision Date	September 17, 2024 <u>07.15.2025</u>
Related	<u>WAC 296-800-13020</u>		
Purpose	To set forth the Spokane County Library District’s (District) policies for workplace safety <u>and accident prevention</u> .		
Scope	Applies to all District employees, <u>Trustees</u> , and volunteers.		

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.

Background

The District recognizes the importance of providing a safe work environment as free as practicable from recognized health and safety hazards and in compliance with all applicable federal, state, and local health and safety regulations. The Human Resources Director will serve as the District’s Safety Officer who, working with the Safety Committee, is responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions and safe working practices.

In addition, the District may investigate workplace practices or conditions that have caused, or may cause personal injury or property damage, and recommend corrective or preventive measures.

Employee safety depends on the safety consciousness of everyone. Everyone covered by this policy is responsible for following District safety guidelines and procedures. Attitude and action toward workplace safety and health should be proactive.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District’s safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District’s safety protocols.

Policy:

~~Spokane County Library District (the District) will comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards.~~

~~The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.~~

~~Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.~~

~~Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.~~

~~The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.~~

~~Additional information can be found in the District Safety Manual.~~

11.01 General Safety Rules

Safety rules and regulations are established to protect people and property from injury or damage. There is no substitute for the use of common sense and good judgment when it comes to safety.

All employees are expected to actively participate in safety activities such as fire drills.

Employees may not engage or participate in any unsafe behavior that might result in injury, illness, or property damage. They are to use the right tools and equipment for their intended purpose and are not to remove or disable any safety device. Deliberate mishandling of tools, equipment, or property is prohibited.

Work areas will be kept clean, neat, and free of recognizable hazards, with exit paths kept clear. Old, outdated equipment and supplies no longer in use should be disposed of appropriately and promptly.

~~and~~ When lifting or moving items, evaluate the load and path first and use hand trucks or carts whenever possible. If the item is too heavy, large, or awkward to lift or the path of movement is confined or has obstacles, get help.

Before using a ladder or step stool, employees should select the right ladder or step stool for the job, inspect the ladder or step stool for damage or operational efficiency before use. Always check that the ladder or step stool is fully open and the spreaders are locked, and any casters are locked before use. The working load for any ladder or step stool is not to be exceeded.

11.02 Safety Orientation

The purpose of the safety orientation is to provide basic safety training for new employees, and to ensure that job instruction includes applicable safety instruction.

When new or transferred employees start their assignment, supervisors will discuss the items covered in this policy and related procedures.

Supervisors should ensure that all employees receive applicable safety instruction for every task they are assigned. Supervisors are expected to monitor job performance to ensure that work is done safely.

11.03 Safety Committee (WAC 296-800-13020)

The purpose of the safety committee is to assist in the detection and elimination of unsafe work conditions and practices. The safety committee provides a means and opportunity to freely discuss accidents and preventative measures.

The safety committee will typically meet quarterly, with the agenda posted for all staff to review prior to the meeting and minutes posted within 10 business days following the meeting. Minutes will be retained for one year.

The safety committee will consist of the following positions:

- Facilities Manager
- Finance Director
- Human Resources Director
- Operations Manager
- Four (4) employee-elected members who will serve on the committee for a term of one (1) year. If there is a vacancy from the employee-elected members, a new member must be elected by employees prior to the next scheduled meeting.

A chair will be selected and serve either a regular or rotational term, as determined by the committee.

The safety committee is tasked with the following responsibilities:

- Review safety and health inspection reports to help correct safety hazards. Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Record the meetings by:
 - Preparing minutes from each safety committee meeting that-
 - Document meeting attendance.
 - Document subjects discussed.
 - Preserving the minutes for one year.
 - Making the minutes available for review by safety and health consultation personnel of the Department Of Labor and Industries.

11.04

~~11.01~~ Accident Reporting

Injuries or illness that occur while performing job duties at any work location will be reported promptly by notifying the immediate supervisor and completing an accident report. The report will be submitted and the supervisor notified no later than 24 hours following the injury or illness. ~~In~~ ~~a~~ ~~case~~ ~~of~~ ~~an~~ ~~accident~~ ~~occurring~~ ~~on~~ ~~District~~ ~~owned~~ ~~or~~ ~~operated~~ ~~property~~, ~~or~~ ~~while~~ ~~traveling~~ ~~on~~ ~~library~~ ~~business~~, which results in personal injury or illness, regardless of the nature or severity of the injury or illness, the employee must promptly (within 24 hours) notify their immediate supervisor and complete the District's Accident Report form.

11.02-05 Facility Inspection & Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the ~~appropriate assigned~~ manager/supervisor along with the Facilities Manager and/or Facilities Specialist ~~on a continuous basis~~ regularly. The purpose of the inspection is to identify and correct any ~~real existing~~ or potential problems that may impact the safety and well-being of District ~~staff employees, library~~ customers, and visitors.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually.

Fire drills are ~~also~~ to be conducted at least annually quarterly in each District-operated facility to ensure ~~staff employees~~ are fully able to carry out the facility's evacuation plan.

Evacuation plans and maps are posted throughout each District facility. They show the location of exits, fire extinguishers, and where to assemble outside

11.03-06 Hazardous Materials ~~Communication Program Policy~~ Hazardous Chemicals

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing ~~general cleaning or landscaping~~ services to the District, the District will provide the associated Material Safety Data Sheets upon request.

Material Safety Data Sheets for hazardous chemicals used by District employees ~~or~~ in the course of building maintenance activities will be maintained by the Facilities Manager on the Safety and Health staff site. ~~the District will maintain the appropriate Material Safety Data Sheets.~~

Hazardous Materials

A current list of hazardous materials used by the District will be maintained on Material Safety Data Sheets. Hazardous materials will be appropriately labeled.

Material Safety Data Sheets for hazardous materials used by District staff in the course of District activities will be maintained by the Facilities Manager on the Safety and Health staff site.

11.0407 Weapons in the Workplace

To assure a safe environment for employees, customers, and other visitors, the District prohibits employees or volunteers from wearing, transporting, storing, or otherwise possessing firearms or other deadly, dangerous, or assault weapons while present on District property, and/or performing job-related functions. Weapons also include other items capable of causing death or ~~producing~~ substantial bodily harm. Any employee or volunteer in possession of a firearm or other deadly, dangerous or assault weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

11.08 What to do in an emergency

Employee and customer safety comes first.

When responding to any emergency situation, the District's paramount expectation is that employees consider their own safety and security first. Employees are NOT expected to put themselves in unsafe or potentially unsafe situations.

Potential Medical Emergencies

When responding to a potential medical emergency, the District's expectation is that staff call 911, keep the area clear, and wait for first responders. Staff are not expected to provide first aid of any kind, nor are they required to find someone with the training to be able to respond prior to the arrival of first responders.

Typically, at least two employees should respond:

- One employee takes the power-out phone (or at their own discretion a personal cell phone) and goes to the customer or employee to assess the situation
 - if a potential medical emergency exists, dial 911.
 - Dispatchers may offer instruction in providing aid, but they have no authority to compel District employees to do so, and there is no expectation that staff are trained or able to provide aid. Employees can tell the dispatcher that they are not trained to do so or are not willing to do so. The dispatcher may give employees further instructions or directions. Ultimately, it is an individual decision to follow those instructions or not, and the District supports employees in making that determination for themselves.
- The other employee takes the Bloodborne Pathogens (BBP) and First-Aid go bags to the location of the potential medical emergency

The customer or employee experiencing the medical emergency should not be asked if they want to request that emergency services be called. If a responding employee determines there to be a potential or actual medical emergency, they should call 911 in order to have trained first responders assess the situation. The individual experiencing the medical emergency can then work with first responders to determine next steps.

In no instance should an employee transport another employee or a customer to a medical facility, to their residence, or to any other location following a medical emergency. If emergency services were not called, or the individual declines assistance directly with first responders, that individual must make arrangements to be transported if they are not able to drive themselves.

Fire Emergency

If there is a fire and any automated fire systems have not yet deployed, pull the manual fire alarm switch, tell another person immediately and call 911. Using the facility's evacuation map and plan, work quickly and safely to evacuate customers and employees to the designated assembly point. At the assembly point, Person in Charge (PIC) should account for all staff working at that facility.

When it is safe to do so, notify the Executive Director and Operations Directors.

Earthquake

If an employee is inside a building, the employee should drop under a desk or table, cover their head and hold on. When the shaking stops, supervisors are to begin evacuation of the facility to the designated assembly area.

If the employee is outside, the employee should stand away from buildings, trees, telephone lines, and electric lines.

If the employee is on the road, drive away from under/overpasses and stop in a safe area. Stay in the vehicle.

Active Shooter

The employee should quickly determine the most reasonable way to protect their own life. Customers are likely to follow the lead of employees and supervisors during an active shooter situation.

- 1) Evacuate. If there is an accessible escape path, attempt to evacuate the premises.
- 2) Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to look or search.
- 3) Take action against the shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Bomb Threat

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Follow these steps:

- Remain calm.
- Notify authorities immediately:
- Notify the Person in Charge (PIC) or follow standard operating procedure.
- Call 911 or local law enforcement.
- Refer to the Bomb Threat Checklist

Suspicious Item

If an employee sees something that is suspicious, out of place, or doesn't look right, say something. A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally speaking, anything that is Hidden, Obviously suspicious, and not Typical (HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

In the event a suspicious item is found DO NOT TOUCH OR MOVE THE ITEM, clear the area, and call 911 from a location away from the suspicious item.

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	HR11 – Workplace Safety (Accident Prevention Program)		
Approval Date	01.01.1982	Revision Date	07.15.2025
Related	WAC 296-800-13020		
Purpose	To set forth the Spokane County Library District’s (District) policies for workplace safety and accident prevention.		
Scope	Applies to all District employees, Trustees, and volunteers.		

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.

Background

The District recognizes the importance of providing a safe work environment as free as practicable from recognized health and safety hazards and compliance with all applicable federal, state, and local health and safety regulations. The Human Resources Director will serve as the District’s Safety Officer who, working with the Safety Committee, is responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions and safe working practices.

In addition, the District may investigate workplace practices or conditions that have caused, or may cause, personal injury or property damage, and recommend corrective or preventive measures.

Employee safety depends on the safety consciousness of everyone. Everyone covered by this policy is responsible for following District safety guidelines and procedures. Attitude and action toward workplace safety and health should be proactive.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District’s safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District’s safety protocols.

Policy:

11.01 General Safety Rules

Safety rules and regulations are established to protect people and property from injury or damage. There is no substitute for the use of common sense and good judgment when it comes to safety.

All employees are expected to actively participate in safety activities such as fire drills.

Employees may not engage or participate in any unsafe behavior that might result in injury, illness, or property damage. They are to use the right tools and equipment for their intended purpose and are not to remove or disable any safety device. Deliberate mishandling of tools, equipment, or property is prohibited.

Work areas will be kept clean, neat, and free of recognizable hazards, with exit paths kept clear. Old, outdated equipment and supplies no longer in use should be disposed of appropriately and promptly.

When lifting or moving items, evaluate the load and path first and use hand trucks or carts whenever possible. If the item is too heavy, large, or awkward to lift or the path of movement is confined or has obstacles, get help.

Before using a ladder or step stool, employees should select the right ladder or step stool for the job, inspect the ladder or step stool for damage or operational efficiency before use. Always check that the ladder or step stool is fully open and the spreaders are locked, and any casters are locked before use. The working load for any ladder or step stool is not to be exceeded.

11.02 Safety Orientation

The purpose of the safety orientation is to provide basic safety training for new employees, and to ensure that job instruction includes applicable safety instruction.

When new or transferred employees start their assignment, supervisors will discuss the items covered in this policy and related procedures.

Supervisors should ensure that all employees receive applicable safety instruction for every task they are assigned. Supervisors are expected to monitor job performance to ensure that work is done safely.

11.03 Safety Committee (WAC 296-800-13020)

The purpose of the safety committee is to assist in the detection and elimination of unsafe work conditions and practices. The safety committee provides a means and opportunity to freely discuss accidents and preventative measures.

The safety committee will typically meet quarterly, with the agenda posted for all staff to review prior to the meeting and minutes posted within 10 business days following the meeting. Minutes will be retained for one year.

The safety committee will consist of the following positions:

- Facilities Manager
- Finance Director
- Human Resources Director
- Operations Manager
- Four (4) employee-elected members who will serve on the committee for a term of one (1) year. If there is a vacancy from the employee-elected members, a new member must be elected by employees prior to the next scheduled meeting.

A chair will be selected and serve either a regular or rotational term, as determined by the committee.

The safety committee is tasked with the following responsibilities:

- Review safety and health inspection reports to help correct safety hazards. Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Record the meetings by:
 - Preparing minutes from each safety committee meeting that:
 - Document meeting attendance.
 - Document subjects discussed.
 - Preserving the minutes for one year.
 - Making the minutes available for review by safety and health consultation personnel of the Department Of Labor and Industries.

11.04 Accident Reporting

Injuries or illness that occur while performing job duties at any work location will be reported promptly by notifying the immediate supervisor and completing an accident report. The report will be submitted and the supervisor notified no later than 24 hours following the injury or illness.

11.05 Facility Inspection & Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the assigned manager/supervisor along with the Facilities Manager and/or Facilities Specialist regularly. The purpose of the inspection is to identify and correct any existing or potential problems that may impact the safety and well-being of District employees, customers, and visitors. Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are to be conducted at least quarterly in each District-operated facility to ensure employees are fully able to carry out the facility's evacuation plan.

Evacuation plans and maps are posted throughout each District facility. They show the location of exits, fire extinguishers, and where to assemble outside

11.06 Hazardous Materials

Hazardous Chemicals

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing services to the District, the District will provide the associated Material Safety Data Sheets upon request.

Material Safety Data Sheets for hazardous chemicals used by District employees in the course of building maintenance activities will be maintained by the Facilities Manager on the Safety and Health staff site.

Hazardous Materials

A current list of hazardous materials used by the District will be maintained on Material Safety Data Sheets. Hazardous materials will be appropriately labeled.

Material Safety Data Sheets for hazardous materials used by District staff in the course of District activities will be maintained by the Facilities Manager on the Safety and Health staff site.

11.07 Weapons in the Workplace

To assure a safe environment for employees, customers, and other visitors, the District prohibits employees or volunteers from wearing, transporting, storing, or otherwise possessing firearms or other deadly, dangerous, or assault weapons while present on District property, and/or performing job-related functions. Weapons also include other items capable of causing death or substantial bodily harm. Any employee or volunteer in possession of a firearm or other deadly, dangerous or assault weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

11.08 What to do in an emergency

Employee and customer safety comes first.

When responding to any emergency situation, the District's paramount expectation is that staff consider their own safety and security first. Staff are NOT expected to put themselves in unsafe or potentially unsafe situations.

Potential Medical Emergencies

When responding to a potential medical emergency, the District's expectation is that staff call 911, keep the area clear, and wait for first responders. Staff are not expected to provide first aid of any kind, nor are they required to find someone with the training to be able to respond prior to the arrival of first responders.

Typically, at least two employees should respond:

- One employee takes the power-out phone (or at their own discretion a personal cell phone) and goes to the customer or employee to assess the situation.
 - if a potential medical emergency exists, dial 911.
 - Dispatchers may offer instruction in providing aid, but they have no authority to compel District employees to do so, and there is no expectation that staff are trained or able to provide aid. Employees can tell the dispatcher that they are not trained to do so or are not willing to do so. The dispatcher may give employees further instructions or directions. Ultimately, it is an individual decision to follow those instructions or not, and the District supports employees in making that determination for themselves.
- The other employee takes the Bloodborne Pathogens (BBP) and First-Aid go bags to the location of the potential medical emergency.

The customer or employee experiencing the medical emergency should not be asked if they want to request that emergency services be called. If a responding employee determines there to be a potential or actual medical emergency, they should call 911 in order to have trained first responders assess the situation. The individual experiencing the medical emergency can then work with first responders to determine next steps.

In no instance should an employee transport another employee or a customer to a medical facility, to their residence, or to any other location following a medical emergency. If emergency services were not called, or the individual declines assistance directly with first responders, that individual must make arrangements to be transported if they are not able to drive themselves.

Fire Emergency

If there is a fire and any automated fire systems have not yet deployed, pull the manual fire alarm switch, tell another person immediately and call 911. Using the facility's evacuation map and plan, work quickly and safely to evacuate customers and staff to the designated assembly point.

At the assembly point, Person in Charge (PIC) should account for all staff working at that facility.

When it is safe to do so, notify the Executive Director and Operations Directors.

Earthquake

If an employee is inside a building, the employee should drop under a desk or table, cover their head and hold on. When the shaking stops, supervisors are to begin evacuation of the facility to the designated assembly area.

If the employee is outside, the employee should stand away from buildings, trees, telephone lines, and electric lines.

If the employee is on the road, drive away from under/overpasses and stop in a safe area. Stay in the vehicle.

Active Shooter

The employee should quickly determine the most reasonable way to protect their own life. Customers are likely to follow the lead of employees and supervisors during an active shooter situation.

- 1) Evacuate. If there is an accessible escape path, attempt to evacuate the premises.
- 2) Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to look or search.
- 3) Take action against the shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Bomb Threat

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Follow these steps:

- Remain calm.
- Notify authorities immediately:
- Notify the Person in Charge (PIC) or follow standard operating procedure.
- Call 911 or local law enforcement.
- Refer to the Bomb Threat Checklist

Suspicious Item

If an employee sees something that is suspicious, out of place, or doesn't look right, say something. A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material

that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally speaking, anything that is Hidden, Obviously suspicious, and not Typical (HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

In the event a suspicious item is found DO NOT TOUCH OR MOVE THE ITEM, clear the area, and call 911 from a location away from the suspicious item.

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	HR20 Infants at Work		
Approval Date		Revision Date	
Related	HR05 – Leave HR06 – Employee Conduct HR11 – Workplace Safety HR14 – Rest Periods, Meal Periods & Break Times for Nursing Employees		
Purpose	To set forth the Spokane County Library District’s (District) policies for eligible employees to bring their infants to work		
Scope	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.

Background

The Infant at Work (IAW) Program allows eligible employees who are new parents or legal guardians to bring their infant(s) to work with them from the age of 6 weeks to 6 months. This supports parent and infant bonding, assists parents maintaining a work life balance, and creates more flexibility for a parent to work in lieu of taking leave.

Definitions

- **Alternate Care Provider (ACP):** District employees who volunteer and complete the *Infant at Work Program Care Provider Form* to provide infrequent care for the infant(s) for up to one hour when the Parent is unavailable. An Alternate Care Provider (ACP) may not simultaneously perform as an ACP and a Parent on the days when they bring their infant(s) to work. ACPs may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible.
- **Eligible position:** Typically, positions working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in-person contact with the public. Eligibility will be noted in the job description and final determination will be made by the Human Resources Director.
- **Infant:** Benefit eligible dependents of District employees who are six weeks (43 days) to six months old (180 days).
- **Parent:** District employees who are new parents or legal guardians to infant(s) as defined in this policy and who are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible.

Policy:

The parent will be required to identify a minimum of two (2) co-workers who are not directly supervised/managed by the participating parent and who have their supervisors' support, to serve as alternate care providers (ACPs).

Alternate Care Providers do not receive additional compensation while acting as ACP.

The parent and ACPs must maintain a safe working environment while caring for infant(s) in the workplace. Typically, participation will only be considered for those working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in person contact with the public.

Individual Care Plan Form must be completed and submitted. The parent must have received required approvals from the parent's supervisor and department director prior to bringing infant(s) to work.

Workstation Inspection Form must be completed. Parent and ACP workstations are required to be conducive to having an infant(s) present as evidenced by a completed and approved IAW Workstation Inspection form. A form must be completed for each parent and ACP workstation. The forms must be completed in coordination with the parent/ACP and the parent's/ACP's supervisor.

Waiver and Release of Liability Form must be completed and signed by the parent, which includes a statement that the infant(s) has no current health concerns or medical conditions that would be aggravated by the infant(s) being in a work environment, and an acknowledgement that bringing an infant(s) into a work environment may increase the risk of the infant(s) contracting an illness or medical condition. The parent must further acknowledge the District is not responsible for any injury, medical or other costs associated with bringing the infant(s) to work or the IAW Program.

Alternate Care Provider Agreement Form must be completed by the alternate care provider and approved by the parent's supervisor and division manager prior to bringing infant(s) to work.

Workplace Requirements

- The workstations where the infant(s) will be located must be suitable for an infant, as evidenced by the **IAW Workstation Inspection form**.
- The infant(s)' primary location will be the parent's workstation unless the designated ACP is providing care.
- The parent is responsible for all equipment and furniture for the infant(s)'s need, ensuring that the equipment is not disruptive. The District will not incur additional expenses associated with IAW.
- The parent or ACP is not authorized to travel with an infant(s) while driving or riding in a District owned vehicle.
- If the infant(s) becomes sick, is disruptive for a prolonged period of time, causes a distraction in the workplace, or prevents the parent from accomplishing work, the parent must take the infant(s) to a secluded work area and must remain with the infant(s), take the infant(s) home, or take the infant(s) to a backup day care provider. The parent must submit leave in accordance with policy.

- The parent will not bring the infant(s) to work if the infant(s) is/are ill. The District adopts the Inclusion and Exclusion Guidelines for Child Care, issued by the American Academy of Pediatrics (AAP), as a means for determining whether an infant is sick.
- Established District comfort rooms will be available for nursing.
- Diaper changing will only occur at designated changing stations in a restroom. All used diapers and clothes must be stored in a closed container that traps odors, which will be provided by the parent, who will empty the container and remove any soiled diapers and clothes from the building at the end of each day.
- The parent will provide care for the infant(s) while performing job duties. In coordination with supervisors, the parent and/or ACP may flex their work hours or submit leave to accommodate excessive loss of productivity.
- The infant(s) shall not prevent the parent or ACP from performing the job duties of the parent and ACP.

Alternate Care Provider (ACP) Requirements

Individual care plans require the parent to find a minimum of two (2) co-workers to provide alternate care in the event the parent is needed in a meeting, conference call, or other work-related matter to which they cannot take the infant(s). Parents are encouraged to consider whether their work schedule aligns with their ACPs.

- The chosen ACP must receive approval from their supervisor and department director to perform as an ACP. The role of ACP is voluntary and must have supervisor support/agreement. This includes no conflicts or issues with position duties, employee performance, workload, employee's ability to manage time, or similar issues.
- **IAW Alternate Care Provider Agreement form** must be completed by each ACP.
- **IAW Workstation Inspection form** is completed by each ACP and the ACP's supervisor and be attached to the ACP Agreement. The ACP workstation must be conducive to having an infant present as evidenced by a completed and approved IAW Workstation Inspection form.
- An employee acting as an ACP will not be permitted to have more than one (1) active IAW Alternate Care Provider agreement in effect at the same time.
- ACPs who are also participating as an IAW Parent cannot provide care for more than one parent's infant(s) simultaneously.
- An individual ACP may provide alternate care for generally no more than 1 hour per shift. Exceptions to the one-hour limitation can be made if the ACP and their supervisor agree to a longer time period. If the parent needs more time than the ACP can provide, they shall utilize their other approved ACP or arrange for care outside of the workplace.
- ACPs will be required to manage their work so it is not negatively impacted by providing occasional alternate care.
- ACPs who are overtime eligible will be required to use leave or make up the time within their designated workweek if they are not able to work due to providing alternate care.

Agreement Termination

Individual IAW agreements and/or ACP agreements may be terminated by any participating individual or the District at any time.

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.

CODE OF CONDUCT POLICY

Background

Spokane County Library District (District) is supported by tax paid by District property owners who expect our facilities to be clean, comfortable, and safe places. The Code of Conduct policy was established to protect the rights and safety of library customers, volunteers, and employees, and to preserve and protect the District's materials, equipment, facilities, and grounds by defining what actions and behaviors are unacceptable and the related consequences.

The biennial review of this policy has been undertaken by staff and the recommended revisions were reviewed by legal counsel.

The main recommended changes are:

- Addition of headings to categories of unacceptable behaviors
- Addition of section Suspension of Privileges for Health and Safety Reasons
- Reordering of examples to better align with categories
- Addition and clarification of examples to reflect staff experiences since last revision
- Addition of specific reference to RCWs related to Weapon Prohibition in certain places and Weapon definition

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

Operations Director Doug Stumbough will be available to answer any questions on the recommended policy revisions.

Recommended Action: Board motion to approve the Code of Conduct 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	Code of Conduct		
Approval Date	May 5, 1995	Revision Date	September 196, 2023 5
Related Policies	Access to Library Services Children’s Safety in Libraries Computer, Wireless Network and Internet Use Facility Use for Political Purposes Library Meeting Room Use		
Statutory Reference	RCW 27.12.270 RCW 27.12.290 RCW 69.50 RCW 70.160.075 RCW 70.74.010 RCW 9.41.050 RCW 9.41.270 RCW 9.41.300		
Other References	Spokane Regional Health District Board of Health Resolution #16-01		
Purpose	Defines conduct expectations for customers when using Spokane County Library District facilities		

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.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District’s service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and ~~staff~~employees, and for preserving and protecting the District’s materials, equipment, facilities, and grounds.

~~District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District’s established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library services, including the use of library computers and other equipment.~~

For the purposes of this policy, “library facility” or “facility” ~~refers to~~ the entirety of a library owned/operated all building or vehicle along with the District owned or managed s, property on which it sitsies, and vehicles owned and/or managed by the District.

Policy:

All customers, regardless of age, are expected to follow the Customer Code of Conduct. It applies everywhere the library provides service: at all library facilities, in the community, through our website or social media, and by phone, chat, or email. Parents and guardians are responsible for their child’s personal safety and behavior at all times.

Prohibited Behaviors

Engaging in prohibited behaviors or activities or failure to comply with the District’s established policies, rules, and regulations may result in intervention by District staffemployees and/or law enforcement to stop prohibited behaviors and could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library services.

The following behaviors and activities ~~are~~ are not allowed ~~prohibited~~:

- **DISRUPTIVE:** Any activity that unreasonably interferes with others’ use and enjoyment of the library facility or with the functions of District ~~staffemployees~~, including but not limited to:
 - ~~Use of hostile, aggressive, or vulgar language or gestures.~~ Use of hostile, aggressive, vulgar, abusive or intimidating language or gestures to other customers or staff membersemployees
 - ~~Engaging in b~~ Behavior that is willfully annoying, harassing, or threatening to another person
 - Displaying print or non-print materials of an offensive nature to others
 - Behaving in a manner that can be reasonably expected to disturb others
 - Speaking at volumes that are unnecessarily too loud or making other loud noises that are disruptive to the work of other customers or employees, including, but not limited to, singing or talking loudly to others or in monologues
 - ~~—~~
 - ~~Persistent uninvited or unwelcomedunwelcomed~~ conversations with others-
 - ~~Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior-~~
 - ~~Use of ing~~ electronic or communication devices in a manner that is disruptive to others-
 - ~~Entering or using the library facility attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt-~~
 - ~~Having offensive body odor or personal hygiene so as towhich~~ unreasonably interferes with other’s ability to use the library and its facilities-
 - ~~Consuming any food or beverage that unreasonably interferes with other’s ability to use the library facility; or soils, stain, or otherwise damages or alters~~ library property or the property of others-
 - ~~Use of ing~~ chewing tobacco-

- Interfering with the entrance to, access in, or exit from library facility.
- Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
- Bringing animals into a library building, except for service animals as defined under ADA regulations, and only when required as an ADA accommodation, except as authorized by the Executive Director or their designee
- Leaving an animal unattended anywhere at a library facility
- ~~○ Bringing animals other than service animals into the library facility, except as authorized by the District's Executive Director.~~
- ~~○ Leaving packages, backpacks, luggage, or any other personal items unattended.~~
- Discarding trash or litter other than in a designated receptacle.
- ~~● Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee~~
- ~~Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.~~
- ~~Violation of any other District policy.~~
- **UNSAFE or MISUSE USE OF LIBRARY PRIVILEGES OR PROPERTY:** Using library materials, privileges, equipment, fixtures, furniture, facilities, buildings, properties, or grounds in any manner that:
 - is inconsistent with normal library uses, is likely to cause concern for the safety and/or well-being of persons and property, or can be reasonably expected to damage or alter library property or the property of others. Examples include, but are not limited to:
 - Bringing vehicles or personal conveyance into a library building, except as required as an ADA accommodation or for transporting a child (ex.g. stroller)
 - Bringing personal belongings into a building that cannot reasonably fit beneath a chair or table. Failing to keep personal belongings to oneself or bringing in excessive amounts of belongings that impede others' use of the library
 - Leaving personal items unattended (The District is not responsible for lost or stolen property. Library facility premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and will be discarded.)
 - (e.g., bathing, shaving, washing clothes in the restroom, ~~Camping~~, or appearing to camp (ex. using items to create temporary walls, roofs, enclosures, or other visual and/or physical barriers; use of cooking equipment; creating or contributing to significant amounts of trash, obstructing vehicular traffic))
 - Causing damage (including potential or foreseeable damage) to library property or the property of others,
 - Using open flames, camping stoves, canned chafing fuel (ex. Sterno)
 - Being in a library ~~building or vehicle~~ facility during closed hours without permission of an authorized District employee
 - Sleeping, ~~or~~ appearing to sleep
 - Misusing the restrooms (including use of the restrooms for bathing, shaving, washing clothes)
 - ~~○ , storing bicycles inside buildings, ~~p~~arking in parking lots for non-library~~

purposes)-

- ~~_____~~
- ~~Parking overnight in library parking lots~~
- ~~Is likely to cause concern for the safety and/or well-being of persons and property (e.g., neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots,~~
- ~~leaving items unattended)-Regularly remaining in the library facility after its closing time~~
- ~~Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee~~
- ~~Violating on of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security-~~
- ~~Violatingion of any other District policy~~

~~Can be reasonably expected to damage or alter library property or the property of others-~~

- **ILLEGAL:** Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in side library facilities-buildings/vehicles or within 25 feet of ~~a~~ library facility-building/vehicle entrances, exits, windows that open, and ventilation intakes-
 - Viewing or printing illegal materials (e.g., child pornography)-
 - Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50)-
 - Carrying firearms and dangerous weapons of any type in violation of state or federal law (RCW 9.41.050, 9.41.270, and 9.41.300)
 - Threatening or harassing employees or customers (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property)-
 - ~~Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property)-~~
 - Assaulting staffemployees, volunteers, or other library customers-
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts)-
 - Theft of library materials or items belonging to the District or others-
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency-

- **NONCOMPLIANCE:** Ignoring reasonable employee requests or disobeying the direction of a District employee in the performance of their duties, including but not limited to:
 - Failing to comply with the direction of a ~~library staff member~~ District employee when asked to stop a ~~prohibited~~ prohibited behavior or activity-~~or~~
 - Failing to leave immediately when excluded from the library facility for violations of this or any other District policy, rule, or regulation-

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the District to maintain a healthy and clean environment for customers and employees and to protect the taxpayer's investment in District collections, equipment, and property. In order to fulfill this responsibility, the District may restrict a customer's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where a customer's borrowing privileges materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in a pest incident in library facilities, e.g. bed bugs

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine or feces

The District reserves the right to refuse service to individuals who violate the Code of Conduct at library facilities and at events or activities in which the District is participating at third-party locations.

Exclusions of six months or longer require the customer to petition the District in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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	Code of Conduct		
Approval Date	May 5, 1995	Revision Date	September 16, 2025
Related Policies	Access to Library Services Children’s Safety in Libraries Computer, Wireless Network and Internet Use Facility Use for Political Purposes Library Meeting Room Use		
Statutory Reference	RCW 27.12.270 RCW 27.12.290 RCW 69.50 RCW 70.160.075 RCW 70.74.010 RCW 9.41.050 RCW 9.41.270 RCW 9.41.300		
Other References	Spokane Regional Health District Board of Health Resolution #16-01		
Purpose	Defines conduct expectations for customers when using Spokane County Library District facilities		

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.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District’s service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and employees, and for preserving and protecting the District’s materials, equipment, facilities, and grounds.

For the purposes of this policy, “library facility” or “facility” refers to the entirety of a library owned/operated building or vehicle along with the District owned or managed property on which it sits.

Policy:

All customers, regardless of age, are expected to follow the Customer Code of Conduct. It applies everywhere the library provides service: at all library facilities, in the community, through our website or social media, and by phone, chat, or email. Parents and guardians are responsible for their child's personal safety and behavior at all times.

Prohibited Behaviors

Engaging in prohibited behaviors or activities or failure to comply with the District's established policies, rules, and regulations may result in intervention by District employees and/or law enforcement to stop prohibited behaviors and could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library services.

The following behaviors and activities are prohibited:

- **DISRUPTIVE:** Any activity that unreasonably interferes with others' use and enjoyment of the library facility or with the functions of District employees, including but not limited to:
 - Use of hostile, aggressive, vulgar, abusive or intimidating language or gestures to other customers or employees
 - Engaging in behavior that is willfully annoying, harassing, or threatening to another person
 - Displaying print or non-print materials of an offensive nature to others
 - Behaving in a manner that can be reasonably expected to disturb others
 - Speaking at volumes that are unnecessarily too loud or making other loud noises that are disruptive to the work of other customers or employees, including, but not limited to, singing or talking loudly to others or in monologues
 - Persistent uninvited or unwelcome conversations with others
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior
 - Using electronic or communication devices in a manner that is disruptive to others
 - Entering or using the library facility attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt
 - Having offensive body odor or personal hygiene which unreasonably interferes with other's ability to use the library and its facilities
 - Consuming any food or beverage that unreasonably interferes with other's ability to use the library facility; or soils, stains or otherwise damages or alters library property or the property of others
 - Using chewing tobacco
 - Interfering with the entrance to, access in, or exit from library facility
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals into a library building, except for service animals as defined under ADA regulations, and only when required as an ADA accommodation, except as authorized by the Executive Director or their designee
 - Leaving an animal unattended anywhere at a library facility
 - Discarding trash or litter other than in a designated receptacle

- **UNSAFE or MISUSE USE OF LIBRARY PRIVILEGES OR PROPERTY:** Using library materials, privileges, equipment, fixtures, furniture, facilities, buildings, properties, or grounds in any manner that is inconsistent with normal library uses, is likely to cause concern for the safety and/or well-being of persons and property, or can be reasonably expected to damage or alter library property or the property of others. Examples include, but are not limited to:
 - Bringing vehicles or personal conveyance into a library building, except as required as an ADA accommodation or for transporting a child (e.g. stroller)
 - Bringing personal belongings into a building that cannot reasonably fit beneath a chair or table. Failing to keep personal belongings to oneself or bringing in excessive amounts of belongings that impede others' use of the library
 - Leaving personal items unattended (The District is not responsible for lost or stolen property. Library facility premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and will be discarded)
 - Camping, or appearing to camp (ex. using items to create temporary walls, roofs, enclosures, or other visual and/or physical barriers; use of cooking equipment; creating or contributing to significant amounts of trash, obstructing vehicular traffic)
 - Causing damage (including potential or foreseeable damage) to library property or the property of others
 - Using open flames, camping stoves, canned chafing fuel (ex. Sterno)
 - Being in a library facility during closed hours without permission of an authorized District employee
 - Sleeping, or appearing to sleep
 - Misusing the restrooms (including use of the restrooms for bathing, shaving, washing clothes)
 - Parking in parking lots for non-library purposes
 - Parking overnight in library parking lots
 - Neglecting to provide proper supervision of children or vulnerable adults
 - Regularly remaining in the library facility after its closing time
 - Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee
 - Violating the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security
 - Violating any other District policy

- **ILLEGAL:** Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) inside library buildings/vehicles or within 25 feet of library building/vehicle entrances, exits, windows that open, and ventilation intakes
 - Viewing or printing illegal materials (e.g., child pornography)
 - Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50)

- Carrying firearms and dangerous weapons of any type in violation of state or federal law (RCW 9.41.050, 9.41.270, and 9.41.300)
 - Threatening or harassing employees or customers (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property)
 - Assaulting employees, volunteers, or other library customers
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts)
 - Theft of library materials or items belonging to the District or others
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency
- **NONCOMPLIANCE:** Ignoring reasonable employee requests or disobeying the direction of a District employee in the performance of their duties, including but not limited to:
 - Failing to comply with the direction of a District employee when asked to stop prohibited behavior or activity
 - Failing to leave immediately when excluded from the library facility for violations of this or any other District policy, rule, or regulation

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the District to maintain a healthy and clean environment for customers and employees and to protect the taxpayer's investment in District collections, equipment, and property. In order to fulfill this responsibility, the District may restrict a customer's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where a customer's borrowing privileges materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in a pest incident in library facilities, e.g. bed bugs

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine or feces

The District reserves the right to refuse service to individuals who violate the Code of Conduct at library facilities and at events or activities in which the District is participating at third-party locations.

Exclusions of six months or longer require the customer to petition the District in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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.

TRUSTEE REAPPOINTMENT RECOMMENDATION

Background

Spokane County Library District (District) Trustees are appointed by the Spokane County Board of Commissioners and are eligible to serve two consecutive five-year terms. Trustee Jessica Hanson's first term will be completed on Dec. 31, 2025.

Upcoming vacancies on the District Board are typically announced to the public by the Commissioners' Office in the fall, along with the vacancies on other boards and commissions. Applicants are then interviewed by the Board of Trustees and a recommendation is submitted on behalf of the District Board to the County Commissioners. County Commissioners typically appoint a Trustee in November or December for a term to commence in January.

Since Trustee Clark is eligible to be appointed to a second term, the Board of Trustees may choose to pass a motion in support of Trustee Hanson's reappointment and submit a letter to the County Commissioners indicating that support.

Recommended Action: Motion to approve submitting a recommendation to the Spokane County Board of Commissioners to reappoint Jessica Hanson to a second five-year term, effective Jan. 1, 2026.

POTENTIAL LEVY LID LIFT ELECTION: DISCUSSION

Following the conceptual overview of a levy lid lift regarding need, capacity, and prioritization, from the July 2025 meeting, this month's overview will focus on the funding priorities that the District would consider as part of a potential levy lid lift: operational and financial sustainability, facility maintenance needs, and library service enhancements.

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.

OVERVIEWS – OTIS ORCHARDS & MOBILE SERVICES AND LINC

Staff will provide overviews of two District service locations and how they serve their communities:

- i. Otis Orchards Library: Library Supervisor Maggie Montreuil and Librarians Tammy Henry and Janet Hacker-Brumley.
- ii. Mobile Services and LINC: Mobile Services Supervisor Brianna Rukes.

Recommended Action: These items are for your information, with no formal action required.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER 2025 – NOVEMBER 2025**October 21, 2025: Argonne Library (tentative) – 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

November 18, 2025: Argonne Library (tentative) – 4pm

- 2025 Budget
 - Adopting a 2026 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 25-xx): Approval Recommendation
 - Authorizing 2025 Property Tax Levy Increase for Collection in 2026 (Resolution No. 25-xx): Approval Recommendation
 - Levying the Regular Property Taxes for SCLD for Collection in 2025 (Resolution No. 25-xx): Approval Recommendation
 - Board Direction to Staff

Special Meetings/Activities

- None

TRUSTEE REPORTS FOR JULY AND AUGUST FOR SEPTEMBER 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.

JULY DIRECTOR'S REPORT FOR AUGUST 2025

Finance – Jason Link

General Fund

The total general fund operating expenses before (55.63%) or after (56.40%) transfers remain well aligned with the total budget projected expenditure of 58.30%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There were three expenditures for engineering services and purchase of materials for the Argonne & Deer Park Library HVAC projects for July from the Capital Project Fund & no expenditures from the Debt Service Fund.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities in June. Medical Lake has been converted to all LED lighting. The LED lights were provided by Avista Utilities through an energy rebate grant at no cost to the District. The District received a maintenance plan on the native plant meadow at the Spokane Valley Library, and facilities staff have been working on the implementation of the plan.

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:

- Endpoint Administrator
- Public Services Associate (2)

Promotions:

- N/A

Transfers:

- Public Services Technician to Collection Services Technician

Voluntary Demotions

- N/A

Separations:

- Camp Counselor (2)

Communication & Development – Jane Baker**Communication**

A second email was sent to Deer Park customers on July 24 with a closure update on the library and information on LINC's schedule in Deer Park during the closure. The LINC schedule was also included in the Kids & Families eNewsletter that is sent to residents in the northern part of the county. The closure information was also published in the online *Deer Park Gazette* publication.

The Inlander interviewed Executive Director Patrick Roewe as part of a story about the federal funding cuts impact on area museums, libraries, and art organization.

Development

The Development Department took advantage of the slower summer schedule to prepare for an upcoming paver engraving for late summer and for the upcoming August Foundation Director's meeting.

Several directors on the Foundation board are nearing the end of their board service terms, and Development is currently recruiting new directors. Suggestions and recommendations are welcome.

Operations – Doug Stumbough

For the month of July, a total of 90,960 physical items were borrowed by customers in the libraries, up from 83,477 borrowed in June. The total number of customers visiting our libraries this month was 58,690, up from 55,546 in June.

Positive Interaction Reports

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

At a visit to promote summer reading to Greenacres Middle School, their Teacher-Librarian shared with the gathered classmates that one of their fellow students has zines in the Spokane Valley Library's zine collection. The student provided students with a definition of what zines are and called out Public Services Specialist Abra as inspiring her to make zines. The student and her family checked out the zines kit from the library and connected with Abra about the joy of making zines.

Public Services Associate Mo conversed with a woman at Moran Prairie who was in need of help as she was lost and wheelchair bound from a home she just moved into nearby. Mo was able to help her get in contact with the people able to get her home and the customer told Mo she was extremely kind and helpful.

North Spokane received a nice compliment about Public Services Specialist Katie from an unknown customer, who said "She (Katie) was a lifesaver" assisted the customer in tracking down a part of a document, which took a little searching, and then helped her with printing.

A Moran Prairie customer came in to donate to the library. She was excited that her grandchild would be attending the cupcake program. She said she had looked at signing him up for a similar class, but it would have been \$160 for both of them. Instead she gets to take her grandkid to the library for free ("AND the librarians will look things up for you and place holds for you and help you when you forgot your library card!"). Her grandkid said "we get to take home 3 cupcakes. The perfect number!" She also praised the Mini-mini-golf program and the VR program they attended earlier this year and noted that she had saved thousands of dollars in books according to the new savings calculator in the library catalog. She wanted to donate the money that would have gone to cooking classes to the library in thanks for the great programs.

Public Services Specialist Katie helped a North Spokane visitor to get her Hoopla account up and running after a card number mix-up that took a little bit of detective work to figure out. Once sorted, she helped her with a few other questions about our puzzle swap and made some recommendations for other ways to get digital books and magazines. When they were wrapping up their chat, the customer said "I'm so happy, I'm about to pop! You're just wonderful!"

An email sent to our Call Center: I frequently use the Moran library with my daughter. She is a big fan of the kids book section. I wanted to take a moment and say thank you for all the work that is put in by the library team. I also appreciate the amount of diversity and representation that is available via books for kids. Thank you!

Public Services Specialist Chrissie helped a returning customer at North Spokane get set back up with a working library card. He said he hadn't been into our libraries in some years, but was so pleased with the library and collection. He said he plans on visiting the "new Valley library" soon and seeing what they have going on there. As he was leaving, he said "this is my new favorite place! You are awesome!"

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 July:
 - **Audiobook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (141)
 - *The Women* by Kristin Hannah (123)
 - *A Court of Thorns and Roses* by Sarah J. Maas (122)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (147)
 - *The Women* by Kristin Hannah (129)
 - *Onyx Storm* by Rebecca Yarros (94)

- **Audiobook holds** as of August 4:
 - *Great Big Beautiful Life* by Emily Henry (246)
 - *My Friends* by Fredrik Backman (195)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (170)
- **Ebook holds** as of August 4:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (236)
 - *Great Big Beautiful Life* by Emily Henry (206)
 - *My Friends* by Fredrik Backman (179)
- Popular **Adult Physical Book** titles July:
 - Checkouts:
 - *The Reformatory: A Novel* by Tananarive Due (85)
 - *So Far Gone: A Novel* by Jess Walter (63)
 - *One Golden Summer* by Carley Fortune (49)
 - Holds:
 - *The Idaho Four: An American Tragedy* by James Patterson (56)
 - *Culpability* by Bruce Holsinger (37)
 - *So Far Gone: A Novel* by Jess Walter (37)

OverDrive's Big Library Read Program

The title selected for OverDrive's Big Library Read program was *The Storyteller's Death: A Novel* by Ann Davila Cardinal. This adult fiction title was available for unlimited simultaneous use in the ebook and audiobook formats between July 17 – 31 at no cost to the District. OverDrive's Big Library Read is a two-week digital book club that connects readers and listeners around the world with the same title at the same time without any waitlists or holds. *The Storyteller's Death: A Novel* was the District's 4th most checked out ebook in July with 91 checkouts recorded. Program participants must be District residents.

See collection report next page.

**COLLECTION MONTHLY REPORT
JULY 2025**

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	31,917	33,260	-4%
Interlibrary Loan Total	4,067	4,174	-3%
Overdrive			
Total Checkouts	660,937	622,333	6%
Total Holds	243,386	222,662	9%
hoopla			
Total Checkouts	47,392	36,554	30%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	300,047	305,892	-2%
Nonprint	64,002	69,990	-9%
Overdrive	284,120	233,008	22%
Grand Total	648,169	608,890	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

As previously reported, 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. While less than ideal, the temporary measure of curbside and LINC visits is the best available stop gap measure that maintains a safe working environment for staff during the high summer temperatures. Staff have been appreciative of the public’s understanding regarding the situation.

Libraries as Limited Public Forums

District libraries occasionally field questions from groups or individuals seeking to use District facilities to share information with the public on a given topic. Such activities generally fall under the public forum doctrine, which is a First Amendment legal principle that determines the extent to which the government can regulate speech on public property.

A public library is considered a limited public forum (also called a designated public forum). While it is a “public forum,” i.e. a government-owned space that is generally open to the public and thus

is open for public expression or assembly, its use is “limited” to specific library-related purposes generally involving access to and use of information. The government entity can impose reasonable and viewpoint-neutral restrictions regarding the use of the library for First Amendment Purposes, often referred to as “time, place, manner restrictions.”

While geared specifically towards protected speech activities that are political in nature, the District’s Facility Use for Political Purposes Policy is applicable to any limited public forum use of the District’s facilities.

The key “time, place, and manner” restrictions from that policy that apply to such uses:

- Inside the facility: Activities are limited to the meeting and conference rooms, and may not be in the foyer, lobby, or the actual library spaces.
- Outside the facilities: Activities may utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility
- District purposes come first: If a space like a meeting room or the Spokane Valley Library plaza is being used for a program or District-sponsored event, it would not be available for use by an outside group.
- Conduct: Activities may not interfere with the normal and regular operations of the library and/or its use by customers. As a reminder, the District’s Code of Conduct policy applies to any and all activities occurring anywhere on District owned and/or managed facilities.
- The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using a space.

Much like the library resources themselves, the District provides access to these spaces in an equitable and viewpoint-neutral manner, in keeping with state and federal laws and the District’s mission and values.

Procedure Overhaul Project

The procedure overhaul project first reported on in March 2025 is making good progress. 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.

AUGUST DIRECTOR'S REPORT FOR SEPTEMBER 2025**Finance – Jason Link****General Fund**

The total general fund operating expenses before (63.58%) or after (63.89%) transfers remain well aligned with the total budget projected expenditure of 66.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There were two expenditures for engineering services and purchase of materials for the Argonne & Deer Park Library HVAC projects for August from the Capital Project Fund & no expenditures from the Debt Service Fund.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities in August. Moran Prairie is in the process of being converted to all LED lighting. The LED lights were provided by Avista Utilities through an energy rebate grant at no cost to the District. The water/sewer line improvements planned by Spokane County and Spokane County Water District #3 on the Hastings property have been completed. Grounds maintenance contractor and maintenance staff have also been completing maintenance on vacant lots (Hastings and Conklin).

Human Resources – Toni Carnell**Training**

Internal (various staff)

- Customer Service Philosophy and Application

All staff continue to work on required training in the learning management system, including policy and procedure review.

Staff updates:

New hires:

- Public Services Associate
- Public Services Technician (2)

Promotions:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- Camp Counselor (3)
- Development Manager
- Public Services Associate

Communication & Development – Jane Baker**Communication**

The online *Deer Park Gazette* ran two articles this summer on the library closure including one on August 21. *Inlander* reporter Carrie Scozzaro attended the program, Introduction to Wilderness Survival in the Inland Northwest and was inspired to feature an article about the instructor in the August 26 issue.

The Communication Team finished production of the fall Engage and sent it to the print shop. It is expected to be available in libraries and grocery store outlets by mid-September.

Communication & Development Director Jane Baker gave presentations about SCLD in August to the Central Lions Club and the Kiwanis Club of Spokane Valley, the latter presented Baker with a check for a paver sponsorship at Spokane Valley Library.

Development

The Library Foundation of Spokane County Directors held their Q3 meeting in August and approved funding requests for the 2025-2026 Spokane Symphony passes and for the 2026 Mobius passes. This sponsorship of \$6,714 supports SCLD's Cultural Pass Program.

Operations – Doug Stumbough

For the month of August, a total of 89,009 physical items were borrowed by customers in the libraries, down slightly from 90,960 borrowed in July. The total number of customers visiting our libraries this month was 55,751, up from 58,690 in July.

Positive Interaction Reports

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

A customer came into North Spokane to pick up a hold and she was so excited that we got it for her. She shared that a while ago, the system said it was at the library, but staff could not find it so the "gentleman who helped" her sent out an "All-Points Bulletin" (aka shelf check) and when it could not be found, ordered a new copy for her. She was thrilled that we provide this service to make sure our customers can usually get what they are looking for.

After discovering that she would not be able to use her phone to participate in a remote job interview, a woman went to Spokane Valley to get a library card and to see if there were computers with a webcam. After getting the card, staff were able to check out a Chromebook and reserve a conference room. When she came up to return the computer, the new customer let staff know that she got the job.

Another new cardholder at Spokane Valley told staff about the great customer service that Public Services Associate Heidi gave her and specifically said that Heidi was "delightful".

From an email: "Hi Thank you So much for placing a hold on all of the Star Wars DVDs for me yesterday. I believe the gentleman's name that helped me on the telephone was (Public Services Associate) Ty. He was very kind and helpful when I shared that I was looking for Star Wars movies for one of my son's best friends who was recently diagnosed with terminal cancer. He went above and beyond anything that I expected when I placed the call. Thank you so very much for all your efforts! And your kindness!"

Noticing some customers seemed to be really enjoying the community puzzle, Library Supervisor Caitlin let them know that Moran Prairie also had a puzzle swap and they were welcome to take puzzles without having to have one to exchange. Excitedly, the woman said "I WILL take one!" The man later to share that he had picked up a squash from the produce swap and made a "giant, delicious casserole" with it. They expressed excitement and goodwill about both resources and that these programs had created a strong positive association for them with both their local community and their library.

Public Services Specialist Katie was working with a customer during a Book a Librarian appointment at North Spokane who shared that she had volunteered with the Kettle Falls Friends of the Library group for close to 50 years and loves what the library stands for and appreciates the help, especially the "younger folks" who are so patient with technology and seniors.

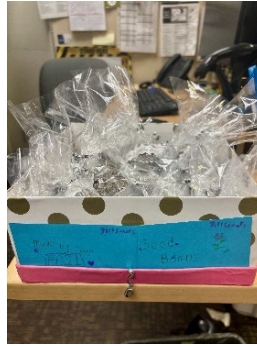
One of the teachers at Kindercare Sullivan told Storytime Specialist Caroline that they use one of her fingerplays at their own storytimes now because the kids loved it so much.

Two Medical Lake customers attended the Geology Walk and shared that Librarian Christie did "an incredible job and the walk was very fun and informative". They liked it so much said they have since joined the library book club and spent more of their time in the Medical Lake Library.

During the free play portion of Storytime at Spokane Valley one morning, a regular who had been bringing her two children told Public Services Specialist Melissa that this will be their last Preschool Storytime, at least until holiday breaks. She said she and her boys have really enjoyed Melissa as a presenter, and that she super appreciates ALL of the SCLD Storytimes. She was extremely thankful for how the Storytimes help children develop social, emotional, and educational skills.

At Millwood Daze, Librarians Dana and Janet chatted with someone that was raving about the teen programs (created by Librarians Katy, Danielle, and Alison) at the library. She was happy to see the opportunities offered and that teens were taking advantage of it.

Finally, Girl Scout troop 6021 brought in seed bombs that they made to add to the Cheney seed library, and included a nicely decorated box.



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 August:
 - **Audiobook checkouts:**
 - *The Housemaid* by Freida McFadden (229)
 - *The Crash* by Freida McFadden (170)
 - *The Housemaid’s Secret* by Freida McFadden (162)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (142)
 - *The Women* by Kristin Hannah (102)
 - *Remarkably Bright Creatures* by Shelby Van Pelt (92)
 - **Audiobook holds** as of September 2:
 - *Great Big Beautiful Life* by Emily Henry (206)
 - *My Friends* by Fredrik Backman (185)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (180)
 - **Ebook holds** as of September 2:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can’t Stop Talking About* by Mel Robbins (209)
 - *My Friends* by Fredrik Backman (189)
 - *Great Big Beautiful Life* by Emily Henry (175)

- Popular **Adult Physical Book** titles August:
 - Checkouts:
 - *The Reformatory: A Novel* by Tananarive Due (76)
 - *The Tenant* by Freida McFadden (46)
 - *So Far Gone: A Novel* by Jess Walter (40)
 - Holds:
 - *Out of the Woods: A Girl, a Killer, and a Lifelong Struggle to Find the Way Home* by Gregg Olsen (127)
 - *My Friends* by Fredrik Backman (53)

- *So Far Gone: A Novel* by Jess Walter (24)

**COLLECTION MONTHLY REPORT
AUGUST 2025**

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	35,842	39,980	-10%
Interlibrary Loan Total	4,651	4,805	-3%
Overdrive			
Total Checkouts	760,720	714,509	6%
Total Holds	279,737	256,327	9%
hoopla			
Total Checkouts	54,123	41,703	30%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	299,935	307,956	-3%
Nonprint	64,104	70,215	-9%
Overdrive	286,566	237,164	21%
Grand Total	650,605	615,335	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

As previously reported, 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. While less than ideal, the temporary measure of curbside and LINC visits is the best available stop gap measure that maintains a safe working environment for staff during the high summer temperatures. Staff have been appreciative of the public’s understanding regarding the situation.

Replacement parts have been ordered promptly following the unit failure, but the anticipated ship date of the replacement parts did not occur in mid-August due to ongoing supply chain issues with the manufacturer. Consequently, staff have developed a plan to reopen the library to the public the first week of September.

Procedure Overhaul Project

The procedure overhaul project first reported on in March 2025 is making good progress. 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.

Electric Vehicle Charging Stations Update (Amber Williams)

After seeking input from Avista and comparing pricing at other local EV chargers, beginning September 1st, the District has decided to implement a \$5 per hour charging fee between 8:30pm-8:30am at Argonne, Otis Orchards and Spokane Valley libraries where we have Juicebar EV chargers. Customers can continue to use the chargers at no cost during the day between 8:30am-8:30pm. The grant that covered the installation and hardware for these three locations requires that they be available 24/7, but allows the District to set parameters for their use.

The change in fees is prompted by the discovery that multiple users were staying parked and plugged in overnight, which does not meet the intent behind making chargers available to the public. The hope is that the new fees will deter extended overnight parking sessions but not impede regular use by library customers during the equivalent of normal business hours.

Community Partnership with Akin (Aileen Luppert)

The District has expanded its partnership with Akin (formerly known as Children’s Home Society). Akin is a statewide nonprofit providing support, early learning, and behavioral health services to families.

Earlier this year, the Akin family counseling office in Airway Heights closed due to lack of funding, not a lack of clients or families in need. To help meet this need, the District entered into an Memorandum of Understanding with Akin for counseling sessions to take place at the Airway Heights Library on Wednesday afternoons. Akin will take care of all appointments and related scheduling though their family counselor, with the District will providing the space each week. The meeting room historically has had minimal public use on Wednesdays, so the District was able to support Airway Heights families in this new way that takes advantage of the available meeting space.

OPERATIONS REPORT JULY 2025

Doug Stumbough and Kristy Bateman

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

- 228 people attended 25 adult programs during July. Highlights included 19 participants for *Cookie Decorating*, and 14 nature enthusiasts enjoying the *Tree Identification Walk: Indian Painted Rocks*.
- We had another Excel Adult High School graduate in July, bringing our total to three. This student began his studies in February 2024 and wanted to finish before starting a coding program in the fall.
- I was among a group of about a dozen District staff that toured the Spokane County Elections Office this month. It was fascinating to see the “life cycle” of a ballot and learn about all the steps and security measures Elections Office staff employ to ensure the integrity of the voting process.

Youth Services (Mary Ellen Braks)

- We provided 75 storytimes this month with an attendance of 1,865.
- Mobile Services visited nine childcare centers, providing 29 storytimes for 319 children and caregivers.
- Mobile Services also went to three local parks in Spokane Valley to do *Storytime in the Park*.
- We had 26 youth summer programs with 798 attendees. Programs included *Cupcakes Decorating for Tweens*, *MineCraft*, *Sock Animals*, *Perler Beads*, *Ping Pong Palooza*, *Make Your Own Board Game*, *Bubblemania* and *MarioKart*. The *MarioKart Crafts* and Activities program had the biggest attendance of 99 at Spokane Valley.
- We offered 28 *Lego Free Play* activities for families.

Cross Disciplinary (Gwendolyn Haley)

- *Summer Reading*: 2,644 registered readers (71% increase compared to 2024) have logged 882,425 reading minutes, redeemed 1,365 rewards, and earned 11,924 badges. 1,271 readers between the ages of 0-17 claimed their free incentive books (sponsored by The Library Foundation of Spokane County). 225 youth between the ages of 5-17 claimed their free Zephyr/Velocity tickets as a reward for logging 300 minutes.
- Families reserved 119 *Museum and Cultural* passes in July, accounting for a total value of \$4,821.50 to our customers.
- 49 items from the *Library of Things* checked out in July, saving individual customers an average of about \$405 per checkout.
 - Most used in July.
 - Dell 1610HD Projectors
 - Inflatable Movie Screens
 - Pickleball Set
 - In Library Use Only Cricut Explore Air 2
 - Project memory digitization equipment

- Sewing machine

- 287 people viewed *Online Author Series*, with four presentations featuring notable authors of children's and young adult titles. *On the Strangeness and Wonder of Our Brains* with Pria Anand, *Illuminating Hope and Grace in the Face of Hardship* with Rex Ogle, *Discerning the Truth* with Marie Lu, *Dibuja tu mundo con Raul the Third* (in Spanish), *Drawing Your World* with Raul the Third
- *Camp Read-a-Rama* wrapped its third and final session at Spokane Valley Library. The Lab at North Spokane ran two different coding and robotics camps for kids aged 10-14, and the STCU Studio at Spokane Valley presented two 2-day sessions of a film workshop. 143 youth participated in these camps and workshops in July. We helped 19 customers with individual appointments in the Lab and Studio spaces, and 10 customers booked the STCU Studio to use on their own.

Digital Projects and Resources (Carlie Hoffman)

- I worked with IT and ByWater to implement CloudFlare on the catalog which will discourage library-targeted bot traffic.
- I worked with the library supervisors to update the Book a Librarian schedule.
- Work continues on editing and updating web pages for the redesign.

Information Technology (Patrick Hakes)

- All new workstations have been deployed to almost all District employee locations, with some individual exception for stations with specialized use. Those will be replaced later this summer.

Mobile Services: Brianna Rukes

- LINC has been visiting the Deer Park Library to provide services while the library is temporarily closed. Customers have been utilizing printing services and have expressed their appreciation that the District offers a mobile library during times like this.
- LINC also participated in the Deer Park Settler's Day parade. During the event, the announcer noted, *"Although the library is closed, they are still showing up for us today,"* which was a thoughtful acknowledgment.
- Several visitors joined in our summer programming, where they explored the theme of puzzles. Librarian Alison from the Deer Park created take-and-make kits, which the Mobile Services staff have been distributing during visits to the library.

Library Reports

Argonne: Stacy Mills

- We hosted the program *Build Your Own Board Game* and 11 attendees showed up to design and create new games to try with friends and family.
- There was a lot of fun had by 12 attendees in the *LEGO Stop-Motion Studio* program. Some teamed up to make their LEGO movie creations while others worked solo. At the end we had a viewing party for all the movies!

- 15 customers attended *Create Your Own Sock Animal*; the cutest creations were made! We had bunnies, a walrus, a butterfly, and a dalmatian puppy.

Cheney: Jonathan Melcher

- 11 kids attended the *Cupcake Decorating* program and did an excellent job frosting their cupcakes.
- The Friends of the Library Rodeo Days Booksale was well-attended this year and drew customers into the library.
- We had 28 attendees at the *Make Perler Bead Creations* program where kids made creative items.

Deer Park: Shannon McMinn

- In collaboration with Inland Northwest Outdoor Art, members of the community met outside to draw or paint using the forest behind the library as inspiration during an *Outdoor Painting Meetup*.
- Deer Park customers and community members are continuing to receive excellent customer service through curbside pickup during the closure, with LINC being on site several times as well.

Medical Lake: Christie Onzay

- The July display case featured art from a multigenerational family. It included art from a 2-year-old up to a 76-year-old.
- *Lego Stop Motion* brought in kids from Medical Lake as well as Cheney and Spokane. 12 kids worked in pairs and parents came back for the last 10 minutes to watch everyone's movie. Parents were thrilled to hear that we used a free app and that they could continue to do this at home.

Moran Prairie and Fairfield: Caitlin Wheeler

- 39 people-built video game themed creations in Moran Prairie's *Make Perler Bead Creations* programs. Some favorite creations included first name initials, Mario & Luigi, picture frames, and the face of a cartoon K-Pop idol.
- The Moran Prairie Friends of the Library Book Sale brought in dozens of customers who browsed the book sale materials and then stopped into the library proper for checkouts, card updates, and more.
- Fairfield Library had the *Outdoor Painting Meetup* at the Golden Gem Mercantile in Rockford. This location offered the artists opportunities to paint the rolling hills, livestock, or horses. The *Take & Makes: Socktopus and Ping Pong Palooza* were provided as part of Summer Reading.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display of charcoal drawings by artist Ann Porter.

- 93 children and their caregivers attended the program *Minecraft Mashup Crafts & Activities*, creating edible pixel portraits of characters from the popular computer game and crafting their own Minecraft gear.

Otis Orchards: Maggie Montreuil

- Otis Orchards offered *Ping Pong Palooza*, we had 12 people attend. 32 people attended *Build Your Own Board Game*.

Spokane Valley: Danielle Milton

- 88 people attended the *Science & Play: Bubblemania* where they experienced the joy and science of bubbles.
- We hosted three weeks of Camp Read-a-rama with 25 kids in attendance each week.

District-wide Information

Public Use Measures
July 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	149683	139325		8%
Door count	58690	68111	391681	-12%
Items Borrowed	119675	225967	1372312	-8%
• Airway Heights	2424	2630	15545	-10%
• Argonne	6746	7169	39252	-14%
• Cheney	6268	7134	40433	-13%
• Deer Park	1408	6585	36235	-20%
• Fairfield	681	918	3632	-20%
• Medical Lake	2123	2264	12968	-9%
• Mobile Services	1904	1799	14151	5%
• Moran Prairie	12305	11571	71976	-9%
• North Spokane	24669	26048	148187	-7%
• Otis Orchards	3519	3180	21160	4%
• Spokane Valley	28913	30378	173201	-7%
• Digital	108285	96091	712071	-7%
• Totals	191615	196535	1186491	-9%
Programs				
• Number	238	292	2026	-5%
• Attendance	3946	5291	41539	2%
Internet Station Use (%)	35.8%	26.2%	30.4%	
Meeting room bookings	700	780	4906	-9%

Public Use Measure Definitions

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

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

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

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

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

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

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

OPERATIONS REPORT AUGUST 2025

Doug Stumbough and Kristy Bateman

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

- 367 people attended 36 adult programs during August. The big surprise this month was *Introduction to Wilderness Survival in the Inland Northwest*, which was so popular at Otis Orchards we added a second date to accommodate the overflowing waiting list. We had a combined total of 43 participants for the two programs. Another 23 adults attended the same program in Cheney.
- Other highlights this month included 26 participants for the *Introduction to Urban Survival* program at Argonne, 16 people joining the *Tree Identification Walk: Glenrose-Dishman Hills Natural Area* program, and 15 attendees for the *Medical Lake Geology Walk & Water Sampling* event.

Youth Services (Mary Ellen Braks)

- We provided 70 storytimes this month with a total attendance of 1,851.
- Mobile Services visited 12 childcare centers, provided 34 storytimes to a total of 378 children and caregivers.
- Mobile Services also went to three local parks in Spokane Valley to do Storytime in the Park. We saw a total of 34 children and caregivers.
- We had a total of 11 youth summer programs with a total of 260 attendees. Programs included Sock Animals, Perler Beads, Make Your Own Board Game, and Lego Stop Motion.
- We offered 34 Lego Free Play activities for families with a total attendance of 107.

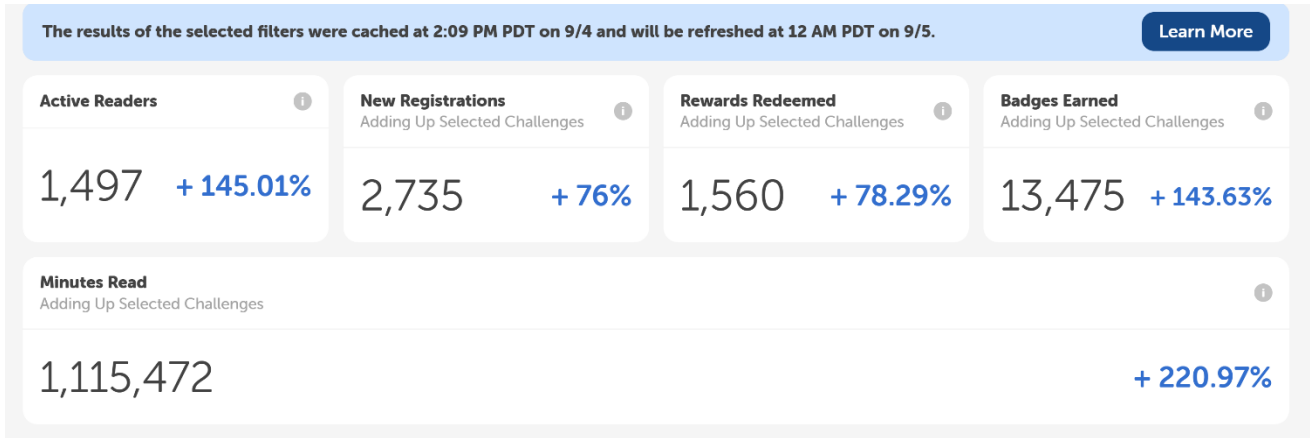
Cross Disciplinary (Gwendolyn Haley)

- Customers accessed 15 Lab and Studio appointments.
- 215 people participated in programs in the programs in the Lab, Studio, or 3D printing, in August. These included Making your Own Meeples (3D printing), Hebocon—a junk robot competition, video boot camp and fly tying for beginners.
- Our annual *Campamento in Espanol* (Camp in Spanish) had 25 kids for an immersive Spanish literacy camp.
- 24 Library of Things items circulated 29 times, average savings of \$465.37. Top circulators included:
 - Nikon DSLR camera
 - Pickleball Paddles
 - Inflatable Movie Screen
 - Orion telescope
- Online Authors Series, 227 customers viewed one of this month's featured authors:
 - How to Thrive in a World of Constant Chaos with Organizational Psychologist Dr. Tasha Eurich
 - Returning to Romance Through Food and Flirty Fun in Fiction with Casey McQuiston

- The Stories, Science, and History of Birds with Smithsonian Biologist Jay Falk
- 126 customers reserved Museum and Cultural Passes in August, accounting for approximately \$5,105 total savings.

Summer Reading Stats:

This year’s final summer reading statistics compared to 2024 reflect significant increases:



Digital Projects and Resources (Carlie Hoffman)

- The Library of Things were called in and reservation suspended as we are inventorying items and preparing to migrate to a new software reservation system.
- The SCLD app now features custom messages.
- Editing and updating web pages for the redesign continues.

Information Technology (Patrick Hakes)

- Completed workstation replacement for Collection Services and addressed specific needs for their new computers.
- Began process of identifying District network equipment needs for the 2026-27 E-Rate season.

Mobile Services (Brianna Rukes)

- LINC continued visiting the Deer Park Library to provide services while the library was temporarily closed.
- Our Storytimes in the park wrapped up this month, and we collected the deposit bins from SV Parks and Rec. We had been providing monthly deposit bins for their camp program, which was such a hit that they’ve asked us to continue again next summer.
- Several visitors joined in our summer programming, where they built marble runs out of cardboard. Kids from the Deer Park community were especially excited to participate and are looking forward to programming starting back up once the library reopens.

Library Reports**Airway Heights: Lesa Arrison**

- Crystal Miller and I attended Airway Heights Days and had engaging conversations with over 500 people. This was the biggest attendance so far for this event.

Argonne: Stacy Mills

- *Science & Play: Bubblemania* program had 13 in attendance, giant bubbles could be seen floating in the air through the library windows for customers to enjoy.
- *Introduction to Urban Survival* had a great turnout of 26 attendees.

Cheney: Jonathan Melcher

- 46 campers from Camp Caslo enjoyed the *Minecraft* program at the library.
- Crystal attended the Cheney Silver Café and connected with 29 community members, answering questions they had about the library, sharing upcoming programs, and letting them know about services like Medicine Mail Back envelopes and Stay Sharp kits.
- The Friends purchased some new furniture and toys for the children's area, which are being well-used and enjoyed.

Deer Park: Shannon McMinn

- Several Deer Park area children were happy to claim their Velocity or Zephyr FC soccer ticket through curbside pickup.
- On several occasions staff were able to help customers with mobile printing by walking them through the process both over the phone and at times helping them directly outside the front doors of the library. Staff were then able to retrieve the prints and deliver them to the customers outside.

Medical Lake: Myles Cunningham

- The *Cookie Decorating* class was a hit with 13 attendees learning how to water paint on a sugar cookie and enjoying connecting with others while trying out a new skill.

Moran Prairie and Fairfield: Caitlin Wheeler

- Librarians Tammy and Janet attended the Fairfield Farmers Market on the 14th and we talked with 18 people.
- All of Moran Prairie's kids and teens programs were enthusiastically attended this month, with *Mario Kart Coding* seeing the highest attendance at 49 participants.
- The passive *Produce Swap* program at Moran Prairie has seen a steady flow of donations received and taken. The table stands near the entrance in the lobby and exclamations of "That is *such* a good idea!" as customers pause there can be heard frequently.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display by the author of *Ponies in the Park*, a children's picture book about Spokane's Loeff Carrousel.
- Librarian Alison Johnson represented the library at two local school events, the Shiloh Hills Elementary Block Party and the Farwell Elementary Open House.

Otis Orchards: Maggie Montreuil

- So many customers registered for *Introduction to Wilderness Survival in the Inland Northwest*, that a decision was made to offer it two nights in a row. This allowed those who were originally on the waitlist to attend as well. The two nights of the program at OT were attended by a total of 43 people.
- *Create Your Own Sock Animal* at OT was a popular children's program with 18 enthusiastic attendees

Spokane Valley: Danielle Milton

- The *Make Perler Bead Creations* was highly successful and well attended with 77 people.
- The *Making Pressed Flowers* was also highly popular, with a large waitlist and 27 people in attendance. Staff fielded calls about the program all day.

District-wide Information**Public Use Measures**

Please see next page.

August 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	150418	140385		7%
Door count	55751	64318	447432	-12%
Items Borrowed	224944	227603	1705541	-1%
• Airway Heights	2087	2666	17632	-11%
• Argonne	6648	7202	45900	-13%
• Cheney	6390	7031	46823	-13%
• Deer Park	1460	7312	37695	-28%
• Fairfield	588	906	4220	-22%
• Medical Lake	2039	2103	15007	-8%
• Mobile Services	1800	1929	15951	4%
• Moran Prairie	11855	11958	83831	-8%
• North Spokane	24859	25978	173046	-7%
• Otis Orchards	3673	2968	24833	6%
• Spokane Valley	27610	97557	819529	5%
• Digital	107458	97557	819529	8%
• Totals	197298	198583	1492074	-1%
Programs				
• Number				
• Attendance				
Internet Station Use (%)	34.2%	27.2%	30.9%	
Meeting room bookings	659	706	5606	-19%

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 Seven Months Ended July 31, 2025

	Y-T-D Actual	Annual Budget	Target 58.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,282,058	\$ 18,354,000	56.02%	\$ 8,071,943
CONTRACT CITIES - SPOKANE	55,340	111,000	49.86%	55,660
FINES & FEES	29,750	45,000	66.11%	15,250
GRANTS & DONATIONS	49,118	53,000	92.68%	3,882
E-RATE REIMBURSEMENTS	136,592	269,000	50.78%	132,408
LEASEHOLD & TIMBER TAX, REBATES, OTH	24,872	38,000	65.45%	13,128
INTEREST REVENUES	151,843	190,000	79.92%	38,157
TOTAL REVENUES	\$ 10,729,573	\$ 19,060,000	56.29%	\$ 8,330,427
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,729,573	\$ 19,060,000	56.29%	\$ 8,330,427
EXPENSES				
SALARIES	\$ 5,072,785	\$ 9,110,000	55.68%	\$ 4,037,215
FRINGE BENEFITS	1,703,819	3,257,000	52.31%	1,553,181
SUPPLIES	104,858	204,000	51.40%	99,142
UTILITIES	360,373	640,000	56.31%	279,627
SERVICES	897,290	1,519,000	59.07%	621,710
INSURANCE	103,832	106,000	97.95%	2,168
CAPITAL EQUIPMENT	34,415	220,000	15.64%	185,585
LIBRARY MATERIALS	1,293,497	2,285,000	56.61%	991,503
ELECTRONIC LIBRARY MATERIALS	183,103	300,000	61.03%	116,897
LIBRARY PROGRAMS	67,096	191,000	35.13%	123,904
DEBT SERVICE	246,022	264,000	93.19%	17,978
TOTAL EXPENSES	\$ 10,067,089	\$ 18,096,000	55.63%	\$ 8,028,911
TRANSFERS OUT	763,000	1,106,000	68.99%	343,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,830,089	\$ 19,202,000	56.40%	\$ 8,371,911
Net Excess of Revenues Over/(Under) Expenses	<u>\$ (100,516)</u>	<u>\$ (142,000)</u>		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	(100,516)			
ENDING CASH	<u>\$ 9,022,845</u>			

Number of months cash on hand

6.0

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

	Y-T-D Actual	Annual Budget	Target 66.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,430,435	\$ 18,354,000	56.83%	\$ 7,923,565
CONTRACT CITIES - SPOKANE	55,340	111,000	49.86%	55,660
FINES & FEES	33,729	45,000	74.95%	11,271
GRANTS & DONATIONS	62,432	53,000	117.80%	(9,432)
E-RATE REIMBURSEMENTS	174,877	269,000	65.01%	94,123
LEASEHOLD & TIMBER TAX, REBATES, OTH	26,644	38,000	70.11%	11,356
INTEREST REVENUES	176,641	190,000	92.97%	13,359
TOTAL REVENUES	\$ 10,960,098	\$ 19,060,000	57.50%	\$ 8,099,902
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,960,098	\$ 19,060,000	57.50%	\$ 8,099,902
EXPENSES				
SALARIES	\$ 5,835,167	\$ 9,110,000	64.05%	\$ 3,274,833
FRINGE BENEFITS	1,928,920	3,257,000	59.22%	1,328,080
SUPPLIES	118,029	204,000	57.86%	85,971
UTILITIES	407,274	640,000	63.64%	232,726
SERVICES	1,033,806	1,519,000	68.06%	485,194
INSURANCE	103,832	106,000	97.95%	2,168
CAPITAL EQUIPMENT	34,415	220,000	15.64%	185,585
LIBRARY MATERIALS	1,500,463	2,285,000	65.67%	784,537
ELECTRONIC LIBRARY MATERIALS	217,517	300,000	72.51%	82,483
LIBRARY PROGRAMS	79,920	191,000	41.84%	111,080
DEBT SERVICE	246,022	264,000	93.19%	17,978
TOTAL EXPENSES	\$ 11,505,363	\$ 18,096,000	63.58%	\$ 6,590,637
TRANSFERS OUT	763,000	1,106,000	68.99%	343,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,268,363	\$ 19,202,000	63.89%	\$ 6,933,637
Net Excess of Revenues Over/(Under) Expenses	\$ (1,308,265)	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	(1,308,265)			
ENDING CASH	\$ 7,815,096			

Number of months cash on hand 5.2

**PLANNING THE STRATEGY OR POSITION TO BE TAKEN DURING THE COURSE OF
COLLECTIVE BARGAINING (RCW 42.30.140(4))**

The Board of Trustees will go into closed session for planning the strategy or position to be taken during the course of collective bargaining in accordance with (RCW 42.30.140(4)).

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE**Background**

The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director's performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about the Executive Director's performance to Human Resources Director, who summarized this feedback and distributed copies to Trustees in August.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.