



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

## Board of Trustees Regular Meeting

May 19 2026 4:00 p.m.  
305 E Main St, Fairfield, WA

### 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.sclد.org/connect/ask-board-of-trustees/>.

**I. CALL TO ORDER**

**II. AGENDA APPROVAL**

**III. PUBLIC COMMENT**

**IV. ACTION ITEMS**

- A. Approval of [April 21, 2026 Meeting Minutes](#)
- B. Approval of [April 2026 Payment Vouchers](#)
- C. Unfinished Business
  - 1. [HVAC Projects](#): Discussion
  - 2. [Levy Lid Lift Update](#): Discussion
- D. New Business
  - 1. [Partnership & Sponsorship Policy](#): Approval Recommendation
  - 2. [Volunteer Program Policy](#): Approval Recommendation
  - 3. [Public Records Policy](#): Approval Recommendation
  - 4. [Summer Meeting Schedule](#): Discussion/Potential Action
  - 5. [Overview: Levy Election Public Engagement Training](#)

**V. DISCUSSION ITEMS, POSSIBLE ACTION**

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

**VI. REPORTS**

- A. [Trustees](#)

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

**VII. Closed Session:**

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

**VIII. ADJOURNMENT**

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

May 19, 2026

## **BOARD OF TRUSTEES MEETING MINUTES: April 21, 2026**

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 Cheney Library, Tuesday, April 21, 2026 at 4:00pm.

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

**Excused:** Patti Stauffer – Trustee

**Also Present:** Patrick Roewe (Executive Director), Toni Carnell (Human Resources Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Kristy Bateman (Operations Manager), Amber Williams (Training Manager), Jonathan Melcher (Library Supervisor), Crystal Miller (Librarian), Christie Onzay (Librarian), and five (5) members of the public.

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

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

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

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

**Approval of March 21, 2026 Regular Meeting Minutes (Item IV.A)** Chair Hanson called for any corrections to the March 21, 2026 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of March 2026 Payment Vouchers (Item IV.B)** Discussion ensued about the cost for meeting room chair replacements at the Spokane Valley Library. Vice Chair Klapp moved and Trustee Ellen Clark seconded the approval of the March 2026 Payment Vouchers as follows:

<b>Fund</b>	<b>Voucher/Payroll Numbers</b>	<b>Subtotal</b>
March - GF	0064380 – 00664500 and W001867 – W001886	\$892,371.16
	PR03102026 and PR03252026	\$505,060.60
	<b>Total</b>	\$1,397,431.76
CPF	09779 Allwest Testing	\$4,000.00
	09780 Fire Protection	\$746.24
	09781 Mckinstry	\$306,549.39
	09782 Nortech Inc	\$25,850.60
	09783 Integrus Architecture	\$5,403.50
	09784 TestComm LLC	\$920.00
	09785 Jimmy’s Roofing	\$45,405.86
	<b>Total</b>	\$388,875.59

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

**Unfinished Business**  
HVAC Projects  
**(Item IV.C.1)**

Executive Director Patrick Roewe informed the Board of the progress of the HVAC Replacement projects occurring at the Argonne and Deer Park Libraries. Discussion ensued about completion dates and plans to mitigate any service disruption expectations at Deer Park.

There was no further discussion.

**Unfinished Business**  
Levy Lid Lift Update  
**(Item IV.C.2)**

Executive Director Roewe led the discussion about the status of the levy lid lift election informational documents and related next steps. Discussion ensued about other ballot items and how election costs are portioned out.

There was no further discussion.

**Unfinished Business**  
Property Tax Levy Lid Lift: Calling for an August 4, 2026, Special Election (Resolution 26-01)  
**(Item IV.C.3)**

Executive Director Roewe presented the final version of the resolution presented to the Board at last month’s meeting. Discussion ensued about the resolution being reviewed and approved by the District’s legal counsel. Trustee Clark moved and Trustee Paull seconded the approval of Resolution 26-01 Requesting a Special Election Be Called in order to Submit to the Qualified Electors of the District the Proposition of Whether the District Shall Levy regular Property Taxes in Excess of the Levy Limitation Provided for in RCW 84.55.010 To Provide Funding for Regular Maintenance and Operation of the District be approved.

**RESOLUTION NO. 26-01**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THAT A SPECIAL ELECTION BE CALLED IN ORDER TO SUBMIT TO THE QUALIFIED ELECTORS OF THE DISTRICT THE PROPOSITION OF WHETHER THE DISTRICT SHALL LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LEVY LIMITATION PROVIDED FOR IN RCW 84.55.010 TO PROVIDE FUNDING FOR REGULAR MAINTENANCE AND OPERATION OF THE DISTRICT; PROVIDING

FOR THE SUBMISSION OF THE PROPOSITION AUTHORIZING SUCH LEVY TO THE QUALIFIED ELECTORS AT AN ELECTION TO BE HELD ON TUESDAY, AUGUST 4, 2026; PROVIDING FOR THE NOTICE OF SUCH ELECTION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

**Unfinished Business**

Property Tax Levy  
Lid Lift:  
Appointment of Pro  
& Con Committees  
**(Item IV.C.4)**

Executive Director Roewe informed the Board that the District received two responses to serve on the Pro Committee and no responses to serve on the Con Committee for writing for and against statements in the Local Voters Guides for the August 4, 2026 election. Discussion ensued about the next steps for the committee. Vice Chair Klapp moved and Trustee Clark seconded the appointment of Edward Carroll and Catherine Tobey to the Pro/For committee. The motion was unanimously approved. Chair Hanson stated for the record that no volunteers responded to the District's requests to serve on the Con/Against committee. There was no further discussion.

**New Business**  
Access to Library  
Services Policy  
**(Item IV.D.1)**

Executive Director Roewe presented changes to the Access to Library Services Policy. Discussion ensued about the reorganization of the policy wording and the items struck from the policy on the recommendation of the District's legal counsel. Trustee Clark moved and Vice Chair Klapp seconded the approval of the Access to Library Services Policy.

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

**New Business**  
Collection  
Development Policy  
**(Item IV.D.2)**

Executive Director Roewe and Collection Services Director Andrea Sharps presented changes to the Collection Development Policy. Changes included an addition of a new definition and other updates to reflect current practice. Vice Chair Klapp moved and Trustee Paull seconded the approval of the Collection Development Policy.

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

**New Business**  
Recognizing  
National Library  
Workers Day 2026  
(Resolution 26-02)  
**(Item IV.D.3)**

Executive Director Roewe informed the Board about National Library Workers Day and the tradition of the Board approving a resolution recognizing the contributions of District employees. Trustee Paull moved and Trustee Clark seconded that Resolution 26-02 Recognizing National Library Workers Day 2026 and Expressing Appreciation to Spokane County Library District Employees be approved.

**RESOLUTION NO. 26-02**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2026 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.

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

**New Business**  
Overview: Cheney  
Library  
**(Item IV.D.4)**

Library Supervisor Jonathan Melcher, Librarian Crystal Miller, and Librarian Christie Onzay provided an overview of the Cheney Library, its programs, and how it serves the community.

There was no further discussion.

**New Business**  
Overview: PDC  
Compliance for  
Public Agencies  
**(Item IV.D.5)**

Executive Director Roewe reviewed the statutory basis and administrative rules required of the District, its employees, and Trustees, as outlined by the Washington State Public Disclosure Commission (PDC). Discussion ensued about the rules and basic principles within the PDC guidelines.

There was no further discussion.

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

Chair Hanson called for any suggestions or questions regarding future Board meeting agenda items. Discussion ensued about the continuation of levy lid lift updates and trainings.

There was no further discussion.

**Trustee Reports**  
**(Item VI.A)**

There were no Trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that a District truck used by the Facilities Department is no longer working and the need to use the District's old cargo van until the replacement truck is delivered. Discussion also ensued about fire code changes which will cause the District to have to do work on all the buildings.

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 March 2026, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

In addition to the report provided prior to the meeting, discussion ensued about the closeout and reporting of the 2025 fiscal year, and the included final drafts of prior months' fiscal reports.

There was no further discussion.

Chair Hanson called for a 5-minute recess.

**Closed Session**  
Planning the  
strategy or  
positions to be  
taken during  
collective  
bargaining RCW  
42.30.140(4)  
**(Item VII.A)**

The Board went into a closed session at 5:10pm with an estimated time to return at 5:45pm

The Board returned to a regular session at 5:45pm.

There was no final action taken.

**Adjournment**  
**(Item VIII)**

Chair Hanson adjourned the meeting at 5:45pm. The next Board Meeting is scheduled for Tuesday, May 19, 2026 at the Fairfield Library.

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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees

**APRIL 2026 PAYMENT VOUCHERS**

PAYMENT VOUCHER APPROVAL			
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2026, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,443,471.15 for the general fund, \$562,994.65 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	April 30, 2026		
SIGNED:	_____	SIGNED:	_____
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000064501	ABM INDUSTRIES INC	MONTHLY CUSTODIAL SERVICES	\$ 24,504.40
0000064502	AVISTA UTILITIES	MONTHLY UTILITIES	6,769.97
0000064503	BRODART CO.	OFFICE/LIBRARY SUPPLIES	218.20
0000064504	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	664.72
0000064505	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	69.16
0000064506	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	935.57
0000064507	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,501.42
0000064508	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	302.30
0000064509	APRIL EBERHARDT	LIBRARY PROGRAMS	100.00
0000064510	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.66
0000064511	INLAND NORTHWEST RAIL MUSEUM	LIBRARY OF THINGS PASSES	2,000.00
0000064512	DAVID KLENDIA	LIBRARY PROGRAMS	109.00
0000064513	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	1,423.85
0000064514	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	46.00
0000064515	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	37.77
0000064516	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	143.73
0000064517	SARAH ROONEY	LIBRARY PROGRAMS, POETRY SLAM JUDGE	272.35
0000064518	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	21.16
0000064519	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,953.82
0000064520	BRANDON T SULLIVAN	LIBRARY PROGRAMS	100.00
0000064521	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	120.90
0000064522	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,951.09
0000064523	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	2,042.95
0000064524	JOSEPH A WEDGE	LIBRARY PROGRAMS	100.00
0000064525	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	35.37
0000064526	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000064527	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	160.00
0000064528	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	5,128.94
0000064529	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	921.18
0000064530	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000064531	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,780.50
0000064532	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000064533	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	81.72
0000064534	CINTAS CORP	JANITORIAL SUPPLIES	2,976.74
0000064535	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	212.12
0000064536	FAMILY EDUCATION & SUPPORT SERVICES	TRAINING - STAFF DAY	150.00
0000064537	THE FIG TREE	LIBRARY MATERIALS	150.00
0000064538	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	600.00
0000064539	GREENLEAF LANDSCAPING INC	GROUNDS MAINTENANCE	33,134.21
0000064540	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	29,602.38
0000064541	INLAND PUBLICATIONS INC	LIBRARY PROGRAMS ADVERTISING	2,112.00
0000064541	INLAND PUBLICATIONS INC	LIBRARY PROGRAMS ADVERTISING	(2,112.00)
0000064542	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	840.19
0000064543	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	338.52
0000064544	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	68,638.53
0000064545	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	81.00
0000064546	OTIS HARDWARE	MAINTENANCE SUPPLIES	194.28
0000064547	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	48,745.31
0000064548	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	346.65
0000064549	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	433.97



PAYROLL VOUCHERS			
04102026 PP07	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #07	\$ 286,596.98
04242026 PP08	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #08	273,421.60
<b>Total Payroll General Operating Fund</b>			\$ 560,018.58
<b>TOTAL GENERAL OPERATING FUND</b>			\$ 1,443,471.15

  

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009786	APEX MECHANICAL LLC	RENOVATION - DEER PARK	\$ 29,963.43
0000009787	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE & DEER PARK, DISTRICT-WIDE PLANNING	12,585.00
0000009788	TESTCOMM LLC	RENOVATION - ARGONNE	900.00
0000009789	MCKINSTRY CO LLC	RENOVATION - ARGONNE	519,546.22
<b>TOTAL CAPITAL PROJECT FUND</b>			\$ 562,994.65

  

DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
<b>TOTAL DEBT SERVICE FUND</b>			\$ -

**APRIL 2026 VISA**

March 2026 / April 2026  
 Paid in April 2026  
 64574

Card Category	Amount
General Purchases	\$ 10,463.89
Maintenance	\$ 4,363.67
Travel	\$ 4,872.22
Acquisitions	\$ 1,338.33
Information Technology	\$ 3,532.20
Mobile Services	\$ 1,330.22
<b>General Fund Purchases</b>	<b>\$ 25,900.53</b>

Top Individual Charges

Home Depot	Building Maintenance	2,839.53
Assoc of Washington Cities	Training/Education - Finance & HR	1,305.60
Safelite Autoglass	Vehicle Maintenance - Sprinter Windshield	1,110.01
Golden Rule Brake	Vehicle Maintenance - Old MS Van Brakes	2,456.61
Zoom.com	Software Support - Administration	3,654.41
Yubico Inc	IT Hardware - Multi-Factor Auth Supplies	3,034.56

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## HVAC PROJECTS UPDATE: DISCUSSION

### Argonne/Administration

The last day of regular services for the library was Saturday, February 28<sup>th</sup>, and construction started on March 2<sup>nd</sup>. The Collection Services Department relocated to the Service Center so that the processing and distribution of library materials to District facilities and customers continued as per normal. A minimal number of employees remain onsite throughout the project to maintain building-dependent business functions. Other employees have been assigned to other work locations.

Curbside service days and LINC visits have been implemented in collaboration with employees:

- **Curbside pickup** will be available at Argonne Library with the following schedule: Monday–Wednesday: 10am–2pm; Thursday: 2–6pm
- **LINC** is visiting Argonne Library with following schedule: 10am–4pm on Saturdays (except Apr 11 & May 9)

Construction update:

- Construction is substantially complete.
- HVAC controls, thermostats, etc. are being installed now.
- Start-up and commissioning of the new system is being scheduled for late May.

As previously reported, the closure is necessary because all of the HVAC equipment is located in the “mezzanine” above the central lobby. In order to access and replace the equipment, they will be opening the exposed walls above the lobby and using lifts and other heavy equipment. The lobby therefore needs to be closed for the safety of customers and employees. All of the work will be happening overhead in the lobby and the footprint of the space is insufficient from a safety perspective to maintain protected public access without inhibiting contractor working space. Since there is no ADA accessible alternative entry into the library/restroom access for the public, the District is not able to get a temporary occupancy permit for the public during the closure, though a minimal employee presence during the closure is permitted.

At present, the project is ahead of schedule. That said, the District is continuing to plan for the facility to reopen in early June.

### Deer Park

The Deer Park HVAC replacement contract was awarded on February 17, 2026 to Apex Mechanical, LLC (Apex). The District has completed the contracting phase and the contractor is ordering equipment. Construction is scheduled to start May 26, 2026 with a substantial completion date of July 1, 2026. The District is working with the contractor on a method to provide alternative cooling for the building. The goal is to keep the building open to customers and employees during construction with no closures.

Procurement Updates:

- The chiller has been ordered and arrived in April 2026.
- The boiler has been ordered and arrived in March 2026.

Finance is working with Inland Power and Avista on 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.

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**LEVY LID LIFT ELECTION: DISCUSSION****Resolution:**

At the April 21, 2026 meeting, the Board of Trustees adopted Resolution 26-01, placing Proposition No. 1: Regular Library Operations and Maintenance Levy on the August 4, 2026 ballot. Staff submitted the Resolution and accompanying coversheet and Explanatory Statement to the Spokane County Elections Division (Elections) on April 22, 2026.

**For and Against Committees:**

Following solicitation for members of For and Against Committees, the Board appointed two volunteers to the Pro/For Committee to prepare a “for” statement to be included in the Spokane County Local Voters’ Pamphlet at the April 21, 2026 meeting. As presented last month, no volunteers responded to the District’s solicitation for a Con/Against Committee. Staff submitted the committee information to Elections on April 22, 2026. Elections subsequently conducted their own solicitation for members of a Con/Against Committee, with no volunteers responding by their deadline.

**Local Government Agency Guidelines:**

Also at the April 21, 2026 meeting, staff provided the Board with an overview of Guidelines for Local Government Agencies in Election Campaigns from the Public Disclosure Commission (PDC).

**Next Steps:**

This month, staff will provide additional information on the District’s public engagement activities, including this month’s overview topic. Staff will also provide some general election informational updates.

Executive Director Patrick Roewe will be available to answer questions.

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

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**COMMUNITY PARTNERSHIP AND SPONSORSHIP POLICY****Background**

The purpose of this policy is to define the conditions and responsibilities associated with partnership and sponsorships between Spokane County Library District (District) and community entities.

Revisions are minor and focused on capitalizing defined terms in the policy for the sake of clarity. The previous title reference has also been removed now that two years have passed, and the reference is no longer needed.

Executive Director Patrick Roewe will be available to answer any questions.

**Recommended Action:** Board Motion to approve revisions to the Community Partnership and Sponsorship 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

<b>Policy Title</b>	Community Partnership and Sponsorship		
<b>Previous Title</b>	<del>Partnership and Sponsorship</del>		
<b>Approval Date</b>	February 18, 2014	<b>Revision or Reaffirmation Date</b>	<del>May 21, 2024</del> <u>May 19, 2026</u>
<b>Related Policies</b>	Gifts Naming and Recognition		
<b>Purpose</b>	To define the conditions and responsibilities associated with partnership and sponsorships between Spokane County Library District (District) and community entities.		

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

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

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

**Policy:**

**Definitions**

Community Partner: An institution, business, nonprofit organization, community group, or other governmental agency that, in the determination of the District-staff, has a community-oriented purpose that is complementary to that of the District. For clarity, the use of the term "Community Partnerpartner" does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Community Partnership: A relationship between the District and a Community Partnerpartner that involves an exchange of services, use of facilities, a newly created service or event, or other transaction that is mutually beneficial to both the District and the Community Partnerpartner and is of benefit to the community. Both the District and the Community Partnerpartner contribute equitably to the enterprise. For the purpose of clarity, the use of the term "partnership" does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Sponsor: An institution, business, nonprofit organization, community group, or individual that makes a contribution of benefit to the District.

Sponsorship: A mutually beneficial exchange between the District and a sponsorSponsor, whereby the sponsor-Sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement, or other promotional considerations from the District.

**General Policy:**

The District seeks and encourages the support of institutions, businesses, nonprofit organizations, and community groups to enhance or improve District activities, facilities, services, events, and/or programs through the establishment of ~~sponsorships~~ Sponsorships and ~~community partnerships~~ Community Partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its ~~community partner~~ Community Partner(s) or ~~sponsor~~ Sponsor(s).

Guidelines:

Certain guidelines apply in deciding the specific nature and conditions of acceptable Community Partnerships~~partnerships~~ and Sponsorships~~sponsorships~~. As determined by the District ~~staff~~, all Community Partnerships~~community partnerships~~ and Sponsorships~~sponsorships~~:

- Must align with the District's strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees, as required.
- Must require a written memorandum of understanding or formal written agreement between the District and ~~community partner~~ Community Partner or ~~sponsor~~ Sponsor outlining each party's responsibilities or activities.

Community ~~partners~~ Partners and ~~sponsors~~ Sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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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

<b>Policy Title</b>	Community Partnership and Sponsorship		
<b>Approval Date</b>	February 18, 2014	<b>Revision or Reaffirmation Date</b>	May 19, 2026
<b>Related Policies</b>	Gifts Naming and Recognition		
<b>Purpose</b>	To define the conditions and responsibilities associated with partnership and sponsorships between Spokane County Library District (District) and community entities.		

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

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

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

**Policy:**

**Definitions**

Community Partner: An institution, business, nonprofit organization, community group, or other governmental agency that, in the determination of the District, has a community-oriented purpose that is complementary to that of the District. For clarity, the use of the term “Community Partner” does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Community Partnership: A relationship between the District and a Community Partner that involves an exchange of services, use of facilities, a newly created service or event, or other transaction that is mutually beneficial to both the District and the Community Partner and is of benefit to the community. Both the District and the Community Partner contribute equitably to the enterprise. For the purpose of clarity, the use of the term “partnership” does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Sponsor: An institution, business, nonprofit organization, community group, or individual that makes a contribution of benefit to the District.

Sponsorship: A mutually beneficial exchange between the District and a Sponsor, whereby the Sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement, or other promotional considerations from the District.

**General Policy:**

The District seeks and encourages the support of institutions, businesses, nonprofit organizations, and community groups to enhance or improve District activities, facilities, services, events, and/or programs through the establishment of Sponsorships and Community Partnerships. These

relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its Community Partner(s) or Sponsor(s).

Guidelines:

Certain guidelines apply in deciding the specific nature and conditions of acceptable Community Partnerships and Sponsorships. As determined by the District, all Community Partnerships and Sponsorships:

- Must align with the District's strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all District policies.
- Must be approved by the Executive Director or designee, and approved by the Spokane County Library District Board of Trustees, as required.
- Must require a written memorandum of understanding or formal written agreement between the District and Community Partner or Sponsor outlining each party's responsibilities or activities.

Community Partners and Sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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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.

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## VOLUNTEER PROGRAM POLICY

### Background

The purpose of this policy is to define requirements for participation in the volunteer program for the Spokane County Library District (District).

Revisions are focused on updates and clarification, and do not represent substantive changes to the intent of the policy itself. Revisions include:

- Clarification that approval of volunteers is done by the Human Resources department, as is current practice.
- Clarification that any District employee can make reasonable requests of a volunteer, particularly as it applies to the recently revised Child and Vulnerable Adult Safety Policy.
- Rearrangement of bullet points to reflect more accurate prioritization.
- Updated policy and procedure references now that Volunteer Standards of Conduct is its own procedure.
- General updates to preferred nomenclature.

Human Resources Director Toni Carnell and Executive Director Patrick Roewe will be available to answer any questions.

**Recommended Action:** Board Motion to approve revisions to the Volunteer Program 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

<b>Policy Title</b>	Volunteer Program		
<b>Approval Date</b>	November 16, 1999	<b>Revision or Reaffirmation Date</b>	<del>May 21, 2024</del> <u>May 19, 2026</u>
<b>Related Policies</b>	<del>HR02 Hiring and Employment</del> <del>HR06 Employee Conduct</del> <u>Child and Vulnerable Adult Safety</u>		
<b>Statutory References</b>	RCW 43.43.830		
<b>Purpose</b>	To define requirements for participation in the volunteer program for the Spokane County Library District (District).		

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

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

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

**Policy**

The District provides volunteer opportunities for members of the public, subject to District needs and the following requirements:

- District employees may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual, or supplemental services. Volunteers do not perform job duties of District employees.
- All potential volunteers must be officially approved by ~~authorized the~~ District ~~personnel~~ Human Resources Director or designee prior to performing any volunteer duties.
- All volunteers shall undergo background checks, as per Washington state law (RCW 43.43.830) and policy HR02 Hiring and Employment.
- All volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- All volunteers must wear District-provided clothing and/or ID badge while on duty. District employees may not supervise family members who volunteer.
- ~~Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the Volunteer and Library.~~
- All volunteers must abide by the expectations set forth in ~~policy HR06 Employee Conduct~~ Procedure 100.35 Volunteer Standards of Conduct
- All volunteers must comply with all reasonable requests from District employees ~~functioning in a supervisory role.~~
- Both the volunteer and the District have the right to end the volunteer's association with the District at any time.
- If the District terminates a volunteer who neglects or refuses assignments or who violates any law or District policy, the volunteer will not be eligible for reinstatement.

- ~~All volunteers must wear District provided clothing and/or ID badge while on duty.~~
  - Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the Volunteer and Librarythe District.
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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

<b>Policy Title</b>	Volunteer Program		
<b>Approval Date</b>	November 16, 1999	<b>Revision or Reaffirmation Date</b>	May 19, 2026
<b>Related Policies</b>	Child and Vulnerable Adult Safety		
<b>Statutory References</b>	RCW 43.43.830		
<b>Purpose</b>	To define requirements for participation in the volunteer program for the Spokane County Library District (District).		

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

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

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

**Policy**

The District provides volunteer opportunities for members of the public, subject to District needs and the following requirements:

- District employees may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual, or supplemental services. Volunteers do not perform job duties of District employees.
- All potential volunteers must be officially approved by the District Human Resources Director or designee prior to performing any volunteer duties.
- All volunteers shall undergo background checks, as per Washington state law (RCW 43.43.830) and policy HR02 Hiring and Employment.
- All volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- All volunteers must wear District-provided clothing and/or ID badge while on duty. District employees may not supervise family members who volunteer.
- All volunteers must abide by the expectations set forth in Procedure 100.35 Volunteer Standards of Conduct
- All volunteers must comply with all reasonable requests from District employees .
- Both the volunteer and the District have the right to end the volunteer’s association with the District at any time.
- If the District terminates a volunteer who neglects or refuses assignments or who violates any law or District policy, the volunteer will not be eligible for reinstatement.
- Nothing in this policy or in a volunteer's service to the District shall create a contract or employment relationship between the Volunteer and the District.

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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.

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## PUBLIC RECORDS POLICY

### Background

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

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

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

The primary revisions include:

- Inclusion of a disclosure exemption for records containing certain information of agency employees or their dependents who are survivors of domestic violence, sexual assault, harassment, or stalking, as outlined in Washington State law.
- Expansion of the subsection on closing of a request in light of a recent Washington State Supreme Court decision, using language provided by the District's legal counsel.
- Updated state and federal statute references, following the recommended list from Municipal Research and Services Center (MRSC).
- Inclusion of language that better aligns with District practice when responding to public records requests.

Finally, revisions were made for general updates, clarity, and to conform with policy formatting, such as the inclusion of the introduction and closing statements standard to all policies.

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

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

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

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

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

<b>Policy Title</b>	Public Records		
<b>Approval Date</b>	July 15, 2008	<b>Revision or Reaffirmation Date</b>	<del>February 20, 2024</del> <u>May 19, 2026</u>
<b>Statutory Reference</b>	RCW 42.56		
<b>Purpose</b>	Defines the Spokane County Library District's Rules of Procedure in compliance with the Public Records Act of Washington State.		

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.

**AUTHORITY AND PURPOSE**

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

**CONTACT INFORMATION - PUBLIC RECORDS OFFICER**

- a. **District Administrative Offices.** The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.

- b. **Public Records Officer.** The District has designated the Administrative Services Manager as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

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

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

### **AVAILABILITY OF PUBLIC RECORDS**

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. (See Resolution 20-01)
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records ([RCW 42.56.080\(1\)\(a\)](#)).

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

- (1) The date and time of the request;
- (2) Name, mailing address, telephone number, and email address of the requester;

- (3) Identification of the public records requested adequate enough for the Public Records Officer to locate the records; and
  - (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested, in which case fees will be applied.
- e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.
- f. **Request for copies.** If the requester wishes to have copies made of the records instead of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.
- g. **Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.
- h. **Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer will require the requester to complete and submit a “Commercial Purpose Declaration” prior to processing the request. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. (RCW 42.56.070(8)).

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

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

- (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
  - (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
  - (5) Deny the request.
- d. **Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify the request within the 30 day response time given, the District will consider the request abandoned and close the request.
- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request. (RCW 42.56.540)
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **~~Consequence of failure~~Failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make

arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.

- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying, and inform the requester of any related fees to be paid prior to release of copies.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for the remaining records and close the request.
- l. **Completion of search.** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. **Closing request.** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records, or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request, inform the requester of statute of limitations as per RCW 42.56.550(6), and inform the requester that, consistent with WAC 44-14-04006, the District will respond to follow-up questions within a reasonable time frame. In the case of any denial of the requester, in all or part, the District will also inform the requester of the District's process for review of denial as set forth herein.
- n. **Later discovered records.** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. ~~Consequence of disclosing~~ **Disclosing record in error.** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. **No duty to create records.** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier or more time-efficient for the District to create a record responsive to the request, ~~than to collect and make available voluminous records that contain small pieces of information responsive to the request.~~
- q. **No duty to supplement responses.** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the

future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

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

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

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

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

- (1) Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.
- (2) Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.
- (3) Library records: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.
- (4) Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.
- (5) Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five

years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.

- (6) Preliminary drafts, notes, recommendations, and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.
- (7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.
- (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.
- (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
- (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.
- (12) Survivors of domestic violence, sexual assault, harassment, or stalking: Records containing certain information of agency employees or their dependents who are survivors of domestic violence, sexual assault, harassment, or stalking or are otherwise enrolled in the Address Confidentiality Program. RCW 42.56.250(1)(i)

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

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

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

resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

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

- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.
- d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.
- e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
- f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
- g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

### **RETENTION OF RECORDS**

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

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

- a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.

- b. ***District response to petition.*** The Public Records Officer shall promptly provide the petition and any other relevant information to the District’s attorney. The District’s attorney shall promptly consider the petition and provide the requester a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District’s attorney and the requester.
  
- c. ***Judicial review.*** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.

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

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

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

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

<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing

<a href="#"><u>RCW 39.10.470(3)</u></a>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<a href="#"><u>RCW 42.23.070(4)</u></a>	Municipal officer disclosure of confidential information prohibited
<a href="#"><u>RCW 42.41.030(7)</u></a>	Identity of local government whistleblower
<a href="#"><u>RCW 42.41.045</u></a>	Non-disclosure of protected information (whistleblower)
<a href="#"><u>RCW 43.43.762</u></a>	Contents of statewide criminal street gang database
<a href="#"><u>RCW 42.56.235</u></a>	<a href="#"><u>Religious Affiliation</u></a>
<a href="#"><u>RCW 42.56.300</u></a>	<a href="#"><u>Archaeological Site Information</u></a>
<a href="#"><u>RCW 42.56.410</u></a>	<a href="#"><u>Employment security department records, certain purposes</u></a>
<a href="#"><u>RCW 42.56.420</u></a>	<a href="#"><u>Security of information, technology, and physical infrastructure</u></a>
<a href="#"><u>RCW 42.56.600</u></a>	<a href="#"><u>Mediation communications</u></a>
<a href="#"><u>RCW 46.52.065</u></a>	<a href="#"><u>State toxicologist records relating to analyses of blood samples</u></a>
<a href="#"><u>RCW 46.52.080</u></a>	Traffic accident reports – confidentiality
<a href="#"><u>RCW 46.52.083</u></a>	Traffic accident reports – available to interested parties
<a href="#"><u>RCW 46.52.120</u></a>	Traffic crimes and infractions – confidential use by police and courts
<a href="#"><u>RCW 46.52.130(2)</u></a>	Abstract of driving record – limited disclosure
<a href="#"><u>RCW 42.56.260</u></a>	<a href="#"><u>Real estate appraisals and other real estate records</u></a>
<a href="#"><u>RCW 42.56.270</u></a>	<a href="#"><u>Financial, commercial, and proprietary information (government owned)</u></a>
<a href="#"><u>RCW 48.62.101</u></a>	Local government insurance/risk management liability reserve funds established to settle claims
<a href="#"><u>RCW 50.13.060</u></a>	Access to employment security records by local government agencies
<a href="#"><u>RCW 50.13.100</u></a>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<a href="#"><u>RCW 50A.25.020</u></a>	<a href="#"><u>Washington State Paid Family and Medical Leave Act (PFMLA)</u></a>
<a href="#"><u>RCW 51.16.070</u></a>	<a href="#"><u>Employer's records—Unified business identifier—Confidentiality</u></a>
<a href="#"><u>RCW 51.28.070</u></a>	Worker's compensation records confidential – limited disclosure
<a href="#"><u>RCW 51.36.060</u></a>	Physician information on injured workers
<a href="#"><u>RCW 60.70.040</u></a>	No duty to disclose record of common law lien
<a href="#"><u>RCW 68.50.105</u></a>	Autopsy reports – confidential – limited disclosure
<a href="#"><u>RCW 68.50.320</u></a>	Dental identification records – available to law enforcement agencies
<a href="#"><u>Ch. 70.02 RCW</u></a>	Medical records – access and disclosure – entire chapter (information from HC providers)
<a href="#"><u>RCW 70.05.170</u></a>	Child mortality reviews by local health departments
<a href="#"><u>RCW 70.24.022</u></a>	Public health agency information regarding sexually transmitted disease investigations – confidential
<a href="#"><u>RCW 70.24.024</u></a>	Transcripts and records of hearings regarding sexually transmitted diseases
<a href="#"><u>RCW 70.28.020</u></a>	Local health department TB records – confidential

<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

## Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
<a href="#"><u>18 U.S.C. § 923(g); Public Law 112-55, div. B, title II, 125 STAT. 609</u></a>	<a href="#"><u>“Tiahrt Amendment” – Firearms trace data provided to local law enforcement by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)</u></a>
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 4079	Evidence of certain accident reports
<a href="#"><u>29 CFR § 825.500(g)</u></a>	<a href="#"><u>Federal Family Medical Leave Act (FMLA) Certifications</u></a>
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
<a href="#"><u>42 U.S.C. § 5106a</u></a>	<a href="#"><u>Grants to States for Child Abuse and Neglect Prevention and Treatment Programs</u></a>
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for <del>the</del> <a href="#"><u>Mentally Retarded Individuals with Intellectual Disabilities</u></a>
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
<del>46 CFR 40.321</del>	<del>USCG regulations regarding confidentiality</del>

[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

<b>Policy Title</b>	Public Records		
<b>Approval Date</b>	July 15, 2008	<b>Revision or Reaffirmation Date</b>	May 19, 2026
<b>Statutory Reference</b>	RCW 42.56		
<b>Purpose</b>	Defines the Spokane County Library District’s Rules of Procedure in compliance with the Public Records Act of Washington State.		

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.

**AUTHORITY AND PURPOSE**

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

**CONTACT INFORMATION - PUBLIC RECORDS OFFICER**

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

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

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

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

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. (See Resolution 20-01)
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records (RCW 42.56.080(1)(a)).

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

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

or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

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

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

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

Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify the request within the 30 day response time given, the District will consider the request abandoned and close the request.

- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request. (RCW 42.56.540)
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **Failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.
- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying, and inform the requester of any related fees to be paid prior to release of copies.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records

Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for the remaining records and close the request.

- l. *Completion of search.*** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. *Closing request.*** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records, or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request, inform the requester of statute of limitations as per RCW 42.56.550(6), and inform the requester that, consistent with WAC 44-14-04006, the District will respond to follow-up questions within a reasonable time frame. In the case of any denial of the requester, in all or part, the District will also inform the requester of the District's process for review of denial as set forth herein.
- n. *Later discovered records.*** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. *Disclosing record in error.*** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. *No duty to create records.*** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier or more efficient for the District to create a record responsive to the request.
- q. *No duty to supplement responses.*** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

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

- a. *Processing electronic records.*** The process for requesting electronic public records is the same as for requesting paper public records.
- b. *Format.*** When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally

commercially available. The District has no duty to scan paper copies of records into electronic documents. If the District elects to do so, however, it may charge the requester according to the fee schedule set forth in Exhibit A.

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

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

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

- (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.
- (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
- (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.
- (12) Survivors of domestic violence, sexual assault, harassment, or stalking: Records containing certain information of agency employees or their dependents who are survivors of domestic violence, sexual assault, harassment, or stalking or are otherwise enrolled in the Address Confidentiality Program. RCW 42.56.250(1)(i)

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

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

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

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

- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site

vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.

- d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.
- e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
- f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
- g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

#### **RETENTION OF RECORDS**

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

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

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

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

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

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

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

<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made

<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 42.56.235</u>	Religious Affiliation
<u>RCW 42.56.300</u>	Archaeological Site Information
<u>RCW 42.56.410</u>	Employment security department records, certain purposes
<u>RCW 42.56.420</u>	Security of information, technology, and physical infrastructure
<u>RCW 42.56.600</u>	Mediation communications
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 42.56.260</u>	Real estate appraisals and other real estate records
<u>RCW 42.56.270</u>	Financial, commercial, and proprietary information (government owned)
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 50A.25.020</u>	Washington State Paid Family and Medical Leave Act (PFMLA)
<u>RCW 51.16.070</u>	Employer's records—Unified business identifier—Confidentiality
<u>RCW 51.28.070</u>	Worker's compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports

<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

### Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
18 U.S.C. § 923(g); Public Law 112-55, div. B, title II, 125 STAT. 609	“Tiahrt Amendment” – Firearms trace data provided to local law enforcement by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 407	Evidence of certain accident reports
29 CFR § 825.500(g)	Federal Family Medical Leave Act (FMLA) Certifications
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
42 U.S.C. § 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for Individuals with Intellectual Disabilities
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule

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.

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## SUMMER MEETING SCHEDULE

### **Background**

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

Given the upcoming August levy election, staff recommend maintaining the July and August meetings as scheduled. If the Board wishes to cancel a summer meeting, June 2026 would likely be the only viable option.

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

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**OVERVIEW – LEVY ELECTION PUBLIC ENGAGEMENT TRAINING**

Training Manager Amber Williams and Executive Director Patrick Roewe will provide an overview of the public engagement training for the August 4, 2026 Levy Election. Trustees will be provided training similar to that of District employees, and will be able to use that training when discussing the levy as a District representative.

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

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE – JULY 2026****June 16, 2026: Otis Orchards Library – 4pm**

- Levy Lid Lift Update: Discussion
- HVAC Updates: Discussion
- Annexation of Cities & Towns to the Library District Policy: Approval Recommendation
- Filming and Photography Policy: Approval Recommendation
- Social Media Policy: Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

**July 21, 2026: Deer Park Library – 4pm**

- Levy Lid Lift Update: Discussion
- HVAC Updates: Discussion
- Overview: Deer Park Library
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

## **TRUSTEE APRIL 2026 REPORTS**

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

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**APRIL 2026 DIRECTOR'S REPORT FOR MAY 2026****Finance – Jason Link****General Fund**

The total general fund operating expenses before (31.63%) or after (29.91%) transfers remain aligned with the total projected budget expenditure of 33.33%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

**Capital Project & Debt Service Funds**

Total expenses are within budget. There were four expenditures for the Argonne & Deer Park HVAC projects, and the District-wide facilities needs assessment for April from the Capital Project Fund. There were no expenditures from the Debt Service Fund.

**Facilities Report**

Facilities employees have completed routine maintenance projects at the District facilities in April. The spring start-up is continuing with work on sprinklers and landscaping work.

The roof on Moran Prairie was identified as needing significant repairs and replacement. Repairs to prevent water from leaking into the building were completed in January. The District contracted with Jimmy's Roofing to overlay a new roof over the existing roof. The work was completed in March. The project is waiting for inspections by the roofing manufacturer and Spokane County Building Department.

The District was contacted by Avista with the opportunity to install manual transfer switches at Moran Prairie and Otis Orchards. The switches will allow for an external generator to power the facility in the event of a power outage. Avista has agreed to provide most of the funding for these projects in exchange for a modification to the Community Resource Agreements. The District has completed the contracting phase of this, with agreements planned with Avista, Power City Electric, and Integrus Architecture for the installation of these switches. Equipment has been ordered for these projects. Work is anticipated to begin in July.

The District is in the process of completing an evaluation of fire prevention and response within District facilities. This evaluation may result in repairs or alterations to planned responses in order to be in compliance with building codes. The District is working with Integrus Architecture and Johnson Controls to determine solutions to the identified deficiencies. Major repair work will be completed at North Spokane, Spokane Valley, and Service Center. No building closures are anticipated with this work.

Facilities is working on preparing the Clean Buildings Reports for Spokane Valley and Service Center. These reports are due to the Washington State Department of Commerce by July 1, 2027. The District plans to implement an organization-wide plan consistent with these requirements. The District has contracted with L&S Engineering to complete the audit and submission portion of these reports. The review of the District's plans and reporting is underway.

The District contracted with MaintainX for new facilities management software. The software will replace the current work order management software. The software will enable facilities management to more accurately track work performed to individual assets, create preventative maintenance schedules, annual work assignments, etc. Facilities employees are in the process of using the Facilities Needs Assets to further identify maintenance tasks, assets and systems that need to be regularly maintained or replaced. The software went live on May 1, 2026. The District is continuing to fine tune some of the reporting and ticket submission processes. This purchase supports the Board of Trustee's Policy on Fixed Assets:

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

### **Human Resources – Toni Carnell**

#### **Employee updates:**

##### **New hires:**

- Circulation and Customer Service Manager
- Library Supervisor (ML)

##### **Promotions:**

- N/A

##### **Transfers:**

- N/A

##### **Voluntary Demotions**

- N/A

##### **Separations:**

- N/A

### **Communication & Development – Jane Baker**

#### **Communication**

With the summer edition of *Engage* complete and printed, the Communication Department focused on the additional materials, event calendar entries, advertising, and web pages that support summer reading.

Weekly eNewsletters sent in April promoted the Library Giving Day fundraiser and the Bites and Books Food Drive, as well as promoted library events and materials.

#### **Development**

The Library Foundation of Spokane County successfully completed the annual Library Giving Day fundraising campaign by meeting and exceeding the \$5,000 goal and raising over \$8,600. As in previous years, the funding raised benefitted the Summer Reading program by providing books and incentive prizes to kids and teens registering for the summer reading challenge.

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**Operations – Doug Stumbough**

For the month of April, a total of 80,197 physical items were borrowed by customers in the libraries, up from 78,297 borrowed in same month last year. The total number of customers visiting our libraries this month was 62,664, up compared to 56,851 last year during the same month. Note that Argonne was limited to curbside only service for the month during the HVAC replacement project.

**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 who often comes into Moran Prairie and needs a bit of help with technology, classes, books, etc. said that she thinks everybody is so great and that the library staff knows everything. She was very grateful for all they do and mentioned Public Services Associate Olesya specifically as being a great source of information and help.

While checking out a stack of children's books at Spokane Valley, a customer remarked to Public Services Specialist Melissa: "I really appreciate you guys. The fact that I don't have to buy all these books! I can just see the look on my daughter's face when she gets home and sees all these today. Thank you!"

As a North Spokane customer was looking at the shelves, she shared with Public Services Specialist Katie that her son was struggling to find motivation to take the GED exam, so she wanted to carve out time to come to the library every week with him and get into more of a study mindset. Katie mentioned they might want to check out Peterson's and HelpNow - with 24/7 tutoring and using conference rooms for quieter study. The customer was excited about what we offered and said she was much more optimistic about getting her son past the finish line for his GED. She left saying, "I'll be seeing you a lot more!"

Received in an email from an Airway Heights customer: "Your meeting room has been ideal for meetings, and I salute all the staff. They treat us very well. Yours is my hometown library, and you're very good at it."

Moran Prairie had a visitor come to the front desk to express how they liked the entrance displays, put together for the month by Pottery Place Plus, an Artist's Co-op. She wanted to say that she really liked all the professional artwork.

Soon after opening one day at Deer Park, a customer came in and stated that she had very much been looking forward to coming and working on the puzzles. After completing a puzzle, she inquired about what the next one would be, and said she was so grateful for the ongoing puzzle table, puzzle swap, and that there are such great puzzles to build.

In the process of signing up for a library card, a new customer mentioned how much she loved the North Spokane children's area, saying "it encourages pretend play." In addition, she mentioned how she liked the different sections of the children's area and its general layout. She said she

usually uses another library system however she feels her children often "get stuck on the computers" there and she doesn't always like that.

A high school Spanish teacher at Riverside High School sent a thank you note. After seeing information about the Spanish language escape room program at Cheney, the teacher contacted Librarian Dana to see how her students could participate as the library can only accommodate a limited group. Dana was able to bring the escape room program to the school so that students were able to rotate through: "Hola Dana, Thank you so much for doing the Escape Room yesterday at Riverside. The kids really enjoyed it. I know it's a long drive out here and I want you to know we appreciate both your time and your effort. GRACIAS!"

A customer at Spokane Valley stopped Library Manager Danielle to share how much she loves coming to the library. She said it's a bit of a drive for her because they live in the city but the collection is so much better and they love the fact that all the kids can find books they are looking for in one space. It's so worth it, she said, to make the drive and that she'll probably be dragging her kids out.

At the end of an interaction, a customer at Spokane Valley who needed help getting into her email informed Mobile Services Associate Kae that she was so thankful for Public Services Specialist Salena because she was so helpful in helping her fill out a form that she tried to fill out three times by herself. She said that Salena made her feel so accomplished once it was finally submitted.

Cheney Public Services Associate Regina received a thank you note from a customer that she was able to refer to the EWU Archives to find the resources she needed: "You are a very polite, resourceful person and I so appreciated you for your help with property taxes over the phone."

A Moran Prairie customer said that she has found libraries to be her comfort and belonging place since she was six years old and now she's 84. She is so thankful that for those years of her life libraries have always been a place to go for comfort. She said God Bless Libraries.

Librarian Crystal was dropping off the new *Engage* at the laundromat in Cheney when a customer asked if she was with the library. She said that she reads through the *Engage* when she's at the laundromat and she wanted to compliment the District on all of the great programs offered. She said her husband attended the Blacksmithing program at Cheney the previous weekend and really enjoyed it.

A staff member from the Fairview Assisted Living facility came by North Spokane to drop off a basket of snacks for Library Appreciation Week. She said how much residents look forward to their visits to the library or whenever Mobile Services stops by the facility.

A customer came up to the Cheney desk wanting to buy a book sale book for his daughter. He went back to his car to get cash. While he was doing so, another customer came up and said he wanted to cover the cost of the book. He said, "I was never here," and left. When the first customer returned with change, staff told him what had happened. He gave the change to staff to pay the kindness forward to the next person who wanted a book sale book.

From a comment card at Spokane Valley: “I was able to order the books I needed. Yes! (answer to if satisfied to service received) The people here are amazing and so helpful! More zombie books. You don't need to follow up with me, I just wanted to let you know how awesome you guys are!”

### **Collection Services – Andrea Sharps**

#### **Top Checkouts and Holds**

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles April:
  - **Audiobook checkouts:**
    - *Rites of the Starling* by Devney Perry (198)
    - *Gone Before Goodbye* by Reese Witherspoon and Harlan Coben (156)
    - *The Correspondent: A Novel* by Virginia Evans (150)
  - **Ebook checkouts:**
    - *Dungeon Crawler Carl* by Matt Dinniman (139)
    - *Remarkably Bright Creatures* by Shelby Van Pelt (134)
    - *The Correspondent: A Novel* by Virginia Evans (118)
  - **Audiobook holds** as of May 1:
    - *Theo of Golden: A Novel* by Allen Levi (565)
    - *The Correspondent: A Novel* by Virginia Evans (523)
    - *Yesteryear: A Novel* by Caro Claire Burke (267)
  - **Ebook holds** as of May 1:
    - *Project Hail Mary* by Andy Weir (495)
    - *Theo of Golden: A Novel* by Allen Levi (365)
    - *The Correspondent: A Novel* by Virginia Evans (276)
- Popular **Adult Physical Book** titles April:
  - Checkouts:
    - *Theo of Golden: A Novel* by Allen Levi (70)
    - *Project Hail Mary* by Andy Weir (46)
    - *The God of the Woods* by Liz Moore (40)
  - Holds:
    - *Yesteryear: A Novel* by Caro Claire Burke (79)
    - *Theo of Golden: A Novel* by Allen Levi (73)
    - *The Correspondent: A Novel* by Virginia Evans (60)

#### **OverDrive’s Libby Reads Program**

The title selected for OverDrive’s Libby Reads program was *Familia: A Novel* by Lauren E. Rico. This adult fiction title was available for unlimited simultaneous use in the ebook and audiobook formats from April 23 – May 7 at no cost to the District. OverDrive’s Libby Reads is a two-week digital book club that connects readers and listeners around the world with the same title at the same time with no wait lists and no holds. Program participants must be District residents.

**COLLECTION MONTHLY REPORT  
APRIL 2026**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>CHANGE</b>
Items Processed	19,235	17,541	10%
Interlibrary Loan Total	2,075	2,231	-7%
<b>Overdrive</b>			
Total Checkouts	396,964	369,516	7%
Total Holds	148,593	135,968	9%
<b>hoopla</b>			
Total Checkouts	26,463	27,296	-3%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>CHANGE</b>
Print	299,818	306,153	-2%
Nonprint	62,793	68,966	-9%
Overdrive	312,289	275,949	13%
<b>Grand Total</b>	<b>674,900</b>	<b>651,068</b>	<b>4%</b>

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

**Executive Director – Patrick Roewe**

**One Book, One Coast**

As previously reported, Spokane County Library District is one of the 194 public libraries in California, Oregon and Washington participating in the “largest book club” on the West Coast this Spring, One Book, One Coast is a shared community reading program that celebrates literacy, learning, community, and civil discourse. The book selection is *They Called Us Enemy* by George Takei. The program will culminate with an author’s presentation streaming live on Sunday May 31<sup>st</sup>.

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**OPERATIONS REPORT APRIL 2026**

Doug Stumbough and Kristy Bateman

**Across the District**

April saw 509 attendees across 35 adult programs events, with the two *Jigsaw Puzzle & Board Game Swap* sessions providing a chance for participants to refresh their collections. Spring inspired some outdoor related programs including 35 individuals enjoying the *Along the Little Spokane River: A Sense of Place* presentation, 28 people taking part in Medical Lake's *Geology Walk & Water Sampling* event, and 31 folks attending the *Arranging Hanging Baskets with Annuals* program.

AARP Tax-Aide provided the following regarding the number of community members they helped during their free tax preparation appointments at our locations this year. Even with Argonne's abbreviated tax season (they had four weeks of appointments instead of the usual ten), they were able to help dozens of people file their returns:

Location	E-Filed Returns	Refund Amount	WA Returns*	WA Refund*
Argonne	169	\$290,543	31	\$20,502
Cheney	275	\$289,022	19	\$11,436
Moran Prairie	696	\$913, 212	70	\$39,571
Spokane Valley	1280	\$1,751,341	106	\$60,993
<b>Totals</b>	<b>2420</b>	<b>\$3,244,118</b>	<b>226</b>	<b>\$132,502</b>

\*These numbers represent individuals who applied for the WA Working Families Tax Credit

Storytimes remained a cornerstone of youth programming in March with 2,236 children and caregivers attending 77 storytimes across the libraries. Mobile Services expanded the impact with 42 additional storytimes at 18 childcares.

Beyond storytimes, we had 24 youth programs engaging 621 attendees across a wide range of offerings including weekly programs at North Spokane, Spokane Valley, and Medical Lake, and a monthly Homeschool STEAM Program at Deer Park. Other programs include *Stuck Together with Stories and STEM*, *Create Symmetrical Butterfly Art*, *Children's Games: Then and Now*, *Teen Homeschool Poetry Workshop*, a Teen Tabletop Role Playing Game, and a Teen STEAM program.

Meanwhile, the Museum and Cultural Pass program saw 186 reservations made in April. The Lab at North Spokane and the STCU Studio at Spokane Valley had 52 customer appointments. New items to the Library of Things this month including slide scanners, an ice cream maker, a pasta maker, soil testers, and a cornhole game.

The Digital Projects team focused on the website, with styling pages, adding, and editing content, and making design adjustments. Staff are testing new Digital Resource *Fire Insurance Maps Online*, historical maps of the country.

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**Library Highlights**

Across the District, April brought a wide range of programs, community engagement moments, creative activities, and resource use. The following highlights how customers interacted with our libraries this month.

With the arrival of spring, **LINC** connected with customers at the Airway Heights Farmers Market and the Scale House Market in the Spokane Valley. In **Airway Heights**, Librarian Crystal attended the TALK2 Healthy Choices Coalition meeting. **North Spokane** customers enjoyed a display by Angelina Krivopustova, a local teen artist.

Meanwhile, **Argonne** customers have expressed appreciation for continued curbside pickup service and for the **LINC** visits during the HVAC replacement-related closure. Customers have been utilizing printing services extensively as well.

**Deer Park** offered an *Art and Science of Using the Water Bath* canning to preserve food. At **Medical Lake**, the *Geology Walk* had 28 attendees and drew people from all over the District who read about it in *Engage*. This program has been going on for almost 10 years now and continues to be popular. **Moran Prairie** customers were fascinated by the presentation about the life of local historical figure Byron Riblet.

**Fairfield** offered a Spring Break children's Perler Bead program. **Deer Park** continues to see the storytimes growing with the new families moving to town, with 41 in attendance at one where families were able to connect with each other.

At **Cheney**, Noah's Ark Early Learning Academy visited the library during Spring Break. Crystal read them *Windblown* and had the Indy Racers out. The teacher brought a thank you letter and said the kids enjoyed it so much that they talked about the Indy Racers for days. **Airway Heights** led two tours for the West Plains ECEAP showing 50 children and family all the exciting things the library has to offer. At **Medical Lake** Librarian Christie led two field trip visits, one from the Medical Lake Parks & Rec program and the other from Cela's Daycare.

**FISCAL REPORTS**

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Four Months Ended April 30, 2026**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 33.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 8,918,886	\$ 18,800,000	47.44%	\$ 9,881,114
CONTRACT CITIES - SPOKANE	0	113,000	0.00%	113,000
FINES & FEES	16,595	42,000	39.51%	25,405
GRANTS & DONATIONS	48,159	73,000	65.97%	24,841
E-RATE REIMBURSEMENTS	71,245	278,000	25.63%	206,755
LEASEHOLD & TIMBER TAX, REBATES, OTH	16,506	33,000	50.02%	16,494
INTEREST REVENUES	93,934	190,000	49.44%	96,066
<b>TOTAL REVENUES</b>	<b>\$ 9,165,325</b>	<b>\$ 19,529,000</b>	<b>46.93%</b>	<b>\$ 10,363,675</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 9,165,325</b>	<b>\$ 19,529,000</b>	<b>46.93%</b>	<b>\$ 10,363,675</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,963,673	\$ 9,082,000	32.63%	\$ 6,118,327
FRINGE BENEFITS	925,893	3,284,000	28.19%	2,358,107
SUPPLIES	91,431	215,000	42.53%	123,569
UTILITIES	192,694	625,000	30.83%	432,306
SERVICES	486,536	1,796,000	27.09%	1,309,464
INSURANCE	111,063	114,000	97.42%	2,937
CAPITAL EQUIPMENT	19,444	330,000	5.89%	310,556
LIBRARY MATERIALS	837,092	2,283,000	36.67%	1,445,908
ELECTRONIC LIBRARY MATERIALS	145,143	300,000	48.38%	154,857
LIBRARY PROGRAMS	42,758	185,000	23.11%	142,242
DEBT SERVICE	252,740	255,000	99.11%	2,260
OPERATING CONTINGENCY	0	718,000	0.00%	718,000
<b>TOTAL EXPENSES</b>	<b>\$ 6,068,468</b>	<b>\$ 19,187,000</b>	<b>31.63%</b>	<b>\$ 13,118,532</b>
TRANSFERS OUT	-	1,105,000	0.00%	1,105,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 6,068,468</b>	<b>\$ 20,292,000</b>	<b>29.91%</b>	<b>\$ 14,223,532</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 3,096,857</b>	<b>\$ (763,000)</b>		
BEGINNING CASH	10,537,901			
NET FROM ABOVE	3,096,857			
ENDING CASH	<u>\$ 13,634,758</u>			

**Number of months cash on hand 8.5**

**Spokane County Library District  
Summary of Revenues & Expenses CIP - (Cash Basis)  
For the Four Months Ended April 30, 2026**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Target 33.3%</div> Percent Used	Balance Remaining
<b>REVENUES</b>				
GRANTS & DONATIONS	\$ -	\$ 100,000	0.00%	\$ 100,000
INTEREST REVENUES	57,101	100,000	57.10%	42,899
<b>TOTAL REVENUES</b>	<b>\$ 57,101</b>	<b>\$ 200,000</b>	<b>28.55%</b>	<b>\$ 142,899</b>
TRANSFERS IN	-	0	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 57,101</b>	<b>\$ 200,000</b>	<b>28.55%</b>	<b>\$ 142,899</b>
<b>EXPENSES</b>				
SERVICES	\$ 449	\$ -	0.00%	\$ (449)
CAPITAL - FFE	-	-	0.00%	-
CAPITAL - CONSTRUCTION	1,090,590	2,300,000	47.42%	1,209,410
<b>TOTAL EXPENSES</b>	<b>\$ 1,091,038</b>	<b>\$ 2,300,000</b>	<b>47.44%</b>	<b>\$ 1,208,962</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,091,038</b>	<b>\$ 2,300,000</b>	<b>47.44%</b>	<b>\$ 1,208,962</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (1,033,937)</b>	<b>\$ (2,100,000)</b>		
BEGINNING CASH	4,804,604			
NET FROM ABOVE	<u>(1,033,937)</u>			
ENDING CASH	<u><b>\$ 3,770,666</b></u>			

**Spokane County Library District  
Summary of Revenues & Expenses Debt - (Cash Basis)  
For the Four Months Ended April 30, 2026**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
<b>REVENUES</b>				
INTEREST REVENUES	\$ 1	\$ -	0.00%	\$ (1)
<b>TOTAL REVENUES</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (1)</b>
TRANSFERS IN	-	1,105,000	0.00%	1,105,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1</b>	<b>\$ 1,105,000</b>	<b>0.00%</b>	<b>\$ 1,104,999</b>
<b>EXPENSES</b>				
DEBT - PRINCIPAL	\$ -	\$ 840,000	0.00%	\$ 840,000
DEBT - INTEREST	-	265,000	0.00%	265,000
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 1,105,000</b>	<b>0.00%</b>	<b>\$ 1,105,000</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ -</b>	<b>\$ 1,105,000</b>	<b>0.00%</b>	<b>\$ 1,105,000</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1</b>	<b>\$ -</b>		
BEGINNING CASH	92			
NET FROM ABOVE	1			
<b>ENDING CASH</b>	<b>\$ 93</b>			

**Number of months cash on hand**

**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)).