



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

April 16, 2024 4:00 p.m.

Cheney Library, [610 1<sup>st</sup> St. Cheney, WA 99004](https://www.sclcd.org/locations/cheney)

### AGENDA

**Remote Attendance:** To attend the meeting remotely via the internet: <https://sclcd-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.sclcd.org/connect/ask-board-of-trustees/>.

**I. CALL TO ORDER**

**II. AGENDA APPROVAL**

**III. PUBLIC COMMENT**

**IV. ACTION ITEMS**

- A. Approval of [March 19, 2024 Meeting Minutes](#)
- B. Approval of [March 2024 Payment Vouchers](#)
- C. Unfinished Business
- D. New Business
  - 1. [Access to Library Services Policy](#): Approval Recommendation
  - 2. [Collection Development Policy](#): Approval Recommendation
  - 3. [Intellectual Freedom Policy](#): Approval Recommendation
  - 4. [Recognizing National Library Workers Day 2024 \(Resolution 24-01\)](#): Approval Recommendation
  - 5. [Overview](#): Cheney Library

**V. DISCUSSION ITEMS, POSSIBLE ACTION**

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

**VI. REPORTS**

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

**VII. ADJOURNMENT**

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

April 16, 2024

## **BOARD OF TRUSTEES MEETING MINUTES: March 19, 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 Medical Lake Library, Tuesday, March 19, 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), Doug Stumbough (Operations Director), and Emily Greene (Administrative Services Manager)

**Via Zoom:** Jane Baker (Communication and Development Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), and four (4) 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 Robert Paull moved and Vice Chair Jon Klapp seconded the approval of the meeting agenda. The motion was unanimously approved.

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

**Approval of February 20, 2024 Regular Minutes (Item III.A.)** Chair Hanson called for corrections to the February 20 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of February 2024 Payment Vouchers (Item III.B.)** Trustee Ellen Clark moved and Trustee Patti Stauffer seconded the approval of the February 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - GF	0061840 – 0061976 and W001453 – W001475	\$863,430.99	\$863,430.99

	PR02092024 and PR02252024	\$515,010.59	\$515,010.59
		Total	\$1,378,441.58
CPF	9754 Green Plaque	\$874.00	\$874.00
		Total	\$874.00

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

**Unfinished  
Business  
Service Center  
Update:  
Discussion  
(Item III.C.1.)**

Executive Director Patrick Roewe reviewed the intent and implemented transition plan for the Service Center (the former Spokane Valley Library location). Discussion ensued about operating costs, the number of employees that moved to the space, and plans for future uses.

There was no further discussion.

**New Business  
Children’s  
Safety in  
Libraries Policy  
(Item III.D.1.)**

Executive Director Roewe presented general clarification and rewording in the Children’s Safety in Libraries Policy. Discussion ensued about staff experiences with this policy and procedures for after hours. Vice Chair Klapp moved and Trustee Clark seconded the approval of changes to the policy.

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

**New Business  
Overview:  
Security  
Incident  
Reporting  
(Item III.D.2.)**

Operations Director Doug Stumbough presented a year-to-year review of incident reports. Discussion ensued about when incident reports should be written, types of incidents reported, type of personal information staff gathers, and the review process of the reports.

There was no further discussion.

**New Business  
Overview:  
Impact of  
Overdue Fines  
(Item III.D.3.)**

Operations Director Stumbough presented what information we gather was impacted by the elimination of overdue fines. Discussion ensued about the already declining revenue from fines, increase in door counts and circulation, and a more stable budget. Discussion also ensued about collected versus billed fines and fees, and the timeline of lost or damaged materials being sent to collections. Staff have reported that interactions with customers have improved as well.

There was no further discussion.

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

Discussion ensued about where Staff Day will be held and trustee invitations. Executive Director Roewe explained the potential agenda item regarding a utility easement continues to be pushed back while awaiting attorney review.

There was no further discussion.

**Trustee Reports  
(Item VI.A.)** There were no Trustee reports.

**Executive  
Director Report  
(Item VI.B.)** In addition to the report provided prior to the meeting, Executive Director Roewe presented a legislative update about previous bills discussed at earlier meetings. Discussion ensued about staff needing information from the trustees for a financial reporting with the state, the new position created for engaging and, as needed, de-escalating customer interactions, and District participation at the Homeless Connect event. He also informed the Trustees that Administrative Services Manager Emily Greene is now a licensed and bounded Notary Public for the District.

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 February 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

**Fiscal Report  
(Item VI.D.)** Finance Director Jason Link provided a written report of revenues and expenditures for February 2024 prior to the meeting.

There was no further discussion.

**Adjournment  
(Item VII)** Chair Hanson adjourned the meeting at 5:25pm. The next Board Meeting is scheduled for Tuesday, April 16 at the Cheney library.

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Jessica Hanson, Chair

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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 March 31, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,358,457.72 for the general fund and \$500.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 31, 2024



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



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

**GENERAL OPERATING FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061977	CANDID	FOUNDATION DIRECTORY ONLINE ANNUAL RENEWAL	5,999.00
0000061978	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000061979	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	248.11
0000061980	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	138.00
0000061981	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	83.99
0000061982	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	64.04
0000061983	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	42,656.00
0000061984	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.55
0000061985	THE FIG TREE	LIBRARY MATERIALS	150.00
0000061986	GOVERNMENT FINANCE OFFICERS ASSOCIATION	ANNUAL DUES	280.00
0000061987	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	7,093.32
0000061988	KANTOLA TRAINING SOLUTIONS, LLC	STAFF TRAINING ANNUAL SUBSCRIPTION	4,459.46
0000061989	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	150.00
0000061990	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	430.68
0000061991	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	817.00
0000061992	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,714.73
0000061993	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	225.80
0000061994	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,981.03
0000061995	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,622.00
0000061996	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	34.84
0000061997	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000061998	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,437.50
0000061999	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	2,271.93
0000062000	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	235.22
0000062001	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,065.68
0000062002	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	2,714.64
0000062003	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,488.98
0000062004	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	47,035.92
0000062005	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,787.28
0000062006	AGE OF LEARNING, INC	ELECTRONIC LIBRARY MATERIALS	7,170.71
0000062007	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,965.07
0000062008	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,805.68
0000062009	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	101.68
0000062010	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	811.84
0000062011	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	75.19
0000062012	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	180.53
0000062013	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	26.42
0000062014	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000062015	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	423.75
0000062016	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,888.56
0000062017	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	212.80
0000062018	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,347.48
0000062019	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	24,456.24
0000062020	PIXEL PRESS TECHNOLOGY	ANNUAL SUBSCRIPTION	150.00
0000062021	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER: ALL BLDGS	8,651.53
0000062022	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	320.83
0000062023	Uline SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	9,321.86
0000062024	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,621.08
0000062025	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	25,077.30
0000062026	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	882.10
0000062027	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	158.79
0000062028	NANCY M CHASE	LIBRARY PROGRAMS	150.00
0000062029	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	542.37
0000062030	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,220.90
0000062031	MORGAN ANDERSEN	LIBRARY PROGRAMS	2,800.00
0000062032	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	19,065.45
0000062033	HAPPY LAUNDRY	OFFICE/LIBRARY SUPPLIES	57.34
0000062034	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,005.83
0000062035	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	841.68
0000062036	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,480.79
0000062037	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000062038	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	5,604.36

0000062039	NORALIS RODRIGUEZ-COSS	LIBRARY PROGRAMS	75.00
0000062040	MARIA-TERESA RUIZ-SORROCHE	LIBRARY PROGRAMS	75.00
0000062041	STANDARD PRINTWORKS	ADVERTISING/PRINTING	236.61
0000062042	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	800.25
0000062043	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,348.12
0000062044	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	19,871.50
0000062045	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	475.61
0000062046	MARK ANDERSON	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
0000062047	AVISTA UTILITIES	MONTHLY UTILITIES	13,138.51
0000062048	ROBERTA L BEESE	LIBRARY PROGRAMS	300.00
0000062049	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	436.00
0000062050	MERIDETH LYNNE JEFFRIES	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
0000062051	MARK CUILLA	LIBRARY PROGRAMS, POETRY SLAM JUDGE	50.00
0000062052	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	2,721.45
0000062053	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	995.26
0000062054	JEFFREY RIDLINGTON	LIBRARY PROGRAMS	50.00
0000062055	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000062056	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	859.20
0000062057	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,776.97
0000062058	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
0000062059	WORKSPACE DEVELOPMENT, LLC	OFFICE FURNITURE FOR SV	712.18
0000062060	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	149.30
0000062061	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	401.64
0000062062	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	153.50
0000062063	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,872.18
0000062064	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,158.90
0000062065	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	56,993.51
0000062066	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	584.40
0000062067	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	358.00
0000062068	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000062069	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	259.68
0000062070	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	140.62
0000062071	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	771.52
0000062072	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	83.99
0000062073	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,816.04
0000062074	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	457.92
0000062075	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	602.50
W000001476	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	247.26
W000001477	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	71,300.76
W000001478	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,134.75
W000001479	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001480	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,555.77
W000001481	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	148.47
W000001482	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,558.94
W000001483	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	802.60
W000001484	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	76,649.75
W000001485	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,134.75
W000001486	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001487	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,227.36
W000001488	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	225.00
W000001489	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	222.12
W000001490	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
W000001491	EMPLOYMENT SECURITY DEPARTMENT	WA CARES FOR Q1 2024	10,278.00
W000001492	EMPLOYMENT SECURITY DEPARTMENT	PFMLA FOR Q1 2024	14,857.34
W000001493	STATE OF WASHINGTON	B&O SALES & USE TAX FOR Q1 2024	2,822.30
W000001497	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	23,801.36

**Total Non-Payroll General Operating Fund**

\$ 879,468.41

**PAYROLL VOUCHERS**

03082024 PP05	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #05	\$ 233,459.09
03252024 PP06	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #06	245,530.22

**Total Payroll General Operating Fund**

\$ 478,989.31

**TOTAL GENERAL OPERATING FUND**

\$ 1,358,457.72

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9755	INTEGRUS ARCHITECTURE	CAPITAL PROJECT - SV BUILDING	500.00
<b>Total Capital Projects Fund</b>			\$ 500.00

**Feb 2024/Mar 2024  
Paid in Mar 2024  
Voucher # 62025**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 14,836.88
<b>Maintenance</b>	\$ 916.58
<b>Travel</b>	\$ 40.00
<b>Acquisitions</b>	\$ 6,596.60
<b>Information Technology</b>	\$ 2,217.15
<b>Mobile Services</b>	\$ 470.09
<b>General Fund Purchases</b>	\$ 25,077.30

*Top Individual Charges*

Amazon	Total all material purchases from Amazon	4,250.28
Mailchimp	Monthly email service	1,070.49
Lakeshore Learning Mater	Learning toys for libraries	1,866.32
4Imprint Inc	Book bags, branded	1,428.42
Ppas Software	Password mgmt software - 4 year subscription	1,657.62
USA*PBS Pub Brd Svc	Collection Materials	1,057.79
The Great Courses	Collection Materials	1,131.91
B&H Photo	Camera and related equipment	4,780.48
Yodeck.com	Software - annual subscription	1,927.98
Cambridge Pacific	Seed envelopes for libraries	927.67

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## ACCESS TO LIBRARY SERVICES POLICY

### Background

The purpose of this policy is to affirm the Spokane County Library District's (District) commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

Revisions include the addition of a reference to RCW 49.60.215, which addresses "unfair practices of places of public resort, accommodation, assemblage, amusement" and the inclusion of "status as a mother breastfeeding her child" from that same RCW as another protected class. Please note that the language referencing protected classes listed in that paragraph is pulled directly from the applicable statutes. It is the standard practice of the District to use statutory language as written when citing referenced Washington State law.

The District's legal counsel reviewed the proposed revisions.

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

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

**Recommended Action:** Board motion to approve the Access to Library Services Policy, as revised.



SPOKANE COUNTY LIBRARY DISTRICT  
**POLICY: ACCESS TO LIBRARY SERVICES**  
APPROVAL DATE: February 18, 1993  
REVISION DATE: April 16, 2024

### **Related Policies**

Code of Conduct Policy  
Customer Privileges and Responsibilities Policy

### **Statutory Reference**

RCW 49.60.030  
RCW 49.60.040  
RCW 49.60.215

### **Purpose**

~~To~~ Affirms the Spokane County Library District's (District) commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

### **Policy**

In accordance with RCW 49.60.215, ~~t~~The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, status as a mother breastfeeding her child, ~~or~~ the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

In support of that commitment:

- Access to library services shall not be denied or abridged to any individual eligible for library services, as defined in the District's Customer Privileges and Responsibilities policy, other than due to a violation of the Code of Conduct.
  - In compliance with federal and state law and Title II of the Americans with Disabilities Act of 1990, the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.
  - The District offers reasonable accommodations to persons with disabilities.
  - The District provides a grievance procedure to ensure that if an individual believes they have been denied access to library services or have been otherwise discriminated against, the issue can be resolved as promptly and amicably as possible.
  - The District encourages customers to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place.
  - Any unresolved ADA issue should be submitted to the Human Resources Director to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.
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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.

SPOKANE COUNTY LIBRARY DISTRICT  
**POLICY: ACCESS TO LIBRARY SERVICES**  
APPROVAL DATE: February 18, 1993  
REVISION DATE: April 16, 2024

### **Related Policies**

Code of Conduct Policy  
Customer Privileges and Responsibilities Policy

### **Statutory Reference**

RCW 49.60.030  
RCW 49.60.040  
RCW 49.60.215

### **Purpose**

Affirms the Spokane County Library District's (District) commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

### **Policy**

In accordance with RCW 49.60.215, the District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, status as a mother breastfeeding her child, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

In support of that commitment:

- Access to library services shall not be denied or abridged to any individual eligible for library services, as defined in the District's Customer Privileges and Responsibilities policy, other than due to a violation of the Code of Conduct.
  - In compliance with federal and state law and Title II of the Americans with Disabilities Act of 1990, the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.
  - The District offers reasonable accommodation to persons with disabilities.
  - The District provides a grievance procedure to ensure that if an individual believes they have been denied access to library services or have been otherwise discriminated against, the issue can be resolved as promptly and amicably as possible.
  - The District encourages customers to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place.
  - Any unresolved ADA issue should be submitted to the Human Resources Director to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.
-

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.

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## COLLECTION DEVELOPMENT POLICY

### Background

The purpose of this policy is to define how the Spokane County Library District (the District) establishes, maintains, and facilitates access to a collection of library materials that meet the cultural, informational, educational, and recreational needs of District residents.

Revisions are primarily focused on updating and clarification, such as formatting changes and updating the policy to reflect preferred nomenclature.

An addition was made to the “Freedom to Read, View, Listen, and Inquire” section to forge a closer tie with the District’s Intellectual Freedom Policy via a vis language from the Trustee Ethics, Conduct, And Responsibility Policy approved by the Board in December 2023.

No changes were made regarding the operational elements of the policy.

The District’s legal counsel reviewed the proposed revisions.

Executive Director Patrick Roewe and Collection Development Director Andrea Sharps will be available to answer any questions on the proposed policy revisions.

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

**Recommended Action:** Board motion to approve the Collection Development Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: June 14, 1986

REVISION DATE: ~~April 19, 2022~~ April 16, 2024

RELATED POLICIES:

- Access to Library Services
- Children’s Safety in Libraries
- Computer, Wireless Network and Internet Use
- Customer Privileges and Responsibilities
- Fixed Assets
- Gifts
- Intellectual Freedom
- Naming and Recognition

STATUTORY REFERENCE: RCW 27.12.210

**Purpose**

Defines how the Spokane County Library District’s ~~(the District) responsibility to~~ establishes, and maintains, and facilitates access to a collection of library materials that meet the cultural, informational, educational, and recreational needs of District residents.

**Definitions**

For the purposes of this policy, the following definitions are used:

Collection: ~~For the purpose of this policy, t~~The term “collection” refers to the ~~l~~ibrary materials ~~and resources~~ that the District makes available to customers for reading, viewing, and /or listening, regardless of format, platform, or any applicable lending model.

Parents: ~~For the purpose of this policy, the term “parents” refers to t~~The legal guardian(s) of any minor child, and/or any adult standing in loco parentis.

*In loco parentis:* An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes responsibilities of a parent.

**Policy**

~~Spokane County Library~~The District’s ~~(the District)~~ Board of Trustees (Board) recognizes that within the District’s service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. The Collection Development ~~policy~~ Policy is based upon and reflects the District’s Intellectual Freedom Policy, and the District’s mission, vision, guiding principles, and strategic priorities.

Collection Development and Maintenance

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not represent endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is a normal and regular function of the District and is critical to the maintenance of the collection. An item will be transferred or removed from the collection if it is determined to meet ~~any~~ of the following criteria: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

#### Collection Development and Maintenance Authority

The Board ~~of Trustees~~ delegates its authority to purchase library materials and resources to the District's Executive Director or designees.

Furthermore, the Board ~~of Trustees~~ delegates all collection development and maintenance authority, including the establishment of criteria for the evaluation and/or systematic removal of materials, to the District's Executive Director or designees.

#### Freedom to Read, View, Listen, and Inquire

The District's collection provides access to a wide variety of legally ~~protected~~ materials, as affirmed by the District's Intellectual Freedom Policy and enshrined as a fundamental freedom in the First Amendment to the United States Constitution. The Board ~~of Trustees~~ believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values, interests, and preferences. However, they shall not restrict the freedom of others to read, view, listen, and/or inquire.

### Children's Use of Library ~~Resources~~ ~~Materials~~

The District affirms the rights and responsibilities of parents to guide and direct the library use of their own minor child and determine which ~~resources~~ ~~materials~~ will best fulfill their needs.

The District maintains that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library ~~resources~~ ~~materials~~. Parents who do not want their children to have access to certain library services, materials, or facilities, should advise their children and monitor their children's library use accordingly.

District staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. District staff cannot determine which ~~resources~~ ~~materials~~ will best fulfill the needs and interests of any individual based on chronological age or level of education. While available to provide guidance on selections, District staff are not responsible for monitoring a child's use of and selection from library collections. No employee, officer, or agent of the District stands *in loco parentis*.

### Request for Review of Library Materials

The Board ~~of Trustees~~ recognizes the right of individuals to question the inclusion of materials in the District's collection. A library customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library customer wishes to formally state their opinion and is a District resident as defined in the Customer Privileges and Responsibilities ~~P~~olicy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), they may complete a *Request for Review of Library Materials* form. An initial written response will be sent within 15 business days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status. The District will not accept or respond to *Request for Review of Library Materials* forms submitted by anyone who does not reside in the District.

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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: COLLECTION DEVELOPMENT**

APPROVAL DATE: June 14, 1986

REVISION DATE: April 16, 2024

#### RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

Fixed Assets

Gifts

Intellectual Freedom

Naming and Recognition

STATUTORY REFERENCE: RCW 27.12.210

#### **Purpose**

Defines how the Spokane County Library District (the District) establishes, maintains, and facilitates access to a collection of library materials that meet the cultural, informational, educational, and recreational needs of District residents.

#### **Definitions**

For the purposes of this policy, the following definitions are used:

**Collection:** The Library materials that the District makes available to customers for reading, viewing, and/or listening, regardless of format, platform, or any applicable lending model.

**Parents:** The legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

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#### **Policy**

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Some of the factors which will be considered in adding to or removing materials from the library collection shall include present collection composition, current and anticipated community needs,

public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

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The District's collection provides access to a wide variety of legally-protected materials, as affirmed by the District's Intellectual Freedom Policy and enshrined as a fundamental freedom in the First Amendment to the United States Constitution. The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values, interests, and preferences. However, they shall not restrict the freedom of others to read, view, listen, and/or inquire.

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The District maintains that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library materials. Parents who do not want their children to have access to certain library services, materials, or facilities, should advise their children and monitor their children's library use accordingly.

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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.

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## INTELLECTUAL FREEDOM POLICY

### Background

The purpose of this policy is to affirm the Spokane County Library District's (District) commitment to facilitating access to legally protected information without interference, surveillance, or scrutiny.

Revisions are primarily focused on distinguishing between a purpose statement and background information. Background section was expanded to include language from the Trustee Ethics, Conduct, And Responsibility Policy approved by the Board in December 2023.

The District's legal counsel reviewed the proposed revisions.

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

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

**Recommended Action:** Board motion to approve the Intellectual Freedom Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: INTELLECTUAL FREEDOM**

~~Approval Date~~ APPROVAL DATE: April 19, 2022

REVISION DATE: April 16, 2024

**Related Policies**

Access to Library Services

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

**Purpose:**

Affirms the Spokane County Library District's (District) commitment to facilitating access to legally protected information without interference, surveillance, or scrutiny.

**Background:**

~~The Spokane County Library District is committed to facilitating access to legally protected information without interference, surveillance, or scrutiny. Enshrined as a fundamental freedom in the First Amendment to the United States Constitution, F~~ree and open access to information gives people the resources to participate in the political process and strive toward self-improvement.

By collecting, organizing, and disseminating human expression in a variety of recorded formats, the Spokane County Library District joins with other public libraries that serve as one of our society's most visible commitments to free speech, self-education, and self-government.

**Policy:**

The District's Board of Trustees adopts the American Library Association's (ALA) position on intellectual freedom, as stated in the ALA's [Library Bill of Rights](#) and the ALA's and Association of American Publishers' (AAP) [Freedom to Read Statement](#).

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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: INTELLECTUAL FREEDOM**

APPROVAL DATE: April 19, 2022

REVISION DATE: April 16, 2024

**Related Policies**

Access to Library Services

Collection Development

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**Purpose:**

Affirms the Spokane County Library District's (District) commitment to facilitating access to legally protected information without interference, surveillance, or scrutiny.

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**RESOLUTION 24-01: RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2024 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES****Background**

National Library Workers Day (NLWD) is an annual opportunity sponsored by the American Library Association-Allied Professional Association (ALA-APA) to recognize the valuable contributions made by all library workers to the communities they serve. ALA has designated April 9, 2024 as this year's NLWD.

Since 2017, the District has participated in NLWD. Starting in 2023, staff recommend that the Board of Trustees pass a resolution recognizing NLWD, and more importantly, recognizing the contributions made by District staff towards achieving the District's mission.

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

**Recommended Action:** Board motion to approve Resolution 24-01, Recognizing National Library Workers Day 2024 and Expressing Appreciation to Spokane County Library District Employees.

**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.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District"), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington, specifically chapter 27.12 RCW;

WHEREAS, libraries represent a microcosm of the larger society and District employees play an important and unique role in the communities that they serve by providing an inclusive environment where all are treated with respect and dignity;

WHEREAS, the District provides community members with the knowledge and information they need to learn, work, create, and thrive in the 21st century;

WHEREAS, District employees bring the community a world of knowledge in person and online, as well as personal service and expert assistance in finding what is needed when it is needed; and;

WHEREAS, the District wishes to join with libraries across the United States of America in celebrating National Library Workers Day in order to recognize the unique contributions of all library workers and the value of those contributions to American life.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

**Section 1: RECOGNITION OF LIBRARY WORKERS DAY**

The Board of Trustees hereby recognizes April 9, 2024 as National Library Workers Day at all Spokane County Library District facilities.

**Section 2: RECOGNITION OF DISTRICT EMPLOYEES**

The Board of Trustees hereby recognizes and sincerely appreciates District employees working in direct service and support roles to achieve the District's mission of providing resources, experiences, and places that empower people to learn, explore, and succeed.

**Section 3: EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 16<sup>th</sup> day of April 2024.



SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Jessica Hanson, Chair  
Board of Trustees

ATTEST

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Patrick Roewe, Secretary to the Board of Trustees

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**OVERVIEW – CHENEY LIBRARY**

Library Supervisor Jonathan Melcher and Librarian Crystal Miller will provide an overview of the Cheney Library and how it serves the community.

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

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

**May 21, 2024: Otis Orchards – 4:00pm**

- Fixed Assets Policy: Approval Recommendation
- Financial Management Policy: Approval Recommendation
- Children’s Safety in Libraries Policy: Approval Recommendation
- Vehicle Use and Safety Policy (new): Approval Recommendation
- Hastings Property: Water Utility Easement with Spokane County Water District No. 3:  
Approval Recommendation (tentative)
- Overview: Facility Operational Costs

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

- Annexation of Cities & Towns to the Library District: Policy: Approval Recommendation
- Partnership & Sponsorship Policy: Approval Recommendation
- Social Media Policy: Approval Recommendation
- Volunteer Program Policy: Approval Recommendation
- Filming and Photography Policy (new): Approval Recommendation
- Overview: Spokane Valley

**Special Meetings/Activities**

2024

May 17<sup>th</sup>            Staff Day

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**MARCH 2024 DIRECTOR'S REPORT FOR APRIL 2024****Finance – Jason Link****General Fund**

The total general fund operating expenses before (24.63%) or after (22.37%) transfers remain well aligned with the total budget projected expenditure of 25.00%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

**Capital Project & Debt Service Funds**

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

**Facilities Report**

Maintenance staff have been busy completing renovations at the Service Center with the arrival of Public Services staff this month.

**Human Resources – Toni Carnell****Training**

- All staff continue to work on required training in the learning management system:
  - Outside provider (Kantola):
    - Bystander Intervention
    - Diversity, Equity, & Inclusion
- New courses continue to be added to the learning management system and the training calendar.

**Staff updates:****New hires:**

- Public Services Specialist
- Public Services Technician (2)

**Promotions:**

- N/A

**Transfers:**

- N/A

**Voluntary Demotions:**

- N/A

**Separations:**

- ILS Administrator
- Public Services Technician

**2024 Work Plan – Job Description Review**

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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. Human Resources has reviewed and updated all job descriptions and HR Director Toni Carnell is in the process of meeting with Leadership Team to review the first draft revisions. This will be followed by meetings with the Collection Services Manager, Public Services Managers, Digital Services Manager, Library Managers, and Library Supervisors.

The above managers and supervisors will then be responsible for reviewing the updated descriptions with their direct reports. Once review is complete, the updated descriptions will be posted to the District website and a survey sent to Human Resources Directors around the state to evaluate how our jobs and compensation bands compare to other libraries in Washington. The target is to have the description and compensation review completed by mid-year to evaluate any budget impact of potential changes to compensation levels.

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

#### **Communication**

The District was mentioned several times in the media during March in publicity generated by others outside of the District. These mentions included articles in the *Spokesman-Review* under the headlines of *Dear Kiantha*, *The Girl Who Figured It Out* (a book by Minda Dentler), *Two more cases of measles reported*, and *Sprague Avenue to see transformation*. *KHQ/Fox 28-TV* ran stories regarding the CHAS Health mobile clinic at Spokane Valley Library, the county's largest hiring event, and Spokane Transit open houses. The *Deer Park Gazette* promoted the Poetry Slam series.

On March 17, a *Spokesman-Review* article about author Madeline Miller and the District's Online Author Series featured Communication Specialist and past president of Spokane Is Reading Erin Dodge. *KHQ/Fox 28* published information on their websites from press release about spring events on March 19 and a second release about the Expo '74 50th Anniversary Celebration on March 29.

The chance to view the Community Art Show, both in libraries and online, was promoted Districtwide throughout March.

#### **Development**

The Development Department prepared for the April promotion of Library Giving Day. This year's goal is to raise funds for purchasing books for kids and teens who register for summer reading. Each youth who registers will receive a new book of their own to keep. Library Giving Day is April 3, but donations for the event are accepted throughout April.

Development is also beginning work on a one-year anniversary of Spokane Valley Library newsletter. This newsletter will be sent to all who donated to the Capital Campaign and will include information on the positive impact of the new facility. This update is to remind donors of the importance of their gifts to the library.

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**Operations - Doug Stumbough**

For the month of March, a total of 67,247 customers visited our libraries in person, up from 65,516 (3%) in February. The total number of 90,024 physical items borrowed by customers in the libraries was essentially equal to the 90,181 physical items borrowed in February (0%).

**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:

Moran Prairie Public Services Associate Koreena was at the Riverpark Square Mall food court on a day off and a family she didn't think she knew smiled and waved at her. Later the mother came up and asked if she worked at the Moran Prairie Library. She proceeded to tell her that they recognized her from there and that Moran Prairie is their library. She said they appreciate her and that she makes an impact on the world.

Minda Dentler, an Ironman World Champion and wheelchair athlete, presented her book titled The Girl Who Figured It Out at the North Spokane Library this month. She came to the service desk afterwards and was excited to share that her presentation went well and that she wanted to gift the District with a signed copy of her book. Minda signed the book stating, "You can do it - Just figure it out!" Minda recounted how she grew up in Spokane and spent time at the North Spokane Library studying and doing research, and that the library is a special place to her.

Public Services Specialist Katie discovered this shoutout to libraries in general, and Spokane Valley in particular, in a recent Inlander "I Saw You" section: "LIBRARIES SAVED MY SANITY: Cheers to all the local libraries providing so much entertainment for small children during these cold months, especially the new Spokane Valley library. As a stay-at-home parent I'm often at a loss as to how to provide entertainment and social interaction for a busy 2-year-old. Libraries to the rescue! So many fun classes and play structures. I surely would have lost my mind this winter without them, and their kind and helpful staff. Thank you!! Sincerely, a very tired mom."

A North Spokane customer visited the library to see about checking out a sewing machine for a project she was working on. The sewing machine wasn't available during the time that she needed it, but she said it didn't matter because the person who helped her, Public Services Associate Marisa, was "so delightful, friendly, and helpful".

A mother and her kids who had participated in the Citizens Science Bird Counting program last year recently visited North Spokane and told Public Services Associate Chris that with the program came information on two apps to load and one helped you identify what kind of bird by recording it's sound. They shared that they will still pay attention to the birds and their calls to this day because of the program and would like to come to more programs about birdwatching.

Spokane Housing Authority recently shared on social media about their "acquisition of 7+ acres of prime real estate in Spokane Valley, WA" for housing for 250-300 households, right behind the

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Winco off Appleyway. After a comment that it's right near the new library building, they responded "That was one of the reasons I really wanted this property. The library is a great community asset and I am happy that we can locate a significant project so close to a spiffy new library."

Public Services Associate Lydia had a customer come to the desk to checkout and while he was checking out his books, he said "I am 85 years old I am working my mind! A book is a beautiful thing, I didn't have many friends when I was young, but I have had a library card since I was 9."

North Spokane Public Services Associate Blake was helping a couple with an issue with syncing Libby to their Kindle. Once they had finished, the customer came up to Public Services Associate Taylor and asked, "Which one of you is higher up?" Taylor said they were both in the same position, so the customer asked them to tell their boss that Blake was great and did a great job.

A Spokane Valley customer called and asked to speak with a supervisor. After introducing himself, the customer told Assistant Library Manager Jacob O'Doherty that the staff were incredible, and that everyone he saw had been attentive, helpful, and kind during her stay. She and her group had reserved a room and were having AV trouble, and the team stepped up and fixed it "without looking annoyed." She said the library staff made her night, and she'll remember the service.

### 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 March:
  - **Audiobook checkouts:**
    - *The Teacher* by Freida McFadden (166)
    - *Iron Flame* by Rebecca Yarros (141)
    - *The Women* by Kristin Hannah (128)
  - **Ebook checkouts:**
    - *The Women* by Kristin Hannah (135)
    - *Fourth Wing* by Rebecca Yarros (98)
    - *The Exchange* by John Grisham (97)
  - **Audiobook holds** as of April 1:
    - *The Women* by Kristin Hannah (330)
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (197)
    - *Funny Story* by Emily Henry (126)
  - **Ebook holds** as of April 1:
    - *The Women* by Kristin Hannah (410)
    - *Funny Story* by Emily Henry (119)
    - *The Heaven & Earth Grocery Store* by James McBride (109)

- Popular **Adult Physical Book** titles March:
  - Checkouts:
    - *The Women* by Kristin Hannah (67)
    - *Just the Nicest Couple* by Mary Kubica (60)
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (41)
    -
  - Holds:
    - *The Women* by Kristin Hannah (123)
    - *First Lie Wins* by Ashley Elston (29)
    - *Fourth Wing* by Rebecca Yarros (28)

**COLLECTION MONTHLY REPORT  
MARCH 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	11,387	11,677	-2%
Interlibrary Loan Total	1,877	1,760	7%
<b>Overdrive</b>			
Total Checkouts	269,599	234,873	15%
Total Holds	96,407	74,319	30%
<b>hoopla</b>			
Total Checkouts	15,630	10,191	53%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	304,635	307,164	-1%
Nonprint	73,183	73,363	0%
Overdrive	168,080	147,892	14%
<b>Grand Total</b>	<b>545,898</b>	<b>528,419</b>	<b>3%</b>

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

**Executive Director – Patrick Roewe**

Spokane Valley Library Project Update  
**Final invoices**



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Now that the LEED certification process is complete, we have received and processed the final invoices from Integrus Architecture for their assistance in closing out the final project elements. The final invoice from Hammond Facilities Consulting will be submitted after the final seasonal commissioning slated for late April or Early May. Once that is submitted, we will be able to do a final accounting of all project related costs.

### First Amendment Discussions

I've had the opportunity to lead discussions for interested groups of staff regarding First Amendment-related considerations for collection development, facility use by the public for political purposes, and other similar expressions of protected speech. It's been beneficial to engage with staff on these at times challenging—but nonetheless foundational—concepts for public libraries.

### 2024 Legislative Session Next Steps

The 2024 session of the Washington Legislature ended March 8, 2024 and the bills previously discussed have been signed into law by Governor Inslee. With the passage of SB 5444, which adds public libraries to the list of places in which the open carrying of weapons is prohibited, I hosted a virtual discussion for library directors statewide about the implementation considerations. Signage, response strategies, and liaising with local law enforcement were all discussed. There will be another statewide discussion ahead of the early June implementation date.

### New CHAS collaboration (Aileen Luppert, Strategic Plan Manager)

CHAS Health has provided medical care to Spokane County for two decades. Their clinics serve families and individuals regardless of an ability to pay. CHAS is dedicated to offering high-quality care, information, and resources. Sharing a similar commitment to customers and health literacy the District began a new collaboration with CHAS which kicked off in March.

Beginning March 22, 2024 and continuing on the first and third Friday of the month, the CHAS Mobile Unit will be at the Spokane Valley Library from 1 pm- 4 pm. The truck has an exam room and CHAS staff on hand to assist with medication refills, wound care, treatment of acute injury and illness, referrals for primary care/specialists, lab draws, and flu & Covid vaccinations. CHAS has assistance programs and sliding scales so anyone can drop in for care. A person does not have to be an established CHAS patient or have an appointment ahead of time.

In May, CHAS will also begin coming to our libraries to encourage parents and caregivers to get their children to the doctor for annual wellness check-ups. CHAS staff from nearby clinics will be at Spokane Valley and Moran Prairie during storytime. They will share information with adults and hand out coloring pages to children to encourage healthy habits while meeting friendly medical professionals.

In addition, we are working with CHAS to bring telehealth into our libraries. The Covid pandemic expanded telehealth service across the country, and libraries throughout helped bridge a technological gap preventing some people from accessing it. We are still in the planning stages,

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but hope appointments will be offered later this spring or early summer at the Spokane Valley Library. The District will provide conference room space and safe internet connections for CHAS patients to meet with their care providers privately online.

While these services are mostly beginning at Spokane Valley, the District and CHAS are excited to expand to additional locations and explore new opportunities in the future.

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## Operations Report March 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- Along with Mark Pond and Alina Murcar from Spokane Public Library, I presented a session at the WLA Conference. The session, *Boost Your Business Services through Community Collaboration: Insights from StartUp Spokane*, detailed the District's work with SPL last year to rebuild and rebrand the old spokanebusiness.org site.
- 31 people attended March's SCORE workshop, *ChatGPT for Your Small Business*.
- Our three *Homebuyer Education Seminar* sessions had a combined attendance of 55. 31 of those attended the Saturday session at North Spokane, the largest audience we've had so far post-pandemic.
- We hosted two *Medicare: Getting Started* sessions. We also had nine individuals take advantage of SHIBA's one-on-one counseling this month.

#### Early Learning (Mary Ellen Braks)

- This month we had 73 storytimes with a total attendance of 1,870.
- This month the early learning team did a program called *Play with Math* at 9 of our libraries. This STEAM based program included hands-on math activities plus our toys for a total attendance of 80.
- Mobile Services went to 21 childcare centers this month and provided 58 storytimes to 824 children.
- Christie Onzay and Rachel Edmondson provided a STARS class called *Math and Early Literacy*, to 28 childcare providers.

#### Education and Enrichment (Gwendolyn Haley)

- 16 people took part in STCU Studio programs, and nine people booked the space, whether to work on their own or for a learning session with the Studio Technical Instruction Specialist, Jeremy.
- Lab at North Spokane highlights included *Take it Apart* which had 28 in attendance and Virtual Reality with 16 participants. Two people scheduled a 1 on 1 appointment to learn about the Glowforge.
- Library of Things—34 items checked out in March.
- World Languages—we offered two programs in Spanish in March: *Local Author Readings in Spanish*, and *Art in Spanish: Self Portraits*.
- The *A Matter of Balance: Preventing Falls* series we offered at MP and NS. This program, presented by Aging and Long-Term Care of Eastern Washington, aims to reduce risk factors for older adults who are concerned about falls.

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- We held the first of our *Introduction to Birdwatching* series. This series pairs a presentation where folks learn how to set up binoculars, and name birds, with an actual trail walk to practice.
  - We offered our *Making a Leprechaun Trap* seven times during the month, for kids grades 2-5 and their families.

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

- Accommodation information for customers was added to each event in the calendar.

**Information Technology (Patrick Hakes)**

- Continued work with Entra (Microsoft).
- Celebrated the retirement of Teresa Nelson after 39 years with the District.

**Mobile Services (Brianna Rukes)**

- LINC attended several school events this month, including Read Across America at Broadway Elementary, Opportunity Elementary School Night, and Windsor Elementary Family Night, with an attendance of 195.

**Library Reports****Airway Heights: Lesa Arrison**

- We have been delighted with the new engagement and creativity our play kitchen purchased for us by the Library Foundation of Spokane County. Several of the regular *Storytime* children were so excited to create their own restaurant and serve their waiting parents. The culturally diverse food choices have created conversations around different foods, where they come from, and what they might taste like. It has created the perfect opportunity to connect children with each other through mutual imaginative play.

**Argonne: Stacy Loberg**

- The *Millwood Historical Exhibit* was displayed throughout the library and presentations from the Millwood History Enthusiasts to go with it. We had great turnouts for the programs and lots of engagement with the display. *Millwood: Traveling Back in Time* had an attendance of 38 and *The Mid-Century World of Millwood* had an attendance of 30.
- We had 22 submissions for the *Community Art Show*.

**Cheney: Jonathan Melcher**

- Librarian Crystal presented the SCLD business resources to the attendees at the Cheney Members Association meeting. She shared several resources and handed out business library cards.
- The Leprechaun Trap program was a success, with several families attending and enthusiastically building their creative traps together.

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- The Seed Library has been busy this month with over 300 seed packets taken in March and over 200 seed packets returned this month.

**Deer Park: Shannon McMinn**

- Several people in the Deer Park community participated in the *Community Art Show: Through a Window* with the youngest participant just six years old. Those visiting the library enjoyed viewing the submissions in the display case.
- The energetic mix of Irish Instrumental music and songs of *Irish Music with Floating Crowbar* was enjoyed by a large gathering in the Deer Park Meeting Room to celebrate St. Patrick's Day.

**Medical Lake: Cecelia McMullen**

- *Irish Music with Floating Crowbar* was exceptionally popular filling the library with 43 people. A mother said she came because her baby was just learning to dance, and she wanted the child to experience live music. A young couple with a newborn baby wrote that it was the best "date night" ever.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- 20 customers learned how to incorporate the best plants for their personal garden landscape in our *Gardening with Native Plants* program.
- Customers spent the month learning how to prevent injury from falls in the series of in-person classes: *A Matter of Balance: Preventing Falls*.

**North Spokane: Brian Vander Veen**

- 28 children came to *Take It Apart* this month, a program in which kids get to disassemble electronics, small appliances, and other donated devices to see how they work.
- Librarian Corinne Wilson attended Colbert Elementary's Reading Night to promote library resources.

**Otis Orchards: Maggie Montreuil**

- *Experience Virtual Reality* brought in nine individuals by appointment, with one customer so excited by the program that they travelled from Deer Park just to attend.
- In March, Otis Orchards had 27 customers who borrowed from the seed library, with many more contributing their own seeds over the winter this year.

**Spokane Valley: Danielle Milton**

- *Irish Music with Floating Crowbar* had an excellent turnout of 81 people enjoying Irish music.
- *3D Printing: Design a Wax Seal Signet* was so popular, with a full waitlist, that we offered the class a second time the following week to meet the community interest in the program.

**2024 WLA Key Takeaways**

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Five public services staff attended the 2024 WLA conference that was held in Spokane March 1-3. Highlights from their sessions are listed below.

**Janell Frans**

My first session was about *Professional Boundaries*. Just doing the job for a patron instead of showing them how to do it gets you too involved in the process and can lead to burnout for you and your coworkers. If you can't reasonably do a service for every patron, show them how to do the task. Another session I went to was *Navigating Conflict*. I learned that when it comes to conflict, there's not only the fight or flight response, but also fawn, and freeze.

**Shannon Brown**

Kiantha Duncan, Denise Neujahr, Justina Chen, and other speakers talked about what it means to belong in the library and how that means different things to different people including how different generation's view belonging in the library and its importance. It was especially heartening to hear from Denise Neujahr, who won the Lemony Snicket Prize for Noble Librarians Face with Adversity for her work with LGBTQ+ youth in North Idaho. *Building Professional Boundaries* talked about how "being clear is kind" when setting expectations and boundaries with coworkers and customers. *Navigating Conflict* went over the several types of conflict (task vs interpersonal), how to give and receive feedback and criticism, as well as useful phrases to use in these situations.

**Koreena Ostashek**

I appreciated the opportunity to meet library colleagues from all areas. Two of the sessions I attended: *Professional Boundaries* and *Trauma in the Library*, were the most relevant to my job. I came away with new skills and understanding that will help me across all aspects of my home life and work life, and an understanding that both boundaries and trauma are not exclusive to home or work. *Trauma in the Library* recommended the book: *A Trauma Informed Approach to Library Services*

**Caitlin Wheeler**

This year's WLA theme was "We All Belong", chosen after the Spokane City motto adopted last year. I appreciated the opportunity to get to hear the wisdom of some of our local experts on this topic, including Kiantha Duncan and Travis Baldree. I attended sessions on intellectual freedom, the use of AI for library staff, and de-escalation in the library setting. I was particularly impressed with the security officer from Seattle Public Library who shared many de-escalation stories -- he said that every code of conduct enforcement was a "chance to make a library friend" through empathy and human connection. I was also encouraged by the talk from Deborah Caldwell-Stone, the Director of ALA Office for Intellectual Freedom, in which she shared helpful legal precedence for book challenges.

**Stacey Goddard**

Aside from co-presenting a session, I was able to attend one other session: *Create a Playful Window into the World*. This session detailed how Spokane Public Library designed and created their regionally themed plays paces. It was interesting to learn more about their process and about

the unexpected challenges they faced as the new buildings opened. For example, Shadle’s garden-themed play space originally had wooden carrot pieces that the kids immediately started throwing at each other.

**Public Use Measures**

**March 2024**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	136602	123524		11%
Door count	67247	73237	194631	-3%
Items Borrowed	215637	216483	641772	3%
• Airway Heights	2815	2629	7563	3%
• Argonne	6503	7426	20913	-7%
• Cheney	6462	7212	20083	-3%
• Deer Park	6659	7873	19823	-10%
• Fairfield	622	675	1568	-15%
• Medical Lake	1985	2406	6095	-13%
• Mobile Services	2097	1643	5758	21%
• Moran Prairie	11687	14331	34531	-19%
• North Spokane	21608	25773	67412	-9%
• Otis Orchards	2918	3067	8734	-3%
• Spokane Valley	26668	23859	79734	20%
• Digital	95920	82789	287733	17%
• Totals	186722	180880	562038	6%
Programs				
• Number	409	227	912	65%
• Attendance	6128	4865	15379	43%
Internet Station Use (%)	26.8%	23.3%	25.4%	
Meeting room bookings	913	452	2414	96%

**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.*

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**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 Three Months Ended March 31, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 25.0%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 75,644	\$ 17,540,000	0.43%	\$ 17,464,356
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	0	103,000	0.00%	103,000
FINES & FEES	13,428	45,000	29.84%	31,572
GRANTS & DONATIONS	50,763	26,000	195.24%	(24,763)
E-RATE REIMBURSEMENTS	66,083	265,000	24.94%	198,917
LEASEHOLD & TIMBER TAX, REBATES, OTH	13,323	36,500	36.50%	23,177
INTEREST REVENUES	43,837	193,000	22.71%	149,163
<b>TOTAL REVENUES</b>	<b>\$ 263,077</b>	<b>\$ 18,585,500</b>	<b>1.42%</b>	<b>\$ 18,322,423</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 263,077</b>	<b>\$ 18,585,500</b>	<b>1.42%</b>	<b>\$ 18,322,423</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,007,749	\$ 8,510,600	23.59%	\$ 6,502,851
FRINGE BENEFITS	697,275	2,863,400	24.35%	2,166,125
SUPPLIES	42,360	193,100	21.94%	150,740
UTILITIES	156,560	575,500	27.20%	418,940
SERVICES	303,058	1,597,800	18.97%	1,294,742
INSURANCE	94,102	100,000	94.10%	5,898
CAPITAL EQUIPMENT	49,504	370,000	13.38%	320,496
LIBRARY MATERIALS	588,737	2,222,800	26.49%	1,634,063
ELECTRONIC LIBRARY MATERIALS	120,711	300,000	40.24%	179,289
LIBRARY PROGRAMS	74,165	142,300	52.12%	68,135
DEBT SERVICE	22,497	0	0.00%	(22,497)
<b>TOTAL EXPENSES</b>	<b>\$ 4,156,717</b>	<b>\$ 16,875,500</b>	<b>24.63%</b>	<b>\$ 12,718,783</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 4,156,717</b>	<b>\$ 18,585,500</b>	<b>22.37%</b>	<b>\$ 14,428,783</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (3,893,640)</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	(3,893,640)			
ENDING CASH	<b>\$ 4,736,659</b>			

**Number of months cash on hand 3.4**