

**ORDINANCE NO. 119-D  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,  
WASHINGTON AMENDING ORDINANCE NO. 119-B, ESTABLISHING THE  
LIBERTY LAKE PUBLIC LIBRARY AND REPEALING ANY PROVISIONS IN  
CONFLICT THEREOF**

WHEREAS, the City of Liberty Lake is a Non-Charter Code City formed pursuant to RCW Title 35A operating under the Mayor-Council form of government, RCW Chapter 35A.12;

WHEREAS, RCW 35A.27.010 provides that a public library may be established in any city by Ordinance of the City Council; and

WHEREAS, the City Council has the authority to define the functions, powers and duties of officers and employees of the City and adopt an annual budget for the City's fiscal year that sets forth revenues and expenditures;

WHEREAS, the Mayor is the Chief Executive and Administrative Office in charge of all departments with authority to appoint and remove officers and employees and provide for the general supervision and administration of the City; and

WHEREAS, the City Council of the City of Liberty Lake established a public library in the City of Liberty Lake under Ordinance 119 on October 7, 2003; and

WHEREAS, the City Council passed Ordinance 119-A on June 5, 2012 and Ordinance 119-B on January 20, 2015, amending Ordinance 119; and

WHEREAS, the City Council wishes to make further amendments as contained herein and repeal any provisions in conflict.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

**Section 1.**     **Library Created.** The City Council of the City of Liberty Lake hereby establishes the Liberty Lake Public Library.

**Section 2.**     **Authority of City Council and Mayor.** The City Council shall have the following authority with respect to the operation and finances of the Liberty Lake Public Library.

A.     Through ordinance of the City, adopt a final budget setting forth the estimated revenues and appropriations for the City of Liberty Lake Public Library.

- B. Upon a determination that the best interests of the City of Liberty Lake are being served, increase, decrease, revoke or recall, all or any portion of, the total appropriations provided for Liberty Lake Public Library, provided the same is done by ordinance approved by a vote of one more than the majority of the City Council.
- C. Approve contracts related to the Public Library, including but not limited to the acquisition, sale or disposition of library property unless otherwise delegated to the mayor.
- D. Establish the functions, duties and compensation of the City Librarian and employees of the Public Library.
- E. Approve all library policies with a simple majority vote.

The Mayor shall have the following authority with respect to the administration of the Liberty Lake Public Library.

~~F. G.~~ Appoint and remove all officers and employees of the Public Library including the City Librarian whose appointment shall be without definite term.

~~G. H.~~ Ensure that all contracts and agreements made with the City on behalf of the Public Library are faithfully kept and performed.

~~H. I.~~ Make transfers between individual appropriations within the Library budget in order to further the best interests of the Public Library.

~~I. J.~~ Through the City Finance Director pay claims and purchase books, periodicals, maps, supplies and equipment for the library.

~~J. K.~~ Through the City Finance Director, pay wages, salaries, provide benefits and spend funds to recruit job candidates.

To provide the highest level of library service to the citizens of the City of Liberty Lake, the Mayor and City Council with the advice and recommendation of the Board of Trustees shall exercise best efforts to negotiate and enter into Interlocal (or other) Agreements with public and private library service providers.

### **Section 3. Annual Budget.**

- A. The overall annual budgetary appropriation for the library shall be based upon the original 50 cents per thousand allocation of property tax as permitted by law, as now or hereafter amended. In 2001, fifty cents (\$.50) per thousand represented twenty-three-point eight percent (23.8%) of the City's total property tax levy rate. Said percentage shall be the percentage used by the City in establishing Library funding for future years subject to the terms set forth in this Ordinance.
- B. The 23.8% sum shall cover expenses for Library operations, Library Capital, and administrative support. The Library Capital and administrative overhead shall be set at three percent (3%) each of the anticipated property tax revenue for the library as identified in Section 3(A).

- C. The Library Staff, City Finance Department and the Board of Trustees shall be responsible for preparing a five (5) year rolling forecast indicating the staffing levels, supplies, and capital items that may be needed and to make recommendations to the City Council to achieve the necessary funding.
- D. As with all City Departments, the City Council shall receive recommendations concerning Library services and funding, but the City Council shall annually appropriate City funds for the support of the library in the process of adopting a reasonable budget.

**Section 4.**     **No Deficit.** The Board of Trustees shall not make any expenditures or incur indebtedness in any year in excess of the amount of money appropriated and/or available for library purposes.

**Section 5.**     **Quarterly and Annual Report.** At the end of each quarter, the Board of Trustees shall designate a representative to brief the City Council at its regularly scheduled meeting on the current state of the library and any proposed library policy changes. After the second quarter, the Board of Trustees shall also report to the City Council showing the condition of the Board of Trustees trust during the prior year, the sums of money received for the library fund from taxes and other sources, the sums of money expended and the purposes of the expenditures, the number of books and periodicals on hand, the number added during the year, the number retired, the number loaned out, the usage of any computer and technology equipment, and such other statistics and information and such suggestions as they deem of public interests. The Board of Trustees shall also file a copy of this report with the state librarian.

**Section 6.**     **Board of Trustees.**

- A.     Creation. The Liberty Lake Public Library Board of Trustees is hereby created. The Board of Trustees shall consist of five (5) individuals. Except as otherwise provided in this Ordinance or State law, the management of the Liberty Lake Public Library shall be vested in the Board of Trustees.
- B.     Appointment. The Board of Trustees shall be appointed by the Mayor and confirmed by the City Council. The majority-All voting members of the appointed Board shall be residents of the City of Liberty Lake.
- C.     Term. The first appointments to the Board of Trustees shall be for a term of one (1), two (2), three (3), four (4) and five (5) years, respectively. Thereafter, a Trustee shall be appointed annually to serve a term of five (5) years. No person shall be appointed to the Board of Trustees for more than two (2) consecutive terms. A Board member after serving two (2) consecutive terms may apply and receive appointment to a vacated seat. Provided that person has been off the Board for a period of one year.
- D.     Vacancies. Vacancies on the Board of Trustee shall be filled for any unexpired terms as soon as possible in the manner in which members of the Board of Trustees are regularly chosen.
- E.     Salary. No member of the Board of Trustees shall be paid a salary or other compensation for services as trustee. A member of the Board of Trustees shall, however, be entitled to reimbursement from the library funds of necessary expenses actually incurred

F. Removal. A member of the Board of Trustees may only be removed by a majority vote of the City Council of the City of Liberty Lake.

G. Powers and Duties. The Board of Trustees shall have the power and duty to do the following:

1. Adopt such bylaws, rules, and regulations for the guidance of the Board of Trustees.
2. Adopt/Revise Liberty Lake Library policies, subject to Section 2(E).
- ~~2.3.~~ Make recommendations to the City Council concerning functions, authority, compensation, and duties of the City Librarian.
- ~~3.4.~~ Make a recommendation to the mayor concerning the appointment of the City Librarian qualified under RCW 27.04.055.
- ~~4.5.~~ Submit annually to the City Council a budget containing detailed estimates of the amount of money necessary for the library for the ensuing year.
- ~~5.6.~~ Perform any and all other acts necessary for the orderly and efficient management and control of the library.

**Section 7.** Use of Library.

A. Residents. The Liberty Lake Public Library shall be free for the use of residents of the City of Liberty Lake, subject to such reasonable rules and regulations as adopted by the Board of Trustees to assure the greatest benefit to the greatest number.

B. Non-Residents. The Board of Trustees may allow non-residents of the City of Liberty Lake to use the books belonging to the Liberty Lake Public Library, under such rules and regulations as the Board of Trustees deems necessary and upon such terms and conditions as established by the Board of Trustees. The form of the agreement for non-resident services shall be approved by the City Council.

C. Exclusion from Use. The Board of Trustees may exclude from the use of the Liberty Lake Public Library any person who willfully or persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users.

D. Exchanges. The Board of Trustees may adopt such rules and regulations to allow exchanges of books with any other library, either permanently or temporarily.

**Section 8. Gifts.** Title to money or property given to or for the use or benefit of the Liberty Lake Public Library shall vest in the City of Liberty Lake, on behalf of the Liberty Lake Public Library, to be held and used according to the terms of the gift.

**Section 9. Retaining Books.** Any person who willfully retains any book, newspaper, magazine, pamphlet, manuscript, computer or wireless device, or other property belonging to the Liberty Lake Public Library for an excess of thirty (30) days after notice in writing to return the same, when said notice is given after the expiration of time such article or other property maybe kept, shall be guilty of a class 4 civil infraction.

**Section 10. Damage to Property.** Any person who intentionally injures, defaces or destroys any property belonging to or deposited in the Liberty Lake Public Library shall be guilty of a misdemeanor.

**Section 11. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 12. Repealer.** Upon the Effective Date of this Ordinance and to the extent there are any provisions in conflict with Ordinance 119-D, as contained in Ordinance 119-A, or Ordinance 119-B, such provisions shall be repealed in their entirety and have no further force or effect of law.

**Section 13. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 5<sup>th</sup> day of December, 2023.

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Mayor, Cris Kaminskas

ATTEST:

Kelsey Hardy  
City Clerk, Kelsey Hardy

APPROVED AS TO FORM:

Sean P. Boutz  
City Attorney, Sean P. Boutz

Publication Date: 12/22/23

Effective Date: 12/27/23