



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 21, 2024 4:00 p.m.

Otis Orchards Library, 22324 E Wellesley Ave

### AGENDA

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

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

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
  - A. Approval of [April 16, 2024 Meeting Minutes](#)
  - B. Approval of [April 2024 Payment Vouchers](#)
  - C. Unfinished Business
    - 1. None
  - D. New Business
    - 1. [Community Partnership & Sponsorship Policy](#): Approval Recommendation
    - 2. [Volunteer Program Policy](#): Approval Recommendation
    - 3. [HR06 Employee Conduct Policy](#): Approval Recommendation
    - 4. [HR12 Searches & Inspections Policy](#): Approval Recommendation
    - 5. [HR19 Vehicle Use and Safety Policy \(new\)](#): Approval Recommendation
    - 6. Hastings Property: [Sewer Easement with Spokane County](#): Approval Recommendation
    - 7. Hastings Property: [Water Utility Easement with Spokane County Water District No. 3](#): Approval Recommendation
    - 8. [Summer Meeting Schedule](#): Discussion/Potential Action
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. [Future Board Meeting Agenda Items](#)
- VI. **REPORTS**
  - A. Trustees
  - B. [Executive Director](#)
  - C. [Operations](#)
  - D. [Fiscal](#)

**VII. ADJOURNMENT**

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

May 21, 2024

## **BOARD OF TRUSTEES MEETING MINUTES: April 16, 2024**

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 16<sup>th</sup>, 2024 at 4:00pm.

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

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Toni Carnell (Human Resources Director), Doug Stumbough (Operations Director), Andrea Sharps (Collection Services Director), Jonathan Melcher (Library Supervisor), Crystal Miller (Librarian), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager)

**Via Zoom:** Jane Baker (Communication and Development Director), Jason Link (Finance Director), and three (3) members of the public.

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

**Agenda Approval (Item II)** Trustee Ellen Clark 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 were no public comment.

**Approval of March 19, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for any corrections to the March 19<sup>th</sup> Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of March 2024 Payment Vouchers (Item IV.B.)** Vice Chair Jon Klapp moved and Trustee Robert Paull seconded the approval of the March 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - GF	0061977 – 0062075 and W001476 – W001497	\$879,468.41	\$879,468.41
	PR03082024 and PR 03252024	\$478,989.31	\$478,989.31
		Total	\$1,358,457.72
CPF	9755 Capital Project SV Building	\$500.00	\$500.00
		Total	\$500.00

Discussion ensued about the Foundation Directory digital resource. The motion was unanimously approved, there was no further discussion.

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

Executive Director Patrick Roewe presented the revised version of the Access to Library Services Policy. Revisions included references to RCW Language and formatting changes. Trustee Patti Stauffer moved and Trustee Clark seconded the approval of revisions to 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, including language clarifications and the addition of the Freedom to Read statement. Vice Chair Klapp moved and Trustee Paull seconded the approval of the policy edits.

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

**New Business  
Intellectual  
Freedom Policy  
(Item IV.D.3.)**

Executive Director Roewe presented revisions to the Intellectual Freedom Policy. Revisions included formatting, inclusion of a reference to the first amendment and affirms upholding library bill of rights. Trustee Paull moved and Trustee Clark seconded the approval of changes to the policy.

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

**New Business  
Recognizing  
National Library  
Workers Day  
2024  
(Resolution 24-01)  
(Item IV.D.4.)**

Executive Director Roewe informed the trustees of National Library Workers Day and the new tradition of adopting a resolution to recognize staff on this day. Trustee Clark moved and Vice Chair Klapp seconded that Resolution No. 24-01 Recognizing National Library Workers Day 2024, be adopted.

**RESOLUTION NO. 24-01**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2024 AND EXPRESSING

APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.

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

**Overview:  
Cheney Library  
(Item IV.D.5.)**

Librarian Crystal Miller and Library Supervisor Jonathan Melcher presented an overview of the Cheney Library and its community engagement work at events such as Mayfest, the Cheney Rodeo Parade, and partnering with Eastern Washington University.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions for the future board meeting agenda. Executive Director Roewe informed the trustees that policies currently listed on the future agendas may be reorganized due to staff availability. Vice Chair Klapp directed staff to provide a summary of policies for responses to smoke.

There was no further discussion.

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

There were no trustee reports.

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

Executive Director Roewe provided a report prior to the meeting. Discussion ensued about the results of the legislative session discussed at previous meetings and implications for library policies and practices. Discussion also ensued about the District collaboration with CHAS.

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 2024, with data for customer use measures, programming, and library activities. Discussion ensued about a new process for reporting on security incident reports at board meetings.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for March 2024 prior to the meeting.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Hanson adjourned the meeting at 4:39pm. The next Board Meeting is scheduled for Tuesday, May 21<sup>st</sup> at the Otis Orchards Library.

---

Jessica Hanson, Chair

---

Patrick Roewe, Secretary to the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution #94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,322,771.08 for the general fund and \$1,100.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: April 30, 2024




SIGNED: \_\_\_\_\_  
TITLE: Finance Director

SIGNED: \_\_\_\_\_  
TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062076	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	683.78
0000062077	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
0000062078	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,588.55
0000062079	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,771.30
0000062080	FARONICS	ANNUAL SOFTWARE RENEWAL - DEEP FREEZE KIT	1,708.32
0000062081	RICARDO MARTINEZ FERNANDEZ	LIBRARY PROGRAMS	150.00
0000062082	RENATA MARIEL JIMENEZ FLORES	PRIME TIME PROGRAM, STORYTIME ASST	150.00
0000062083	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	2,033.30
0000062084	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,803.21
0000062085	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,030.13
0000062086	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,610.18
0000062087	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	5,207.63
0000062088	SOFTWARE ONE, INC	SOFTWARE SUPPORT	76.84
0000062089	SPOKANE PUBLIC LIBRARY	ILL SERVICES	15.00
0000062090	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,980.99
0000062091	GRACE A WAHLMAN	LIBRARY PROGRAMS	50.00
0000062092	WICK ENTERPRISES, LLC	ADVERTISING	940.50
0000062093	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062094	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,563.05
0000062095	BRODART CO.	OFFICE/LIBRARY SUPPLIES	156.96
0000062096	WILMA CARTAGENA	LIBRARY PROGRAMS	300.00
0000062097	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	181.92
0000062098	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	284.30
0000062099	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.55
0000062100	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000062101	THE FIG TREE	LIBRARY MATERIALS	150.00
0000062102	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,185.81
0000062103	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	4,005.70
0000062104	MARCUS SHOFFNER	LIBRARY PROGRAMS, POETRY SLAM JUDGE	750.00
0000062105	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	37.58
0000062106	PROVIDENCE INLAND NORTHWEST WASHINGTON	CPR TRAINING	1,792.00
0000062107	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	320.83
0000062108	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,000.40
0000062109	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,964.28
0000062110	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,754.33
0000062111	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,635.78
0000062112	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	34.84
0000062113	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	162.50
0000062114	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	633.36
0000062115	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	135.80
0000062116	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	201.20
0000062117	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000062118	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	55.02
0000062119	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000062120	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	73.52
0000062121	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	884.69
0000062122	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	6,023.95
0000062123	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	616.10
0000062124	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	155.49
0000062125	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
0000062126	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	23,265.25
0000062127	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	696.00
0000062128	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	872.27
0000062129	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	51,217.63
0000062130	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	113.86
0000062131	HARRIET MOORE	LIBRARY PROGRAMS	27.00
0000062132	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000062133	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	35,826.41
0000062134	NAN PALMER	LIBRARY PROGRAMS	75.00
0000062135	JACOB RAYMONT	REFUND OF FEES	12.00
0000062136	MARIA TERESA RUIZ SORROCHE	LIBRARY PROGRAMS	75.00
0000062137	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	105.00

0000062138	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	25,058.58
0000062139	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,559.71
0000062140	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	148.84
0000062141	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,246.52
0000062142	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	8,000.00
0000062143	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	2,350.70
0000062144	LINEA JANTZ	LIBRARY PROGRAMS	50.00
0000062145	MOBIUS SPOKANE	LIBRARY PROGRAMS - LIBRARY OF THINGS	4,500.00
0000062146	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062147	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,064.99
0000062148	SARAH ROONEY	LIBRARY PROGRAMS, POETRY SLAM JUDGE	150.00
0000062149	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	408.00
0000062150	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,657.64
0000062151	AMOS MEDIA	LIBRARY MATERIALS	963.39
0000062152	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	488.34
0000062153	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	81.54
0000062154	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,030.50
0000062155	EDNETICS	SOFTWARE SUPPORT	3,881.20
0000062156	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	13,667.64
0000062157	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,262.97
0000062158	LINN'S STAMP NEWS	LIBRARY MATERIALS	39.99
0000062159	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	522.04
0000062160	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	31,769.02
0000062161	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	363.06
0000062162	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	975.21
0000062163	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000062164	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,532.21
0000062165	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	311.00
0000062166	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	632.00
0000062167	AVISTA UTILITIES	MONTHLY UTILITIES	10,913.65
0000062168	ELISSA MICHELE BALL	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
0000062169	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	1,348.95
0000062170	CAYENNA BERNDT	LIBRARY PROGRAMS	300.00
0000062171	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000062172	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	248.11
0000062173	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	140.62
0000062174	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	802.70
0000062175	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	107.39
0000062176	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,888.55
0000062177	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	10,516.00
0000062178	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	450.00
0000062179	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,571.76
0000062180	JACLYN L MORRIS	LIBRARY PROGRAMS	50.00
0000062181	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	528.46
0000062182	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	876.62
0000062183	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	12,614.27
0000062184	EVA VIGOUROUX	LIBRARY PROGRAMS	400.00
0000062185	WICK ENTERPRIZES, LLC	ADVERTISING	364.00
W000001494	STATE OF WASHINGTON	BUSINESS LICENSE	30.00
W000001495	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	112,212.98
W000001496	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	596.67
W000001498	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	89,023.01
W000001499	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001500	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,172.25
W000001501	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,770.40
W000001502	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	119.48
W000001503	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	454.21
W000001504	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,739.41
W000001505	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001506	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,175.25
W000001507	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,157.44
W000001508	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	337.60
W000001509	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
	<b>Total Non-Payroll General Operating Fund</b>		\$ 812,612.60
	<b>PAYROLL VOUCHERS</b>		
04102024 PP05	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #07	\$ 266,073.21
04252024 PP06	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #08	244,085.27
	<b>Total Payroll General Operating Fund</b>		\$ 510,158.48
	<b>TOTAL GENERAL OPERATING FUND</b>		\$ 1,322,771.08



**CAPITAL PROJECTS FUND**

<b>VOUCHER NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
9756	TESTCOMM, LLC	CAPITAL PROJECT - SV BUILDING	1,100.00
<b>Total Capital Projects Fund</b>			\$ 1,100.00

**Mar 2024 / Apr 2024**  
**Paid in Apr 2024**  
**Voucher # 62138**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 13,999.09
<b>Maintenance</b>	\$ 2,495.81
<b>Travel</b>	\$ 362.20
<b>Acquisitions</b>	\$ 6,878.01
<b>Information Technology</b>	\$ 911.95
<b>Mobile Services</b>	\$ 411.52
<b>General Fund Purchases</b>	\$ 25,058.58

*Top Individual Charges*

Amazon	Total all material purchases from Amazon	4,278.20
Mailchimp	Monthly email service	1,070.49
The Great Courses	Collection Materials	1,452.95
Home Depot, Inc	Maintenance supplies	1,291.38
Zoom.us	Video software (annual subscription)	3,654.41
Filters Fast	Maintenance supplies	2,561.99

---

## COMMUNITY PARTNERSHIP AND SPONSORSHIP POLICY

### Background

The purpose of this policy is to define the conditions and responsibilities associated with partnerships and sponsorships between the District and community entities.

Revisions include renaming the policy as the “Community Partnership and Sponsorship Policy” (currently titled that “Partnership and Sponsorship Policy”) to both further emphasize the community-oriented focus of the policy and to better distinguish it from any legal connotation of “partnership.”

The definitions were expanded to further clarify the respective roles and relationships between the District and a community partner or sponsor. Additional small-scale revisions were made for general clarity.

The District’s legal counsel reviewed the proposed revisions.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer 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 Community Partnership and Sponsorship Policy, as revised.**

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Community Partnership and Sponsorship**

PREVIOUS TITLE: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: ~~May 17, 2022~~ May 21, 2024

#### RELATED POLICIES:

Gifts

Naming and Recognition

#### **Purpose:**

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

#### **Definitions:**

Community Partner: An institution, business, nonprofit organization, community group, or other governmental agency, that, in the determination of District staff, has a community-oriented purpose that is complementary to that of the District. For clarity, the use of the term “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 ~~an institution, business, nonprofit organization, community group or other governmental agency~~ a 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 partners and is of benefit to the community. ~~While the District and the partner may not have identical goals, their goals should be complementary. Each~~Both the District and the partner contributes 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 ~~an institution, business, nonprofit organization, community group or individual (the~~ 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 ~~library-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 partnerships and sponsorships. As determined by District staff, 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 ~~Spokane County Library~~ 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.

---

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

## **SPOKANE COUNTY LIBRARY DISTRICT**

### **POLICY: Community Partnership and Sponsorship**

PREVIOUS TITLE: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: May 21, 2024

#### RELATED POLICIES:

Gifts

Naming and Recognition

#### **Purpose:**

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

#### **Definitions:**

**Community Partner:** An institution, business, nonprofit organization, community group, or other governmental agency that, in the determination of District staff, has a community-oriented purpose that is complementary to that of the District. For clarity, the use of the term “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 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 partner and is of benefit to the community. Both the District and the 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 partnerships and sponsorships. As determined by District staff, 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.

---

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

---

## Volunteer Program Policy

### Background

This policy sets forth District policies for the District's volunteer program.

The revisions of note are as follows:

- Language was added to state that volunteers must follow conduct expectations as set out in HR Policy HR06, as well as that volunteers must comply with reasonable requests from District staff in a supervisory role.

Additional edits were made for clarity and general updates.

Recommended revisions were reviewed by the District's legal counsel.

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

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

**Recommended Board Action: Board motion to approve revisions to policy Volunteer Program.**



## SPOKANE COUNTY LIBRARY DISTRICT

### POLICY: VOLUNTEER PROGRAM

APPROVAL DATE: November 16, 1999

REVISION DATE: ~~July 20, 2021~~ May 21, 2024

#### RELATED POLICIES:

Human Resources Policy HR02

Human Resources Policy HR06

#### STATUTORY REFERENCES:

RCW 43.43.830

#### Purpose

To define requirements for participation in the volunteer program for the Spokane County Library District (District).

#### Scope

This policy applies to District staff and volunteers.

#### Policy

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

- ~~Paid staff~~ 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 District personnel prior to performing any volunteer duties.
  - All ~~Volunteers~~ volunteers shall undergo background checks, as per Washington state law (RCW 43.43.830) and policy HR02 Hiring and Employment.
  - All ~~V~~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.
  - District ~~staff~~ 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
  - All volunteers must comply with all reasonable requests from District employees functioning in a supervisory role.
  - Both the ~~Volunteer~~ volunteer and the District have the right to end the ~~Volunteer's~~ 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~~ volunteers ~~will must~~ wear the District volunteer shirt provided clothing and/or ID badge while on duty.
-

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

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

## **SPOKANE COUNTY LIBRARY DISTRICT**

### **POLICY: VOLUNTEER PROGRAM**

APPROVAL DATE: November 16, 1999

REVISION DATE: May 21, 2024

#### RELATED POLICIES:

Human Resources Policy HR02

Human Resources Policy HR06

#### STATUTORY REFERENCES:

RCW 43.43.830

#### **Purpose**

To define requirements for participation in the volunteer program for the Spokane County Library District (District).

#### **Scope**

This policy applies to District staff and volunteers.

#### **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 District personnel 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.
- 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
- 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.

---

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

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

---

## HR06: Employee Conduct Policy

### Background

This policy sets forth District policies for employee conduct.

The revisions of note are as follows:

- 6.02 Working with Minor Children and/or Vulnerable Adults: This is a new policy statement that was recommended by our property and casualty insurance provider. While it is regular practice for the District, the insurance provider recommended that the practice be elevated to a policy-level statement.
- 6.06 Motor Vehicles: This section was removed, as the content was moved to the new proposed policy HR19 Vehicle Use and Safety.

Additional edits were made for clarity and general updates.

Recommended revisions were reviewed by the District's legal counsel.

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

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

**Recommended Board action: Board motion to approve revisions to policy HR06 Employee Conduct.**

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>	HR06 – Employee Conduct		
<b>Approval Date</b>	01/01/1982	<b>Revision Date</b>	<del>12/19/2023</del> 05/21/2024
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for employee conduct.		
<b>Scope</b>	Applies to all District employees.		

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

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

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

**6.01 Ethics**

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

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

**6.02 Working with Minor Children and/or Vulnerable Adults**

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

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

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

**6.203 Inclusion**

All employees are expected to support an inclusive workplace by:

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

### **6.304 Conflict of Interest**

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

### **6.405 Abuse of Authority or Position**

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

### **6.065 Gifts or Additional Compensation**

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

### **6.6 Motor Vehicles**

~~Use of District-provided vehicles is limited to activities benefiting Spokane County Library District. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops en route to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District provided vehicle is prohibited.~~

~~Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.~~

~~Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.~~

~~Employees driving Spokane County Library District vehicles are required to report any damage to a District vehicle to their supervisor/manager and the Finance Director within one (1) business day of occurrence. Failure to do so may result in disciplinary action up to and including termination.~~

~~Employees whose duties include operating a personal or District-provided vehicle, must report the suspension, revocation, or loss of driver's license and/or insurability within one (1) business day of occurrence.~~

### **6.07 Attendance**

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time. They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

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

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

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

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

### **6.08 Gossip**

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

Maintaining a gossip-free workplace:

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

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



- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

### **6.09 Use of Controlled Substances**

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

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

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

Failure to promptly comply may be grounds for immediate termination.

### **6.10 Workplace Violence**

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

### **6.11 Personal Appearance**

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

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

---

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

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

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

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

<b>Policy Title</b>	HR06 – Employee Conduct		
<b>Approval Date</b>	01/01/1982	<b>Revision Date</b>	05/21/2024
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for employee conduct.		
<b>Scope</b>	Applies to all District employees.		

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

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

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

**6.01 Ethics**

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

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

**6.02 Working with Minor Children and/or Vulnerable Adults**

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

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

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

**6.03 Inclusion**

All employees are expected to support an inclusive workplace by:

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

#### **6.04 Conflict of Interest**

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

#### **6.05 Abuse of Authority or Position**

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

#### **6.06 Gifts or Additional Compensation**

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

#### **6.07 Attendance**

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all District employees. Employees are expected to report to work punctually, as scheduled, and be at the proper workstation, ready for work, at the assigned starting time. They shall give proper advance notice whenever unable to work, or report for work on time, or when they need to leave work unexpectedly.

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

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

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

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

### **6.08 Gossip**

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

Maintaining a gossip-free workplace:

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

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

### **6.09 Use of Controlled Substances**

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

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

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

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

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

Failure to promptly comply may be grounds for immediate termination.

### **6.10 Workplace Violence**

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

### **6.11 Personal Appearance**

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

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

---

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

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

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

---

## HR12: Searches and Inspections Policy

### Background

This policy sets forth District policies for conducting searches and inspections.

The revisions of note are as follows.

- 12.01 Property
  - Language in this section was updated for clarity, and “District-owned vehicles” was added as a property or location that can be searched.
- 12.02 Computers and Communication Systems
  - Language was added to the first paragraph of the to mirror the previous section.

Additional edits were made for clarity and general updates.

Recommended revisions were reviewed by the District’s legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

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

**Recommended Board Action: Board motion to approve revisions to policy HR12 Searches & Inspections.**

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>	HR12 – Searches & Inspections		
<b>Approval Date</b>	05/15/2018	<b>Revision Date</b>	<del>05/17/2022</del> <u>05/21/2024</u>
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
<b>Purpose</b>	To set forth the Spokane County Library District (District)'s policies for employee conduct.		
<b>Scope</b>	Applies to all District employees.		

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

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

**12.1 Property**

The District provides property including, but not limited to, -workstations (~~including~~ desks, files, lockers, closets, ~~etequipment~~ ~~as well as and vehicles~~), to carry out ~~legitimate~~ District business. ~~Users~~ Employees and volunteers are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District property.

By using the District's workstations, equipment and District-owned vehicles, including ~~workstations,~~ an employee consents to reasonable search of the work station, equipment and vehicles same. There is no right to privacy in the use of District workstations, equipment, or District-owned vehicles.

In order to maintain a safe workplace ~~for all staff,~~ employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any District-owned vehicle, workstation, desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.



## 12.2 Computers and Communications Systems

The District provides network, communications systems, equipment and devices ("technology resources") to carry out ~~legitimate~~ District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District technology resources.

By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment, or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

---

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

<b>Policy Title</b>	HR12 – Searches & Inspections		
<b>Approval Date</b>	05/15/2018	<b>Revision Date</b>	05/21/2024
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for employee conduct.		
<b>Scope</b>	Applies to all District employees.		

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

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

**12.1 Property**

The District provides property including, but not limited to, workstations (desks, files, lockers, closets, equipment and vehicles to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District property.

By using the District’s workstations, equipment and District-owned vehicles, an employee consents to reasonable search of the same. There is no right to privacy in the use of District workstations, equipment, or District-owned vehicles.

In order to maintain a safe workplace, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any District-owned vehicle, workstation, desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

**12.2 Computers and Communications Systems**

The District provides network, communications systems, equipment and devices (“technology resources”) to carry out District business. Employees are expected to act lawfully, ethically, and professionally, to follow all District policies and procedures, and to exercise common sense when using District technology resources.

By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received, or exchanged via its network, communications systems, equipment, or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

---

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

---

## HR19: Vehicle Use and Vehicle Safety

### Background

This policy sets forth District policies for vehicle use and vehicle safety.

This is a new policy that was recommended by our property and casualty insurance provider. Given the geographically disbursed nature of District operations, driving both District-owned vehicles and personal vehicles for District business, are a regular work task for District staff.

The District operates a fleet of five District-owned vehicles: two facilities trucks, the LINC mobile library, a Sprinter van for materials delivery as part of outreach services, and a cargo van for general usage. The number of employees driving personal vehicles for District business and the frequency of which they do so varies depending on position and job responsibilities. The most frequent reasons for driving personal vehicles for District business are for travel between assigned District work locations and/or travel to and from District-approved community events and meetings with outside organizations.

This draft policy seeks to meet the recommendations of the insurance policy in a reasonable and balanced manner.

The draft policy was reviewed and revised by the District's legal counsel.

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

Following is a copy of the proposed new policy.

**Recommended Board action: Board motion to approve new policy HR19 Vehicle Use and Vehicle Safety.**

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>	HR19 – Vehicle Use & Safety		
<b>Approval Date</b>	05/21/2024	<b>Revision Date</b>	N/A
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
<b>Related RCW</b>	RCW 46.04 RCW 46.20 RCW 46.25 RCW 46.30 RCW 46.52 RCW 46.61		
<b>Purpose</b>	To set forth the Spokane County Library District (District)’s policies for use of District vehicles and the use of personal vehicles on District business.		
<b>Scope</b>	Applies to all District employees.		

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

Failure to comply with the provisions of this policy will result in the suspension of driving privileges of District vehicles and for District business. Failure to comply may also result in discipline up to and including termination of employment.

**19.01 Use of District Vehicles**

Use of District-owned vehicles is limited to activities directly related to District business. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops enroute to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District-owned vehicle is prohibited.

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

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

**19.02 Use of Personal Vehicles for District Business**

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

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

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

### **19.03 Loss of Authorization**

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

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

### **19.04 Driver License Requirements**

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

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

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

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

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

### **19.05 Insurance Coverage Requirements**

For District-owned vehicles, the District is responsible for ensuring that current insurance coverage is maintained. Employees assigned to operating District-owned vehicles are

responsible for ensuring that proof of current insurance coverage is present in the vehicle before operating it.

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

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

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

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

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

#### **19.06 Infractions**

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

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

#### **19.07 Use of mobile devices**

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

#### **19.08 Driving under the influence**

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

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

See HR06 Employee Conduct for additional information regarding use of controlled substances. (HR06.9)

### **19.09 Consumption of Food and Drink**

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

### **19.10 Smoking**

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

### **19.11 Pre-Trip Inspection**

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

### **19.12 Post-Trip Inspection**

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

### **19.13 Accidents or Injuries**

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

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



### **19.14 Securing District Vehicles**

District-owned vehicles shall be parked in a secure manner at District facilities when not in use unless otherwise authorized by the responsible department director. Keys shall be returned promptly in accordance with current procedure. Vehicle users are responsible for lost keys, including the cost of making replacement keys. Replacing or duplicating keys requires prior approval from the responsible department director.

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

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

Employees using District-owned vehicles must take precautions to protect the vehicle from damage or theft by locking doors and windows as necessary.

### **19.15 District Credit Cards**

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

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

### **19.16 Training**

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

### **19.17 Recordkeeping required**

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

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

---

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

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

---

**HASTINGS PROPERTY: PUBLIC SEWER EASEMENT WITH SPOKANE COUNTY****Background**

This Public Sewer Easement to Spokane County provides for a 25-foot easement running the length of the Hasting Road frontage on the District's undeveloped property at 1414 E. Hastings Road, Spokane WA 99218 (parcel #36092.9061). This easement agreement grants the County "[t]he non-exclusive perpetual easement granted to Spokane County, its successors and assigns is for the sole purpose of constructing, installing, operating, maintaining, repairing, replacing, removing, and all other uses or purposes which are or may be related to a sewer system."

In addition to the District, Senior Homes Foundation of Eastern Washington is included as a grantor in the easement as the owner of the two parcels to the immediate east of the District's property (parcels #6092.9048 and #36092.9055). The sewer line will also be installed along the frontage of all three properties by Spokane County Public Works – Wastewater System Division.

The property is zoned Low Density Residential (LDR), which per current Spokane County Zoning Code 14.606.230(10) allows for a library that "shall have frontage on a minor or higher classification arterial." Frontage for a library on East Hastings Road under current Spokane County Zoning Code 14.606.300 requires minimum frontage of 50 feet, so the easement of 25 feet would not infringe upon the buildable area for a structure on the property.

The District's legal counsel has reviewed the easement agreement.

Staff recommend approval of the easement agreement, as the sewer's presence will be of benefit to development in the area, as well as have an eventual, direct benefit to the District if and when a new library facility is constructed on the site.

Approval of this easement agreement will authorize Executive Director Patrick Roewe to sign on the District's behalf and submit it to the County's agent for completion and eventual recording with the Spokane County Auditor's Office.

Attached is the easement agreement, including legal description and visual representation.

**Recommended Actions: Board motion to approve the Public Sewer Easement Agreement with Spokane County.**

After Recording Return To:  
Spokane County Wastewater System Division  
1026 West Broadway Avenue, 4<sup>th</sup> Floor  
Spokane, WA 99260-0170

**IV. Spokane County Public Works – Wastewater System  
Division  
Spokane County, Washington**

**PUBLIC SEWER EASEMENT**

Grantor: Spokane County Library District and Senior Homes Foundation of Eastern WA  
Grantee: Spokane County  
Legal Description: See attached  
Additional Legal Description:  
Assessor's Tax Parcel Number: 36092.9061; 36092.9048; 36092.9055  
Reference Number:

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Spokane County Library District and Senior Homes Foundation of Eastern WA., hereinafter termed "Grantor" for and in valuable consideration, receipt of which is hereby acknowledged, conveys and grants to **SPOKANE COUNTY**, a political subdivision of the State of Washington, its successors and assigns, hereinafter termed "Grantee", a non-exclusive perpetual easement over, under, upon and across the following described real estate, situated in the County of Spokane, State of Washington:

AFFECTS ASSESSORS PARCEL No.: **36092.9061; 36092.9048; 36092.9055**

The perpetual sewer easement area is described as follows: **See legal description under the attached 'SANITARY SEWER EASEMENT' document.**

The non-exclusive perpetual easement granted to Spokane County, its successors and assigns is for the sole purpose of constructing, installing, operating, maintaining, repairing, replacing, removing, and all other uses or purposes which are or may be related to a sewer system. It is expressly understood and agreed that Spokane County or its successors and assigns shall have

the right of ingress and egress from the property described above for the purposes expressly stated herein.

Spokane County, its successors and assigns at all times hereinafter, at their own cost and expense, may remove all crops, brush, grass or trees that may interfere with the constructing, installing, operating, maintaining, repairing, replacing, removing, and all other uses or purposes which are or may be related to a sewer system.

The Grantor reserves the right to use and enjoy that property which is the subject of this easement for purposes which will not interfere with the County's full enjoyment of the rights hereby granted; provided the Grantor shall not erect or construct any building or other permanent structure or drill on the easement or diminish or substantially add to the ground cover over the easement.

The easement herein described shall run with the land and shall be binding on the parties referenced herein, their heirs, successors, and assigns.

In the event the aforementioned easement ceases to be used for the express purposes referenced herein, it shall automatically become null and void and will cease to be an encumbrance upon the above referenced real property.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

OWNER: Spokane County Library District

**V. Spokane County Library District**

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

STATE OF WASHINGTON )  
COUNTY OF SPOKANE ) ss

I certify that I know or have satisfactory evidence that \_\_\_\_\_ personally appeared to me known to be the person who signed as \_\_\_\_\_, of **Spokane County Library District**, a Washington Special Purpose District, that executed the within and foregoing instrument, and acknowledged said instrument to be his/her free and voluntary act and deed and the free and voluntary act and deed of **Spokane County Library District** for the uses and purposes therein mentioned; and on oath stated that he/she was authorized to execute the said instrument on behalf of said corporation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of WA  
Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

In the event the aforementioned easement ceases to be used for the express purposes referenced herein, it shall automatically become null and void and will cease to be an encumbrance upon the above referenced real property.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024

OWNER: Senior Homes Foundation of Eastern WA.

**VI. Senior Homes Foundation of Eastern WA.**

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

STATE OF WASHINGTON )  
COUNTY OF SPOKANE )

ss

I certify that I know or have satisfactory evidence that \_\_\_\_\_ personall  
y appeared to me known to be the person who signed as \_\_\_\_\_, of  
**Senior Homes Foundation of Eastern WA.AME**, a Washington limited liability company, that  
executed the within and foregoing instrument, and acknowledged said instrument to be his/her free  
and voluntary act and deed and the free and voluntary act and deed of **Senior Homes Foundation  
of Eastern WA.AME** for the uses and purposes therein mentioned; and on oath stated that he/she  
was authorized to execute the said instrument on behalf of said corporation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

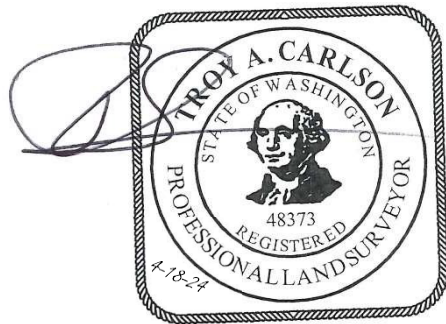
\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
WA Residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

## SANITARY SEWER EASEMENT

THE SOUTHERLY 25.00 FEET OF THE NORTHERLY 45.00 FEET OF THOSE PARTICULAR PARCELS DESCRIBED IN STATUTORY WARRANTY DEEDS RECORDED AT AUDITOR'S FILE NUMBERS 4243539 AND 6447292, RECORDS OF SPOKANE COUNTY, WASHINGTON;

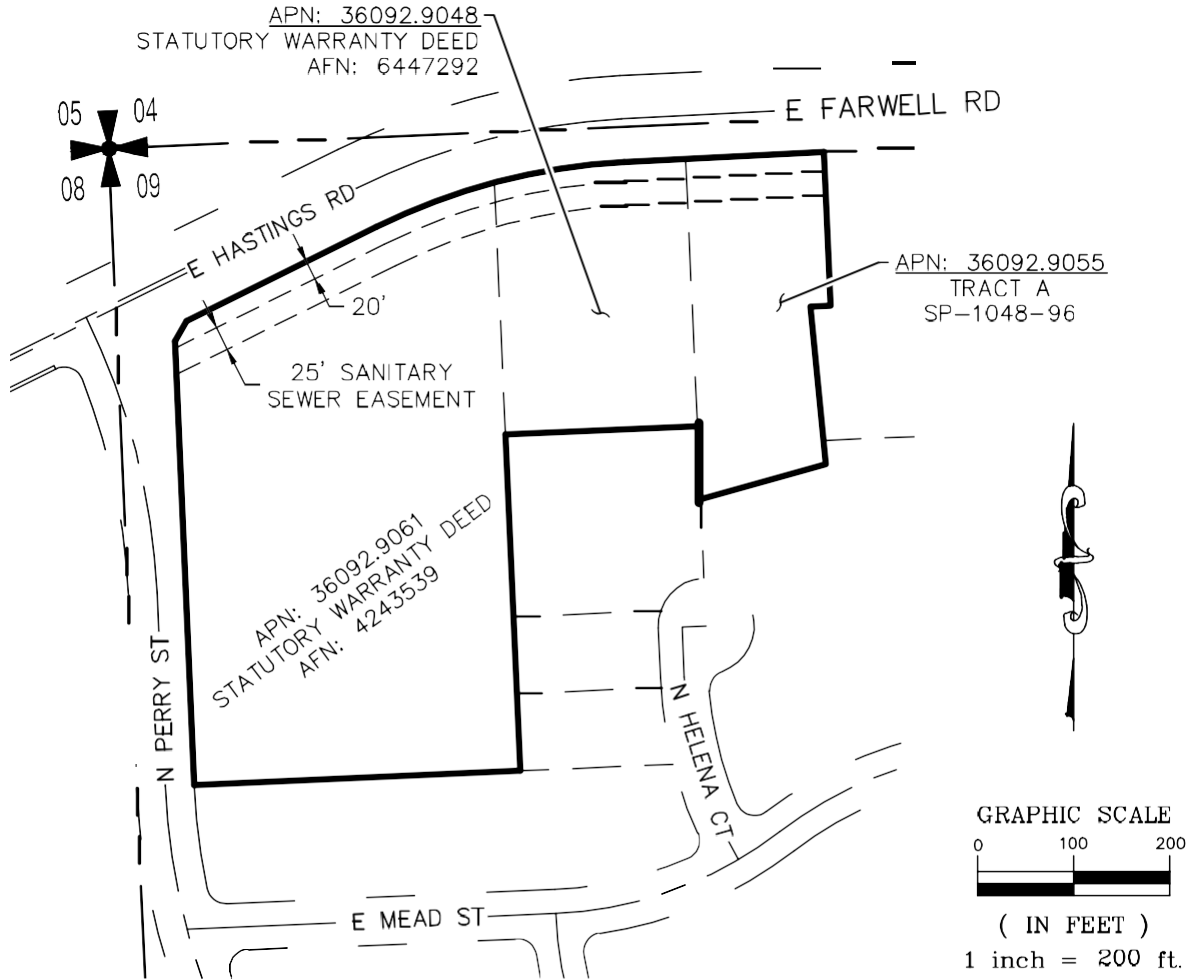
TOGETHER WITH THE SOUTHERLY 25.00 FEET OF THE NORTHERLY 45.00 FEET OF TRACT A OF SP-1048-96, RECORDED IN BOOK 14 OF SHORT PLATS, PAGES 7-8, RECORDS OF SPOKANE COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF SPOKANE, STATE OF WASHINGTON.



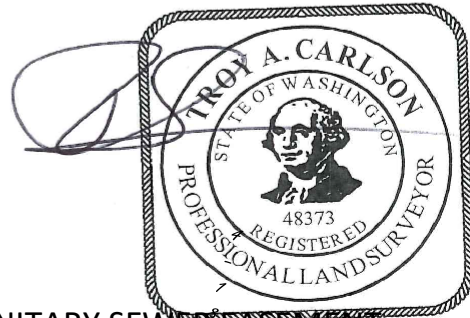
# SANITARY SEWER EXHIBIT

A PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER,  
SECTION 09, TOWNSHIP 26 NORTH, RANGE 43 EAST, W.M., SPOKANE COUNTY, WASHINGTON



## NOTES:

1. THE BOUNDARY SHOWN IS PER LEGAL DESCRIPTIONS AND SURVEY RECORDS. THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY, NO PROPERTY CORNERS WERE SET.
2. THE PURPOSE OF THIS EXHIBIT IS TO ILLUSTRATE A PROPOSED SANITARY SEWER EASEMENT.



## SANITARY SEWER EASEMENT

APNS: 36092.9048, 36092.9055, AND 36092.9061  
SPOKANE COUNTY, WA.

23-261 EASEMENT.dwg 8.5x11A ESMT



DRAWN	JRB	DATE	04/09/2024	EXHIBIT	1 / 1
CHECKED	TAC	SCALE	1" = 200'	PROJECT	23-261



---

## **HASTINGS PROPERTY: WATER UTILITY EASEMENT WITH SPOKANE COUNTY WATER DISTRICT NO. 3**

### **Background**

This Water Utility Easement to Spokane County Water District No. 3 provides for an easement running the length of the Hasting Road frontage (20 ft. wide) and along a portion of the west edge (15 ft. wide) of the District's undeveloped property at 1414 E. Hastings Road, Spokane WA 99218 (parcel #36092.9061). This easement agreement grants the Water District "a perpetual and nonexclusive easement for the right to construct, reconstruct, repair, replace, operate, and maintain a waterline, related utilities and appurtenances upon, over, under and across that portion of [the Library District's] Property."

The property is zoned Low Density Residential (LDR), which per current Spokane County Zoning Code 14.606.230(10) allows for a library that "shall have frontage on a minor or higher classification arterial." Frontage for a library on East Hastings Road under current Spokane County Zoning Code 14.606.300 requires minimum frontage of 50 feet, so the easement of 20 feet would not infringe upon the buildable area for a structure on the property along the north boundary.

LDR Zoning requires a 5-foot setback along the property line on the west boundary, so the 15-foot easement along that portion of the property line is wider than the required setback. However, that section of the easement only runs roughly along the north half of the property's west boundary, and a future facility design could reasonably accommodate the easement area with minimal impact.

The Library District's legal counsel has reviewed the easement agreement and worked with the Water District's attorney to finalize revisions that were approved by all parties.

Staff recommend approval of the easement agreement, as the waterline's presence will be of benefit to development in the area, as well as have an eventual, direct benefit to the District if and when a new library facility is constructed on the site. Of note is that this agreement includes that the Water District will install a connection to the waterline at no cost to the Library District for a future new facility, size of the needed connection depending.

Approval of this easement agreement will authorize Executive Director Patrick Roewe to sign on the Library District's behalf and submit it to the Water District's agent for completion and eventual recording with the Spokane County Auditor's Office.

Attached is the easement agreement, including legal description and visual representation.

### **Recommended Actions: Board motion to approve the Water Utility Easement Agreement with Spokane County Water District No. 3.**

**AFTER RECORDING, PLEASE RETURN TO:**

**WOLFF, HISLOP, & CROCKETT, PLLC**  
**12209 E. Mission Ave., Suite 5**  
**Spokane Valley, WA 99206**  
**(509) 927-9700**

**WATER UTILITY EASEMENT**

Reference:  
Grantor(s): SPOKANE COUNTY LIBRARY DISTRICT, A WASHINGTON SPECIAL PURPOSE DISTRICT  
Grantee: SPOKANE COUNTY WATER DISTRICT NO. 3, a Water District formed under Title 57 RCW  
Short Legal Description: 9-26-43 W 400 FT OF NW1/4 OF NW1/4 OF NW1/4 EXC: W 60 FT LYG S OF HASTINGS RD EXC: RDS  
Assessor's Tax Parcel ID #: 36092.9061

This Water Utility Easement (hereinafter referred to as “Easement” or “Easement Agreement”) is entered as of the day of the last signature on this Easement Agreement, by and between SPOKANE COUNTY LIBRARY DISTRICT, A WASHINGTON SPECIAL PURPOSE DISTRICT (“SCLD” or “Grantor”) and SPOKANE COUNTY WATER DISTRICT NO. 3, a Water District formed under Title 57 RCW (hereinafter “SCWD#3” or “Grantee”) Grantor and Grantee are collectively referred to herein as the “Parties.”

**I. RECITALS**

- A.** Grantor owns the real property commonly known as 1414 E Hastings Rd., located in Spokane County WA, which is legally described on the attached *Exhibit A* (hereinafter “Grantor’s Property”).
- B.** Grantee desires to install a waterline, related utilities and appurtenances upon a portion of Grantor’s property.
- C.** Grantor is agreeable to granting an easement to Grantee upon the terms and conditions contained herein.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

## II. AGREEMENT

1. Grant of Easement. Grantor hereby grants and conveys to Grantee, its successors, assigns, licensees, and agents, a perpetual and nonexclusive easement for the right to construct, reconstruct, repair, replace, operate, and maintain a waterline, related utilities and appurtenances upon, over, under and across that portion of Grantor's Property described in the attached *Exhibit B* (the "Easement Area"). Furthermore, Grantor grants and conveys to Grantee the perpetual nonexclusive right of ingress and egress over and across the Easement Area and across the area depicted in *Exhibit B* as the "Temporary Const. Esmt." for the purpose of installing and accessing the waterline and appurtenances so that Grantee may carry out the intent of this Easement Agreement. Grantee shall not install nor place any permanent fixtures within the area identified as "Temporary Const. Esmt" but may access such area and store equipment and materials for staging construction. Despite the nonexclusive nature of the easement rights granted herein, during construction Grantee may install temporary fencing to protect materials or equipment left onsite. Notwithstanding anything else herein, as for any future replacement of the waterline, the Grantee shall first propose to the Grantor written plans and specifications regarding the replacement of the water line, which the Grantor shall review and approve in a commercially reasonable manner. The parties acknowledge the purpose of Grantor's right to review and approve written plans and specifications regarding the replacement of the water line is to confirm any construction activities related thereto are conducted in a manner to minimize interference with the Grantor's above grade use of the land, while allowing Grantee to continue exercise its rights as set forth herein.

2. Maintenance and Repair Obligations of Grantee's Waterline, Related Utilities and Appurtenances. Grantee, at its sole expense, shall be responsible to maintain, repair, and replace, the waterline and appurtenances. Notwithstanding the foregoing, Grantor and its successors and assigns, shall be liable to repair any damage to the waterline, related utilities and appurtenances which is caused by Grantor or Grantor's agents and invitees. Furthermore, Grantee shall not be responsible to maintain, repair, or replace any water service lines, meter, meter pit or appurtenances located upon Grantor's Property which solely serve Grantor's Property or private properties.

3. Nonexclusive Nature of Easement. The easement rights granted to Grantee in this Easement Agreement are nonexclusive in nature. Grantor may use the land subject to this easement, so long as such use does not unreasonably interfere with such easement rights. As such, Grantor shall not: (i) build any structures (permanent or temporary) within the Easement Area; nor (ii) plant any trees within the Easement Area. Grantee shall be permitted to cut down any trees, bushes and shrubs in order to maintain said waterline, related utilities and appurtenances, and Grantee shall not be liable for removing the same. In carrying out its easement rights, Grantee shall restore any disturbed land to its preexisting condition; provided however, that Grantee shall not have the obligation to restore any obstructions or vegetation properly removed under this section..

4. Ownership. Grantor represents and warrants that it is the sole owner of Grantor's Property.

5. Binding Effect. The rights, conditions, and provisions of this Easement inure to the benefit of and are binding upon the heirs, executors, administrators, successors, and assigns of the respective Parties hereto. This Easement and the rights and obligations granted herein shall run with the land and are perpetual in duration.

6. Recording. Upon execution by all Parties, the Parties shall cause this Easement to be recorded with the Spokane County Auditor's Recording Office.

7. Dispute Resolution. In the event that a dispute arises concerning this Easement Agreement, the Parties to the dispute shall first attempt to resolve the dispute through good faith negotiation prior to pursuing any remedies in Court. Jurisdiction and venue shall be proper in Spokane County Superior Court and the substantially prevailing party shall recover its attorney fees and litigation expenses incurred in such action, including but not limited to attorney fees and litigation expenses incurred on any appeal.

8. Freely Negotiated. In the drafting of this Easement Agreement, Grantee had legal counsel. Grantor is encouraged to seek review of this Easement Agreement by Grantor's own independent legal counsel before signing. By signing this Agreement, Grantor acknowledges that Grantor has reviewed this Easement Agreement to Grantor's satisfaction with legal counsel or that Grantor has knowingly decided to forego legal counsel. This agreement was freely negotiated between the Parties and the rule construing ambiguities against the drafter shall not apply.

9. Execution. This Easement Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

10. Future Service. If the Grantor constructs a building on Grantor's Property for use by the Spokane County Library District, Grantee shall install one new water service to the building. Under this provision, Grantor shall bear no cost for installation of the service line from the main up to and including the meter pit; nor shall Grantor pay to Grantee a connection or hookup fee. However, the water service shall be limited to the use, installation, and cost of a 1-inch water meter. In the event that Grantor requires a larger meter, Grantor shall bear the difference in the cost of the larger meter and a 1" meter. Should Grantor elect to use a larger meter, Grantor shall pay any additional charges at the time of installation. The Grantor shall still be responsible to install any private service line past the meter, including fire hydrants if required, and shall pay all other rates and charges, including for water service, in effect under Grantee's general policies at the time of installation. The right to a new service under this provision shall be limited to construction for library district purposes and shall not inure to any successor of Grantor; unless such successor uses the property for library district purposes. If the property is sold or the right to future service is assigned or transferred, this provision shall become null and void.

//

**GRANTOR:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
SPOKANE COUNTY LIBRARY DISTRICT

By: \_\_\_\_\_

Print Name Above

Its: Authorized Agent

STATE OF WASHINGTON )

) ss.

County of Spokane )

I, the undersigned, a Notary Public in and for the State of Washington, do hereby certify that on \_\_\_\_\_ (month) \_\_\_\_ (day), 2024, \_\_\_\_\_ (name), the authorized agent of SPOKANE COUNTY LIBRARY DISTRICT, personally appeared before me, to me known to be the authorized agent of said District described in and who executed the within instrument, and acknowledged that HE/SHE signed and sealed the same as the District's voluntary deed, for the purposes therein mentioned.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_ (month) 2024.

\_\_\_\_\_  
NOTARY PUBLIC for the State of Washington  
residing at Spokane. My commission expires:

\_\_\_\_\_.



***EXHIBIT A***

**Legal Description of Grantor's Property**

THE WEST 400 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 26 NORTH, RANGE 43 EAST OF THE WILLAMETTE MERIDIAN, LYING SOUTH OF HASTING ROAD;

EXCEPT THE WEST 60 FEET THEREOF;

AND EXCEPT THAT PORTION CONVEYED TO SPOKANE COUNTY FOR FARWELL AND HASTINGS ROADS UNDER DEED RECORDED MARCH 27, 1996 UNDER AUDITOR'S FILE NUMBER 9603270020;

SITUATE IN THE COUNTY OF SPOKANE, STATE OF WASHINGTON.

***EXHIBIT B***  
**Legal Description of Easement Area**  
WATERLINE EASEMENT DESCRIPTIONS

That portion of the West 400 feet of the northwest quarter of Section 9, Township 26 North, Range 43 East, W.M., Spokane County, Washington, lying South of Hastings road; Except the West 60 feet thereof; except that portion conveyed to Spokane County for Farwell and Hastings Road under Deed recorded under Auditor's File Number 9603270020, records of Spokane County, described as follows:

**Centerline 1**

A 25 foot wide strip of land being 15 feet left and 10 feet right of the following described centerline:

Commencing at the northwest corner of Lot 3, Block 1, Northwood Meadows 2nd Addition, recorded in Book 23 of Plats, Page 86, records of Spokane County;

Thence along the West line of said Lot 3, South 02°31'08" East, a distance of 20.00 feet;

Thence South 87°33'06" West, a distance of 10.00 feet to the **BEGINNING** of said centerline:

Thence North 02°31'08" West, a distance of 270.19 feet to the **END** of said centerline;

The sidelines of said strip shall be extended on the North to intersect the South right of way of E. Hastings Road;

**Centerline 2**

A 20 foot wide strip of land being 10 feet on each side of the following described centerline;

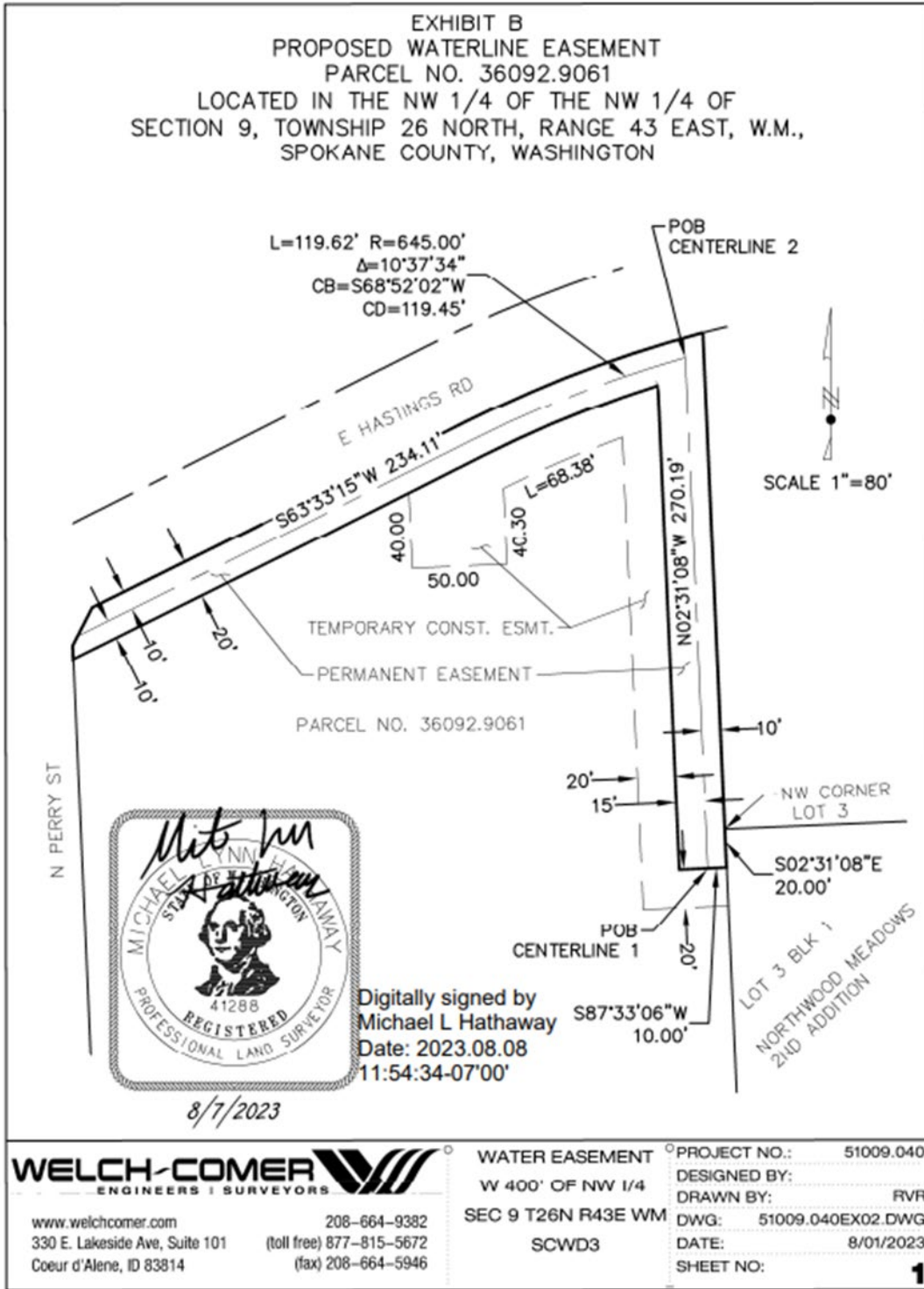
**BEGINNING** at the END of said Centerline 1, said point being the beginning of a non-tangent curve to the left having a radius of 645.00 feet, thence along said curve having a central angle of 10°37'34", an arc length of 119.62 feet, a chord bearing of South 68°52'02" West and a chord distance of 119.45 feet;

Thence South 63°33'15" West, a distance of 234.11 feet to the East right of way of N Perry Street and the **END** of said centerline;

The sidelines of said strip shall be extended on the West to intersect the East right of way of N Perry Street and on the East to intersect the northerly extension of the West line of said Lot 3.



**EXHIBIT B, cont.**



---

## 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.

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

---

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE 2024 – JULY 2024**

**June 18, 2024: Spokane Valley – 4:00pm**

- Annexation of Cities & Towns to the Library District: Policy: Approval Recommendation
- Filming and Photography Policy (new): Approval Recommendation
- Fixed Assets Policy: Approval Recommendation
- Financial Management Policy: Approval Recommendation
- Social Media Policy: Approval Recommendation
- HR11 Safety & Health: Approval Recommendation
- Airway Heights Library Interlocal Agreement Amendment: Discussion
- Overview: Facility Operational Costs
- Overview: Spokane Valley

**July 16, 2024: Airway Heights – 4:00pm**

- Overview: Patron Point
- Friends of the Library: Policy: Approval Recommendation
- Conklin Property Library Site: Discussion

**Special Meetings/Activities**

---

## APRIL 2024 DIRECTOR'S REPORT FOR MAY 2024 MEETING

### Finance – Jason Link

#### General Fund

The total general fund operating expenses before (32.68%) or after (29.68%) transfers remain well aligned with the total budget projected expenditure of 33.33%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

#### Capital Project & Debt Service Funds

Total expenses are within budget. There was one expenditure for April 2024.

#### Facilities Report

Maintenance staff have been completing maintenance assignments in preparation for the changing of the seasons. In addition, discussion and planning on are underway for beginning to develop the facilities maintenance master plan.

### Human Resources – Toni Carnell

The HR Team, joined by the Administrative Services Manager, attended the KHQ job fair on April 26. The team connected with over 200 individuals looking for employment and we saw applications from a number of those.

#### Training

- New Employee Orientation
- CPR Training
  - The online portion of this training was sent to staff by the provider: Providence Inland Northwest Washington. The in-person skills test will be in June at the Service Center.
- All staff continue to work on required training in the learning management system:
  - Outside provider (Kantola):
    - Bystander Intervention
    - Diversity, Equity, & Inclusion
  - Outside Provider (Evergreen Safety Council)
    - EverSafe Defensive Driving
- New courses continue to be added to the learning management system and the training calendar.

#### Staff updates:

##### New hires:

- Public Services Technician

##### Promotions:

- 
- IT Associate to ILS Administrator
  - Public Services Technician to Public Services Associate - Float

## Transfers:

- N/A

## Voluntary Demotions:

- N/A

## Separations:

- Public Services Associate

2024 Work Plan – Job Description Review

Part of the 2024 work plan was a review of all job descriptions and compensation. We are nearing the end of the first phase, where we gathered information about each position from both employees and supervisors. HR Director Toni Carnell met with Leadership Team to review the revisions. This was followed by meetings with the Collection Services Manager, Public Services Managers, Digital Services Manager, Library Managers, and Library Supervisors who shared the updated job descriptions with their staff. We are working to update our recruiting portal and the public website where the jobs are listed.

A survey was sent out to Washington public library HR Directors to share their compensation rates for similar positions, which will close May 31, 2024. Leadership will then be able to compare our compensation rates to those of similarly situated public libraries.

**Communication & Development – Jane Baker**Communication

Media coverage in April included an article in the *Spokane How's Business Newsletter* about Library Giving Day. *KHQ.com* posted three articles on events including the Smokey Bear reading challenge in honor of the mascot's 80th birthday, North Spokane Library as a new location for property tax payments, and the *May Star Wars* and gardening programs. *Spokane Public Radio* ran a story on the upcoming environmental programs as part of the Expo '74 anniversary celebration. The *Cheney Free Press* used our press release to include an article on the District's May activities.

Development

The Development Department's focus for April was Library Giving Day. This year's goal was to raise \$5000 to supply new books for the District to distribute to youth who sign up for summer reading. Each youth will have a choice of titles from an age-appropriate selection and will get to keep the book. Studies show that access to books during the summer prevents a drastic loss of reading skill. The month-long donation drive exceeded goal for the first time, raising \$10,000.

**Operations - Doug Stumbough**

For the month of April, a total of 66,757 customers visited our libraries in person, down from 67,247 (-0.7%) in March. The total number of 87,741 physical items borrowed by customers in the libraries was down from the 90,024 physical items borrowed in March (3%).

---

### 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 Deer Park customer let us know how very much she loved the Book Butler service. She said she so far absolutely loved all the choices and read them all, and that the Book Butler staff did an amazing job of choosing books she would enjoy. She wanted to pass along Kudos to the staff providing the service.

After a recent Baby Lapsit Storytime with Librarian Tammy, a couple of different customers came up to the desk to say how great Tammy was with the babies (and parents) and how much they enjoyed coming to the story time sessions with her, as she obviously has a heart for the babies and their grownups.

As Public Services Associate Erica was placing a request for a customer at Moran Prairie, he told me how much he and his wife appreciate the library. He said that he served in the military and has used a lot of libraries, and that out of all of them, SCLD is close to the best (following only the LA Public Library, which he noted is much larger). He said they always support.

One of the young attendees of the *Take It Apart* program asked Public Services Specialist Katie if she knew about *Camp Read-a-Rama* at Deer Park, which led to a discussion about how much fun he and his sister had, and how awesome the camp teachers Literacy Program Coordinator Melanie and Deer Park Library Supervisor Shannon were. Asked about a favorite activity at camp, he said "EVERYTHING!" and added that he is already excited about all the summer reading programs and the next *Take It Apart* program in May.

A father and his children dropped off some thank-you notes at the Deer Park Library that they had made for National Library Workers Day.



---

While shopping, Public Services Associate Heidi was chatting with another shopper in the checkout line and joked about how she didn't mind waiting in lines, because she always had books downloaded on her phone. The shopper asked if she worked at the library (she was wearing a Spokane Valley Library staff shirt), and said how much he loved the new Spokane Valley Library building, and the availability of the conference rooms, etc. Heidi thanked him and said, "Well, your property tax dollars are working hard for you at the library," and he laughed and said that "at least somebody was putting the tax dollars to good use". He also commented on how friendly and kind the staff were, and that they obviously loved/enjoyed their jobs because it showed in their interactions with customers.

Airway Heights hosted a large Toastmaster's award ceremony in our meeting room. They expressed their gratitude for the space by presenting library staff with a certificate of appreciation.



A couple approached the Spokane Valley front desk to chat with Technology Instruction Specialist Jeremy about the library. At the end, they mentioned how great Public Services Associate Wyatt and Library Supervisor Stacy are at the Argonne Library, and how wonderful it is to visit the Argonne Library too.

One customer came to the Medical Lake Library wanting to improve their English language skills and requested books-on-CD and matching books. By her next visit, Public Services Associate Cassie had gathered a selection for customers to choose from. The customer was delighted that staff remembered her and were prepared to continue helping her.

A Medical Lake customer mentioned he was technically challenged but appreciated Library Supervisor Cecelia and Public Services Associate Jen helping him over the course of a few interactions to get library card, get a kindle, and then load books onto the Kindle.

The Call Center received this comment from a North Spokane customer: "I took a virtual reality demonstration and instruction from (Technology Instruction Specialist) Erin of the North Spokane Library. He did an excellent job on all aspects. He is very friendly, helpful, knowledgeable, and understanding. I would not have been able to make my meta quest 3 VR Headset work without his assistance."

---

Moran Prairie had a customer who checked out a Chromebook and used it for the entire checkout period in the library. When she turned it back in, she said it worked great and she was able to apply for five colleges that day.

A customer who was directly impacted by the Gray Fire last summer made a point to come up to the desk at Medical Lake and thank the library for the photocopier and free copies. "We have so many documents and have to keep copying. Thank you so much. We really appreciate you."

A mother and her tween-age son came into Moran Prairie to check out some books and they saw that the Virtual Reality program was happening and there was an opening in the appointments and that he could participate. The son said that he had a really good time, and the mom was thankful, mentioning that it was "really a neat thing" that she and her son got to participate even though it wasn't something that they had planned to do when they came in.

Two new preteen/teen cardholders stopped at the Airway Heights desk and filled out a comment card letting us know that they were really happy to be at the library and enjoy printing from the computers, saying they felt very welcome in the library.

Via the Call Center, a Fairfield customer praised Public Services Associate Shannon because she is "very heartwarming makes you feel accepted and feel welcome no matter how often you come in, she always has a good attitude and is really good to have here during activities."

### **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:**
    - *The Teacher* by Freida McFadden (159)
    - *The Women* by Kristin Hannah (113)
    - *First Lie Wins* by Ashley Elston (99)
  - **Ebook checkouts:**
    - *The Women* by Kristin Hannah (143)
    - *Fourth Wing* by Rebecca Yarros (99)
    - *The Exchange* by John Grisham (88)
  - **Audiobook holds** as of May 1:
    - *The Women* by Kristin Hannah (339)
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (192)
    - *Funny Story* by Emily Henry (174)
  - **Ebook holds** as of May 1:
    - *The Women* by Kristin Hannah (417)



- *Funny Story* by Emily Henry (168)
- *First Lie Wins* by Ashley Elston (112)
  
- Popular **Adult Physical Book** titles April:
  - Checkouts:
    - *The Teacher* by Freida McFadden (66)
    - *The Women* by Kristin Hannah (58)
    - *Just the Nicest Couple* by Mary Kubica (42)
  - Holds:
    - *The Women* by Kristin Hannah (67)
    - *First Frost: A Longmire Mystery* by Craig Johnson (46)
    - *Total Garbage: How We Can Fix Our Waste and Heal Our World* by Edward Humes (37)

**COLLECTION MONTHLY REPORT  
APRIL 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	16,174	14,807	9%
Interlibrary Loan Total	2,500	2,284	9%
<b>Overdrive</b>			
Total Checkouts	357,551	312,129	15%
Total Holds	127,949	98,482	30%
<b>hoopla</b>			
Total Checkouts	20,958	13,443	56%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	304,165	304,934	0%
Nonprint	72,679	73,313	-1%
Overdrive	169,862	149,269	14%
<b>Grand Total</b>	<b>546,706</b>	<b>527,516</b>	<b>4%</b>

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

---

### Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on April 15 regarding a children's nonfiction book at the Argonne Library. It was determined that the title met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

### **Executive Director – Patrick Roewe**

### Spokane Valley Library Project Update

#### **Final invoices**

The final invoice from Hammond Facilities Consulting will be submitted after the seasonal HVAC commissioning occurs in early May. Once that is submitted, we will be able to do a final accounting of all project-related costs.

### Airway Heights: Potential Interlocal Agreement Amendment Update

The current 1996 interlocal agreement (ILA) between the District and the City of Airway Heights (City) governs a "ground lease" arrangement where the District owns the library building and the City owns the land on which it is built. The ILA also establishes the annual contract fee for library services, which is "the sum of money equal to the levy rate applied for library purposes, multiplied by the assessed valuation of property within the corporate limits of the City." Using that formula, the contract fee for 2024 is \$377,000.

The Board previously discussed the opportunity to assume ownership of the parcels of land on which the Airway Heights Library sits in lieu of all or a partial payment for contracted library services in 2024. By consensus, staff were directed to work with the City of Airway Heights to get appraisals of the library parcels as bare/unimproved land for inclusion in further discussions at a future date. We have contracted with Valbridge Property Advisors to conduct the appraisal and anticipate discussing the findings and next steps at the June meeting.

### SB 5444 Next Steps

With the passage of SB 5444, which adds public libraries to the list of places in which the open carrying of weapons is prohibited, we have developed signage and response strategies, and liaising with local law enforcement on the topic ahead of the early June implementation date. More information will be provided at the meeting.

### Realignment Plan

Following months of staff engagement and collaboration, the District finalized the Public Services Realignment Plan and shared it with staff in April 2024.

Using the Community Engagement Plan approved by the Board as a springboard, the plan has three overarching goals:

- 
- Align programs and services to the goals and objectives of the Community Engagement Plan
  - Balance output of programs and services to match current level of interest and demand from our customers.
  - Create organizational capacity in order to respond to future customer interests and needs without further straining resources (time, talent, treasure).

There are six primary task areas in the plan, with additional supportive tasks outlined as needed:

- 1.) Realignment of Staff: Service teams and reporting structure
- 2.) Realignment of Staff: Community Engagement Teams
- 3.) Realignment of Programs: Offerings, Evaluation, and Promotion
  - Realigned District-wide Program Model: Number of Programs, Time Slots, and Locations
  - Realigned Program Evaluation
  - Realigned Program Promotion
  - Realigned Responsibility Levels Of Public Services Staff Regarding Programs
- 4.) Realignment of Community Engagement Work
  - Evaluate Current And Prospective Connection Opportunities and Take Action
  - Mobile Services Community Engagement Evaluation
- 5.) Evaluations in support of realignment efforts
  - Librarian Task-List Review
  - Public Services Specialist Task Review and Realignment
  - Function and Process Efficiency Evaluation Development
- 6.) Realignment Review

Staff have been assigned to teams to pursue these focus areas. Deadlines for development and implementation vary depending on the assignment, but the goal is to finalize and implement the task by the end of 2024, with an evaluation of those efforts themselves to commence in January 2025. More information will be provided as the plan progresses.

---

## Operations Report April 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Adult Services (Stacey Goddard)

- 1044 individuals attended 81 adult programs during April. Some of the highlights included:
  - 344 people dropping off items during our spring Shred Day event at NS and SV
  - 229 participants in our *A Matter of Balance: Preventing Falls series*, at four locations
  - 36 attendees for *Homebuyer Education Seminar*.
- HR's Toni Carnell and Hannah, along with Administrative Services Manager Emily, joined me at the 11th annual KHQ/WorkSource Job Fair. I helped 55 people in our computer lab print their resumes and apply for jobs online. Toni, Hannah, and Emily spoke with 275 job seekers about our open positions and working in the library, and signed folks up for job alerts.

#### Youth Services (Mary Ellen Braks)

- This month we had 72 storytimes with a total attendance of 1,763.
- Mobile Services visited 18 childcare centers this month and provided 50 storytimes to 661 children.
- Librarian Rachel Edmondson did a storytime at Little Garden Café and had an attendance of 75.
- Youth programs included a *Pokémon Tournament* and *Jedi Academy program*.

#### Cross Disciplinary (Gwendolyn Haley)

- **Online Programs:** 150 people viewed talks with Xochitl Gonzalez, Paula J. Johnson, Diane Foley & Colum McCann in our Online Authors Series. 1,522 people have viewed (either live or in the archive) the 11 authors featured January-April 2024.
- **Literacy Programs:** The third and final school year session of the *Reading Buddy* program kicked off at seven schools with 55 volunteers serving around 65 students. *Spring Camp Read-a-Rama* at the Deer Park Library was attended by 12 children. The art theme was a big hit and “exploding art” was the favorite activity.
- **The STCU Studio:** In addition to supporting customers in their use of the STCU Studio this month, Technical Instruction Specialist Jeremy worked with The Owl Pharmacy in Medical Lake to provide a small group of eight teens an opportunity to develop and edit a commercial.
- **LAB at North Spokane:** Technical Instruction Specialist Erin Haight took the *Virtual Reality program* on the road to six libraries and introduced tweens, teens, and adults in those communities to the technology. In addition, tweens (ages 8-12) had an opportunity to build their own microscopes in the Lab.

- 
- **Library of things:** 43 items checked out this month. *The Project Memory* items like the FastFoto converters continue to be at the top of the list, but the movie screen is becoming more popular as the temperature climbs. We added five Birdwatching backpacks, thanks to the generosity of the Spokane Audubon Society.

#### **Digital Projects and Resources (Carlie Hoffman)**

- Web Team reviewed the page design and colorization for the website redesign.
- The final copy for program titles and descriptions was sent to librarian staff to enter on the calendar. The copy is being reviewed for publishing.

#### **Information Technology (Patrick Hakes)**

- Received notification that all the E-Rate funding requests were approved as submitted. This funding request period includes upgrading all library connection speeds to 10G.
- Wireless extenders were installed in several locations to improve signal.

#### **Mobile Services (Brianna Rukes)**

- Mobile Services completed setting up books for the Parkside Books Program just in time for Liberty Park visitors to enjoy during the summer season.
- LINC attended the Boys & Girls Club Community Night event with a total of five visitors.

#### **Library Reports**

##### **Airway Heights: Lesa Arrison**

- Airway Heights hosted a large Toastmaster's award ceremony in our meeting room. To express their gratitude for use of the space, they presented us with a certificate of appreciation.
- Our *Vegetable 101* class was widely appreciated and well received by our customers.

##### **Argonne: Stacy Loberg**

- Janet and Stacy attended Seth Woodard Elementary's Shine-A-Light Night and interacted with 46 people. We promoted *National Small Business Month*, library resources, programs and handed out pencils.
- The Friends of the Argonne Library donated funds so we could buy fun bookmarks to give out to customers and some new storytime flannels!
- The *Star Wars Jedi Academy* had a great turnout with 27 in attendance.

##### **Cheney: Jonathan Melcher**

- 11 people registered and attended the four-session class *A Matter of Balance: Preventing Falls*
- Storytime continues to be popular, averaging 26 people in attendance.

- 
- Meeting room usage has been steadily increasing: 40 bookings with 18 unique users in April.

**Deer Park: Shannon McMinn**

- Deer Park had a full registration for the first *Spring Camp Read-a-Rama* at this location. The children had a fun time learning about famous artists and working with different art mediums and techniques.
- A father and his three young children brought homemade cards for staff at Deer Park in honor of National Library Workers Day, thanking staff for the work we do and the positive impact the library makes in our community.

**Medical Lake: Cecelia McMullen**

- The Medical Lake ECAP visited the library for a special story time and tour. Highlights included checking out an item with self-check, and then returning it in the book drop while their classmates inside the book drop watched it land with a thump.
- “How do you make the clock go faster” said a four-year-old eagerly anticipating *Play and Learn Storytime*. Another child came on a non-story time day and said with distress, “Where are all my friends?”

**Moran Prairie and Fairfield: Caitlin Wheeler**

- 25 customers joined us for Moran Prairie’s Spanish language program *Celebración del Día Mundial del Libro / World Book Day Celebration in Spanish*.
- 19 customers were introduced to the world of virtual reality in Moran Prairie’s *Experience Virtual Reality* program.

**North Spokane: Brian Vander Veen**

- This month the North Spokane Library hosted a display of historical items and ephemera from the local Green Bluff Grange.
- Librarian Corinne Willson represented the library at Colbert Elementary’s STEM Night and Spokane International Academy’s Summer Resource Fair.
- Librarian Rachel Edmundson provided a tour of the library to students and teachers from Colbert Learning Tree Preschool.

**Otis Orchards: Maggie Montreuil**

- Nine attendees signed up, and attended, *A Matter of Balance: Preventing Falls*, every Tuesday and Thursday from April 9<sup>th</sup> to May 2<sup>nd</sup>.
- Gardening programs at Otis continue to do well, with *No-Dig Gardening* bringing in a lot of enthusiasm from the Otis community.

**Spokane Valley: Danielle Milton**

- Approximately 108 kids and families attended *The Pokémon Tournament: The Final Battle*. Many parents complimented the staff on how well the program was run and managed.
- Six teens from our *Teen Leadership Council* planted a tree in front of the library in Balfour Park to celebrate Arbor Day.

**Public Use Measures**

**April 2024**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	137658	124304		11%
Door count	66757	68328	261388	-3%
Items Borrowed	210761	195290	852533	4%
• Airway Heights	2485	2459	10048	2%
• Argonne	5833	6797	26746	-9%
• Cheney	6443	6052	26526	-1%
• Deer Park	6278	6314	26101	-8%
• Fairfield	604	475	2172	-6%
• Medical Lake	2057	2153	8152	-11%
• Mobile Services	2109	1778	7867	21%
• Moran Prairie	11335	10993	45866	-14%
• North Spokane	21970	21971	89382	-7%
• Otis Orchards	3022	2719	11756	1%
• Spokane Valley	25605	20622	105813	21%
• Digital	93364	80755	381097	16%
• Totals	182248	163428	7444286	8%
Programs				
• Number	321	204	1233	63%
• Attendance	5388	3784	20767	43%
Internet Station Use (%)	26.6%	23.9%	25.7%	
Meeting room bookings	808	366	3222	102%

**Public Use Measure Definitions**

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

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

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

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

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

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

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



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Four Months Ended April 30, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 33.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 952,982	\$ 17,540,000	5.43%	\$ 16,587,018
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	0	103,000	0.00%	103,000
FINES & FEES	17,601	45,000	39.11%	27,399
GRANTS & DONATIONS	65,204	26,000	250.78%	(39,204)
E-RATE REIMBURSEMENTS	83,901	265,000	31.66%	181,099
LEASEHOLD & TIMBER TAX, REBATES, OTH	16,873	36,500	46.23%	19,627
INTEREST REVENUES	54,686	193,000	28.33%	138,314
<b>TOTAL REVENUES</b>	<b>\$ 1,191,246</b>	<b>\$ 18,585,500</b>	<b>6.41%</b>	<b>\$ 17,394,254</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,191,246</b>	<b>\$ 18,585,500</b>	<b>6.41%</b>	<b>\$ 17,394,254</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,701,103	\$ 8,510,600	31.74%	\$ 5,809,497
FRINGE BENEFITS	928,168	2,863,400	32.41%	1,935,232
SUPPLIES	60,198	193,100	31.17%	132,902
UTILITIES	202,089	575,500	35.12%	373,411
SERVICES	409,991	1,597,800	25.66%	1,187,809
INSURANCE	94,102	100,000	94.10%	5,898
CAPITAL EQUIPMENT	62,839	370,000	16.98%	307,161
LIBRARY MATERIALS	806,371	2,222,800	36.28%	1,416,429
ELECTRONIC LIBRARY MATERIALS	143,518	300,000	47.84%	156,482
LIBRARY PROGRAMS	84,729	142,300	59.54%	57,571
DEBT SERVICE	22,497	0	0.00%	(22,497)
<b>TOTAL EXPENSES</b>	<b>\$ 5,515,604</b>	<b>\$ 16,875,500</b>	<b>32.68%</b>	<b>\$ 11,359,896</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 5,515,604</b>	<b>\$ 18,585,500</b>	<b>29.68%</b>	<b>\$ 13,069,896</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (4,324,358)</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	(4,324,358)			
<b>ENDING CASH</b>	<b>\$ 4,305,941</b>			

**Number of months cash on hand**

**3.1**