

**MISSION**

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**Board of Trustees Regular Meeting**

April 19, 2022 4:00 p.m. Moran Prairie Library

**AGENDA**

Note: Pursuant to Governor Inslee's Proclamation 20-28 dated March 24, 2020, as extended, members of the public can attend the meeting in person or remotely. 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 remote attendance will be in listen-only mode.

Public comment may be submitted in writing via the following link and must be received by 12:00 noon, day of the meeting. To submit written public comment prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
  - A. Approval of March 15, Regular, and March 29 Special Meeting Minutes [4:03-4:04]
  - B. Approval of March 2022 Payment Vouchers [4:04-4:06]
  - C. Unfinished Business [4:06-4:25]
    - 1. New Spokane Valley Library Project Update
    - 2. WA State Treasurer LOCAL Program Financing Resolutions
      - a. Reimbursement Resolution 22-01: Approval Recommendation.
      - b. Authorizing Resolution 22-02: Approval Recommendation.
  - D. New Business [4:25-5:00]
    - 1. Access to Library Services Policy: Approval Recommendation.
    - 2. Intellectual Freedom Policy: Approval Recommendation.
    - 3. Collection Development Policy: Approval Recommendation.
    - 4. Children's Safety in Libraries Policy: Approval Recommendation.
    - 5. Spotlight – Moran Prairie Library
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**
  - A. Future Board Meeting Agenda Items
- VI. REPORTS**
  - A. Trustees [5:05-5:10]
  - B. Executive Director [5:10-5:20]
    - Administrative
    - Community Activities
  - C. Operations [5:20-5:25]
  - D. Fiscal [5:25-5:30]
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and fifty minutes, plus public comment.]

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.***

04/19/2022

## BOARD OF TRUSTEES MEETING MINUTES: MARCH 15, 2022

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A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference in the public meeting room at Airway Heights Library, Tuesday, March 15, 2022, at 4:00 p.m.

**Present:** In Person and via Zoom Teleconference

John Craig - Chair  
Ellen Clark - Trustee  
Jessica Hanson - Trustee  
Jon Klapp - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** Kristin Thompson - Vice Chair

**Guests:** Steven Clark, Integrus Architecture; Brianna May and Matt Schoenfeld, Office of the State Treasurer LOCAL Program.

**Also Present:** Jane Baker, Communication & Development Director; Sheri Boggs, Collection Development Librarian; Toni Carnell, Human Resources Director; Autrey Jeske, Library Supervisor; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; Cheryl Zobel, Collection Development Librarian; and Patty Franz, Executive Assistant.

**Other Guests via Conference Call:** Four (4).

**Call to Order  
(Item I.)**

Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

**Agenda  
(Item II.)**

Ms. Clark moved and Ms. Hanson seconded approval of the agenda.  
The motion was approved.

**Public Comment  
(Item III.)**

There was no public comment.

**Approval of  
Feb. 15 Regular  
Meeting Minutes  
(Item IV.A.)**

Mr. Craig called for corrections to the February 15, 2022, regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of  
Feb. 2022,  
Payment Vouchers  
(Item IV.B.)**

Ms. Hanson moved and Mr. Klapp seconded approval of the February 2022 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	59409-59495 and W001045-W001060	\$865,101.14	\$865,101.14
	02102022PR and 02252022PR	\$436,727.58	\$436,727.58
L01		Total	\$1,301,828.72
L02	9622 HFC Services – (Owner’s Representative)	\$2,834.75	\$2,834.75

**Approval of  
Feb. 2022,  
Payment Vouchers  
(Item IV.B.)**

	9623 The S-R for RFP legal notices	\$2,266.45	\$2,266.45
	9624 Witherspoon Brajeich McPhee PLLC – Legal review of construction contracts	\$11,475.50	\$11,475.50
	9625 Horrocks Engineers – Civil Engineers for Boundary Line Adj. final payment	\$900.00	\$900.00
	9626 Integrus Architecture – Pmt. 8 (New SV Library Design)	\$80,916.96	\$80,916.96
L02		Total	\$80,916.96

There was no further discussion.

The motion was approved.

**Unfinished Business  
WA State LOCAL  
Program Financing  
Update  
(Item IV.C.1.)**

OFFICE OF THE WASHINGTON STATE TREASURER LOCAL PROGRAM FINANCING UPDATE. Following introductions by Mr. Roewe of COP Program Administrator Matt Schoenfeld and COP Program Analyst Brianna May, Mr. Schoenfeld defined the LOCAL Program as a cost-effective mechanism for agencies to finance property through the issuance of Washington State Certificates of Participation (COPs), and reviewed benefits of the program. He and Ms. May provided an overview of the program and pointed out the District will soon enter a financing contract, and further reviewed the lease and repayment schedule. The District applied to this program two years ago and the financing documents are in process. Two resolutions, Form of Reimbursement and Authorizing Resolution/Ordinance, which will be made available for approval by the Board of Trustees in April and will be due April 28, 2022. The funds are anticipated to become available by June 28, with the first payment due December 2022. In response to Mr. Craig's query, Mr. Schoenfeld said the loan term can be adjusted until the beginning of May.

There was no further discussion.

**Unfinished Business  
New Spokane Valley  
Library Project  
Update  
(Item IV.C.2.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. On March 14, Mr. Roewe provided the Board of Trustees the revised library project budget based on the bid received; the anticipated District Capital Projects Fund (CPF) budget, predicated on borrowing \$10 or \$9 million, with a term of 10 or 9 years, and the LOCAL loan amortization schedule options. Trustees were also informed they could provide direction to staff about their preferences regarding the loan term during the meeting. Following the update on the new Spokane Valley Library project by Mr. Roewe, discussion ensued among staff and the Board. Trustees agreed by consensus to provide direction for staff to borrow \$9 million over 9 years. Staff will proceed to arrange for changes to the loan term with the LOCAL program. There was no further discussion.

**New Business**  
**New Spokane Valley**  
**Library Construction**  
**Contract**  
**(Item IV.D.1.)**

NEW SPOKANE VALLEY LIBRARY CONSTRUCTION CONTRACT. Ms. Hanson moved and Mr. Klapp seconded to award the new Spokane Valley Library construction contract to Kilgore Construction, Inc. Mr. Roewe introduced Steven Clark of Integrus Architecture, who said how pleased he was with the bid turnout and spread, which was testament to the construction documents and getting the word out about the project to potential bidders. In response to Mr. Roewe's request, Mr. Clark explained the necessity of installing a trenching and excavation system to protect workers' safety and for RCW compliance. Mr. Clark further provided the favorable history Integrus has had working with Kilgore and said he and Integrus look forward to working with KCI again. Mr. Roewe further said Owner's Representative Doug Hammond has had positive experiences with Kilgore as well, and said the District was fortunate KCI was the low bidder and came with positive endorsements from its project partners. Next steps include a groundbreaking and shovel ceremony on March 29, followed by 375 calendar days of construction, with anticipation of a grand opening in Summer 2023.

There was no further discussion.

The motion was approved.

**New Business**  
**Access and**  
**Intrusion Security**  
**Upgrades Contract**  
**(Item IV.D.2.)**

ACCESS AND INTRUSION SECURITY UPGRADES CONTRACT. Mr. Klapp moved and Ms. Clark seconded the motion to award the SCLD security upgrade contract to Power City Electric, Inc. Mr. Clark said Integrus Architecture worked with District facilities staff to develop this upgrade, which was planned to coincide with the new Spokane Valley Library RFP. Although only one bid was received by the February 18 due date and time, Integrus was familiar with and pleased to have Power City Electric as the bidder and was confident in the bid and its competitiveness. Mr. Knorr said the District decided to make good use of all the engineering work that had been done to complete security for all libraries, with consistency across the board. Doing so would eliminate the need for staff keys and be cost effective. Mr. Roewe noted the security upgrade was planned as part of the successful outcome of the 2019 levy lid lift.

There was no further discussion.

The motion was approved.

**New Business**  
**New SV Library**  
**Project: LCIP**  
**Contract**  
**Certifications**  
**(Item IV.D.3.)**

NEW SPOKANE VALLEY LIBRARY PROJECT: LIBRARY CAPITAL IMPROVEMENT PROGRAM (LCIP) GRANT CONTRACT CERTIFICATIONS. On March 11, Mr. Roewe apprised the Board of Trustees he was informed about three declarations for Board approval, which would be added to the March 15 meeting agenda to complete the LCIP contract. Both Mr. Roewe and District counsel reviewed the following three pro forma certifications and had no concerns.

1. Ms. Clark moved and Ms. Hanson seconded the motion to approve the Scope of Work for the LCIP grant contract.

**New Business**  
**New SV Library**  
**Project: LCIP**  
**Contract**  
**Certifications**  
**(Item IV.D.3.)**

2. Ms. Hanson moved and Mr. Klapp seconded the motion to approve Certification of the Payment and Reporting of Prevailing Wages for the LCIP grant contract.
3. Mr. Klapp moved and Ms. Clark seconded the motion to approve the Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process for the LCIP grant contract.

There was no further discussion.

The motions were approved.

**New Business**  
**Overview –**  
**Collection Dev. and**  
**Intellectual**  
**Freedom**  
**(Item IV.D.4.)**

COLLECTION DEVELOPMENT/INTELLECTUAL FREEDOM OVERVIEW.  
Collection Development Librarians Sheri Boggs and Cheryl Zobel described their roles as collection development librarians for youth and adult, respectively, as well as roles of the Collection Development Department team, noting every member of the team is focused on getting materials into the hands of customers, and also noted how collection development is an ongoing balancing act. Ms. Boggs reviewed the use of Interlibrary Loan (ILL). Ms. Zobel further said SCLD is a popular materials district guided by principles of intellectual freedom and the Collection Development policy. The 2022 budget to select and purchase items is \$2.2 million. Ms. Boggs explained the importance of and process used for the Request for Review of materials, noting that parents and guardians make choices regarding their children. Ms. Zobel added intellectual freedom and access is essential to the work of every day. Discussion ensued among staff and Trustees regarding the District's handling of a potentially publicly banned book, the frequency of removal of request for reviewed items, and the life cycle of digital titles and potential for expansion of titles. Trustees asked if staff needed additional support from the Board. Ms. Zobel and Ms. Boggs said although the District has strong documents and policies in place, Trustees can be advocates for the District and could leverage their contacts for support as well. Mr. Roewe further said although a strong foundation is in place, the District plans to review its policies, with additional focus on intellectual freedom because of increased interest in the topic regionally and nationally.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Moran Prairie Library on April 19. Among other items, the agenda will include updates on the new Spokane Valley Library for which Board approval will be requested for two resolutions involving funding for the project, four policy reviews, and a spotlight on Moran Prairie Library.

There was no further discussion.

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

There were no reports or further discussion.

**Executive Director  
Report, Feb. 2022  
(Item VI.B.)**

The Executive Director's written report for February 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. In the stead of Collection Services Director Andrea Sharps, Mr. Roewe reported that Overdrive reached its 5 million mark, which demonstrates how extensively the digital reading platform was used during the pandemic. He also pointed out the list of District subscriptions provided in the February report, and asked Trustees to let staff know of other publications they might like to add. He also offered Trustees the option to have a District email address. Invitations to the new library groundbreaking and shovel ceremony scheduled for March 29 will be sent tomorrow. A special meeting will be called for a quorum of Trustees to attend. Mr. Roewe thanked Ms. Baker and the Communication and Development teams for coordinating the event. In response to Mr. Roewe, Ms. Hanson volunteered to become involved in the Capital Campaign Steering Committee.

There was no further discussion.

**Operations Report,  
Feb. 2022  
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add.

There was no further discussion.

**Fiscal Report,  
Feb. 2022  
(Item VI.D.)**

Revenue and Expenditure Statement through February 28, 2022.

<u>Fund 001</u>	
Revenues	\$ 228,015
Expenditures	\$ 2,721,496
Ending Fund Balance	\$ 5,245,924
Fund Budget Expended	15.76%

Mr. Knorr reiterated effective January 1 this year, the District expanded available employee benefit offerings to include a flexible spending account (FSA). The third-party administrator for the FSA plan is Navia Benefit Solutions, an entity that partners with the Association of Washington Cities Employee Benefit Trust (AWC) and administers most FSA accounts offered by members of AWC. Mr. Knorr further said only six employees enrolled in the plan and will have 15 months to utilize the funds. He also noted the District will be billed weekly by the plan administrator to pay the costs. In response to Mr. Craig's query, Mr. Knorr explained the differences between a health savings account (HSA) and FSA.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 6:04 p.m. The next in-person Board Meeting is scheduled for Tuesday, April 19, 2022, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: MARCH 29, 2022**

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A special meeting of the Spokane County Library District Board of Trustees was held via in person and teleconference at 22 N. Herald Rd., Spokane Valley, WA, on Tuesday, March 29, 2022, at 10:00 a.m.

**Present:** John Craig - Chair  
Kristin Thompson - Vice Chair  
Ellen Clark - Trustee  
Jessica Hanson - Trustee  
Jon Klapp - Trustee  
Patrick Roewe - Executive Director and Secretary

**Excused:** None.

**Guests:** City of Spokane Valley Mayor Pam Haley, Library Foundation of Spokane County Board Representative Margot Petersen, City of Spokane Valley Council Members Tim Hattenburg and Brandi Peetz, District staff, City of Spokane Valley staff, neighbors of the new library, and community members.

**Also Present:** Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

**Guests via Conference Call:** Three (3).

**Call to Order  
(Item I.)** The special meeting commenced at 10:03 a.m.

**New Spokane Valley Library Ground-breaking and Shovel Ceremony  
(Item II.A.)** The Board of Trustees held a special meeting to announce the groundbreaking of the new Spokane Valley Library. The 28,000-square-foot building was designed by Integrus Architecture and will be built by Kilgore Construction, Inc. Construction begins in April 2022 and is expected to be completed by Summer 2023. Financing for the library was through a combination of sources, including a loan through the Office of the State Treasurer LOCAL program, the Library District's capital projects fund savings, a grant from taxpayers of Washington state, a contribution from the city of Spokane Valley, and a community fundraising campaign. The latter was announced at the meeting by the Library Foundation of Spokane County, which will seek private sector donations of \$1 million to enhance amenities and finishes in the new library and offer naming opportunities with prominent recognition. Speakers at the event included SCLD Communication & Development Director Jane Baker, Board of Trustees Chair John Craig, City of Spokane Valley Mayor Pam Haley, Library Foundation of Spokane County Board Representative Margot Petersen, and SCLD Executive Director Patrick Roewe. Following presentations, a shovel ceremony was held to mark the culmination of a decades' worth of effort, planning, and partnership that brought this project into being.

**Adjournment  
(Item III.)** The special meeting adjourned at 10:19 a.m.



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John Craig, 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, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,133,500.62 for the general fund and \$97,608.94 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: April 1, 2022

1133500.62

SIGNED:   
TITLE: Finance Director

SIGNED:   
TITLE: Executive Director

## GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59496	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	30.48
59497	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	150.00
59498	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	327.81
59499	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	508.06
59500	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	637.30
59501	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
59502	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,975.96
59503	THE FIG TREE	LIBRARY MATERIALS	150.00
59504	JOHNSON CONTROLS FIRE PROTECTION LP	REPLACEMENT FIRE ALARM - OT	6,462.87
59505	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,926.37
59506	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	361.24
59507	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	6,510.57
59508	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59509	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	927.30
59510	UPS	SHIPPING	19.40
59511	ROSE GAGNON	REFUND OF LOST PAID FEE	145.00
59512	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	17,180.46
59513	ALLIED FIRE & SECURITY BY VYANET	QTRLY MONITORING FOR NEW FIRE PANEL - OT	53.51
59514	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59515	AVISTA UTILITIES	MONTHLY UTILITIES	12,721.03
59516	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	909.78
59517	CANDID	FOUNDATION DIRECTORY ONLINE ANNUAL RENEWAL	6,995.00
59518	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	14.13
59519	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59520	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	158.11
59521	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	35.18
59522	EBSCO INDUSTRIES, INC.	ELECTRONIC LIBRARY SERVICES	41,000.00
59523	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59524	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	712.50
59525	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,427.93
59526	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	425.00
59527	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,761.80
59528	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	90.64
59529	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	15,651.39
59530	KANTOLA PRODUCTIONS, LP	VIDEO TRAINING LIBRARY FOR STAFF TRAINING	5,276.21
59531	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	5,796.26
59532	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	2,457.50
59533	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
59534	OCLC, INC.	ANNUAL WEB-DEWEY CATALOGING SERVICE	760.87
59535	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	76,979.42
59536	PAYNE-WEST INSURANCE	CYBER INSURANCE POLICY/CRIME POLICY LIMIT INCREASE	19,824.92
59537	MICHAEL EDWARD SWENDROWSKI	BOOKMOBILE DESIGN CONSULTANT: FINAL PAYMENT	6,800.00
59538	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	318.01
59539	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	512.05
59540	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	660.00
59541	TECHOPS SPECIALTY VEHICLES LLC	NEW MOBILE VEHICLE: UNDER VEHICLE STORAGE	11,067.35
59542	USB TREASURY MANAGEMENT SVCS	ANNUAL BANK ACCOUNT ANALYSIS FEES	1,577.61
59543	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
59544	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,042.46
59545	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,218.44
59546	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,270.40
59547	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	120.00
59548	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
59549	WICK ENTERPRIZES, LLC	ADVERTISING	906.12

59550	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,010.50
59551	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	438.00
59552	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	726.53
59553	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	10.00
59554	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,065.02
59555	EDNETICS	MONTHLY MANAGED VOICE SERVICES + CONSULTING	2,513.70
59556	FARONICS	ANNUAL SOFTWARE RENEWAL - DEEP FREEZE KIT	1,884.41
59557	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	603.35
59558	KURT MADISON	LIBRARY PROGRAM	75.00
59559	NATIONAL COLOR GRAPHICS	PRINTING - FLYERS	735.75
59560	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	54.00
59561	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59562	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER: ALL BLDGS	4,365.49
59563	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	301.36
59564	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59565	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	3,161.81
59566	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES - MPLCFA	1,613.40
59567	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	934.50
59568	UPS	SHIPPING	72.19
59569	ANTWAHAN WELLS	LIBRARY PROGRAMS	950.00
59570	MARK ANDERSON	LIBRARY PROGRAM: POETRY SLAM JUDGE	50.00
59571	CHRISTOPHER COOK	LIBRARY PROGRAM: POETRY SLAM JUDGE	50.00
59572	SETH S MARLIN	LIBRARY PROGRAM: POETRY SLAM JUDGE	50.00
59573	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	18,758.23
59574	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	63.80
59575	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	567.88
59576	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,271.16
59577	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
59578	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	21,361.48
59579	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,737.26
59580	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	26,426.52
59581	WICK ENTERPRIZES, LLC	ADVERTISING	24.00
59582	ZALA FILMS	LIBRARY MATERIALS	135.95
W000001061	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	63,862.73
W000001062	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,641.36
W000001063	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,749.75
W000001064	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	44,035.50
W000001065	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	121.98
W000001066	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50.56
W000001067	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	68,682.31
W000001068	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,749.75
W000001069	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,152.06
W000001070	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,574.11
W000001071	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	35.21
W000001072	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	40.00
W000001073	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	586.19
W000001074	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	106,213.17
W000001076	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA PLAN ADMIN FEE	<u>50.00</u>

**Total Non-Payroll General Operating Fund** \$ 708,984.05

**PAYROLL VOUCHERS**

03102022 PP5	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #5	\$ 204,524.59
03252022 PP6	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #6	<u>219,991.98</u>

**Total Payroll General Operating Fund** \$ 424,516.57

**TOTAL GENERAL OPERATING FUND** \$ 1,133,500.62

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9627	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	3,732.99
9628	SPOKESMAN-REVIEW	LEGAL NOTICES	332.88
9629	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	55,282.32
9630	CITY OF SPOKANE VALLEY	ENGINEERED GRADING PERMIT	827.00
9631	CITY OF SPOKANE VALLEY	BALANCE DUE ON BUILDING PERMIT FOR NEW BLDG	<u>37,433.75</u>
<b>Total Capital Projects Fund</b>			<b>\$ 97,608.94</b>

**February 2022/March 2022  
Paid in March 2022  
Voucher # 59573**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 11,579.32
<b>Maintenance</b>	\$ 984.03
<b>Travel</b>	\$ 43.56
<b>Acquisitions</b>	\$ 3,539.90
<b>Information Technology</b>	\$ 2,437.84
<b>Outreach</b>	\$ 173.58
<b>General Fund Purchases</b>	<b>\$ 18,758.23</b>

*Top Individual Charges (>\$350)*

Indicate Technologies	3D Printer for SV	4,275.41
365 Educon	Microsoft 365 Training Conference	2,395.00
Discount Mugs	SCLD Logo Water Bottles (175)	2,140.97
Filters Fast	MERV 13 filters (54)	1,049.54
Uplift Desk	Uplift Office Desk (1)	837.44
Amazon	Library Materials	754.78
Cheapes Tees	White T-Shirts, for programs (308)	660.77
Mailchimp	Monthly Email Service	568.46
Paper Jack	Receipt Printer Thermal Paper	567.92

**NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE****Construction contract update**

Following approval by the Board of Trustees at its March 15, 2022, regular meeting, the construction contract with Kilgore Construction, Inc. (KGI), was signed by both parties on March 16, 2022. Prior to signing, the contract was reviewed by District staff, Doug Hammond as owner's representative, and the District's legal counsel.

**Building permit update**

The city of Spokane Valley (CoSV) approved and issued the construction permit (BLD-2021-4813) on March 31, 2022.

**Construction activity update**

The date of commencement of construction activities was April 4, 2022. Activities thus far have focused on site preparation, grading, and other early-stage site work.

**Library Capital Improvement Program (LCIP) grant update**

The grant contract (Grant Number: 22-96521-00) with the Washington State Department of Commerce (Commerce) was signed on March 16, 2022. Prior to signing, the contract was reviewed by District staff, and the District's legal counsel. Commerce subsequently countersigned on March 17, 2022, thereby executing the grant contract.

**City of Spokane Valley MOU update**

Status is the same as reported last month. As previously reported, District staff are collaborating with District legal counsel and city of Spokane Valley staff on the draft MOU with the City for the City's \$1.3 million contribution to the library project, as defined in the 2012 Interlocal Agreement, as amended. This amount includes the ~\$840,000 paid by the District to the City for the site, as well as ~\$460,000 for other site improvements.

As stipulated in the agreement, these contributions are limited to frontage and/or joint site development elements, such as the parking lot, sidewalks, and other shared amenities. The street-widening and curb installation work performed by the City along Herald Road (the western border of the library property) in the summer of 2021 is one element of that contribution that has already been completed.

**Public Art Selection Committee**

In conformance with the District's Public Art in District Facilities policy, the Board of Trustees will need to form an Art Selection Committee in the coming months. Staff have begun researching potential options, including the restoration and recontextualization of an existing "enamel in metal framework on Masonite" triptych of figures from Lewis Carroll's *Alice in Wonderland* by renowned Pacific Northwest Artist Harold Balazs. These figures were commissioned for the original (and current) Spokane Valley Library in 1955 and have artistic and historical significance for both the District and the community.

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

## **WA STATE TREASURER LOCAL PROGRAM FINANCING RESOLUTIONS**

### **Background**

In July 2020, Trustees directed staff to begin the application process for the Office of the State Treasurer LOCAL program as a means to secure funding for the new Spokane Valley Library. Staff had researched several non-voted funding options and recommended a loan via the LOCAL program as being the most favorable program for borrowing amount and loan term, and the most cost-effective program in terms of administration costs. Staff completed the application process shortly thereafter.

We received confirmation in November 2020 that the District had been approved to finance the new Spokane Valley Library through the financing program, with total proceeds not to exceed \$12,000,000, and a final maturity not to exceed 15 years.

In response to the project budget presented most recently at the December 2021 Board Meeting and revised following the recently awarded contract, the District had initially planned to borrow a total of \$10,000,000 over a 10-year period.

Following a presentation from Office of State Treasurer staff and subsequent discussion at the March 2022 meeting, Trustees directed staff to pursue a finalized loan amount of \$9,000,000 over a 9-year period. Staff consequently communicated that revised amount to the Office of State Treasurer in preparation of final documents.

The following action items are required to secure funding for the Spokane Valley Library project via the LOCAL financing program:

- 1. Resolution 22-01: Declaring official intent regarding the reimbursement of certain expenditures undertaken or to be undertaken by the Spokane County Library District; identifying such expenditures.** This resolution affirms the District's need to be reimbursed for construction-related expenditures already incurred for the project.
- 2. Resolution 22-02: Establishing authorization for the acquisition of real property and execution of a financing contract, site lease, and related documentation relating to the acquisition of said real property.** This resolution commits the District to borrowing \$9 million from the LOCAL Program.
- 3. Financing documents.** The District will need to sign several financing documents that execute Resolution 22-02 in order to finalize participation:
  - Local Agency Site Lease (Annex 2 in Resolution 22-02)
  - Local Agency Financing Lease (Annex 3 in Resolution 22-02)
  - Certificate Designating Authorized Agency Representatives (Annex 4 in Resolution 22-02)
  - Memorandum of Local Agency Financing Lease
  - Memorandum of Local Agency Site Lease
  - Local Agency Tax Certificate

In addition to the above listed documents, the District will also need to submit:

- Notice of Intent (Annex 1 in Resolution 22-02), previously submitted as part of program application in August 2022.
- A Certificate of Authorizing Resolution (common practice for resolutions).
- An “Opinion of Local Agency Counsel” provided by District legal counsel.
- A “Local Counsel Escrow Letter” provided by District legal counsel.
- An “Incumbency Certificate” already provided by the Spokane County Auditor listing the names and terms of office for the Board of Trustees.

The resolutions and financing documents have been reviewed and/or revised by the District’s legal counsel.

Executive Director Patrick Roewe, Finance Director Rick Knorr, and the District’s attorney, Brian Werst of Witherspoon Brajcich McPhee PLLC, will be available to answer questions.

**Recommended Actions:**

1. Board motion to adopt Resolution 22-01: Declaring official intent regarding the reimbursement of certain expenditures undertaken or to be undertaken by the Spokane County Library District and identifying such expenditures.
2. Board motion to adopt Resolution 22-02: Establishing authorization for the acquisition of real property and execution of a financing contract, site lease, and related documentation relating to the acquisition of said real property.
3. Board motion to authorize District staff to sign the financing documents necessary to execute the District’s participation in the LOCAL financing program.

**RESOLUTION NO. 22-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, DECLARING OFFICIAL INTENT REGARDING THE REIMBURSEMENT OF CERTAIN EXPENDITURES UNDERTAKEN OR TO BE UNDERTAKEN BY THE SPOKANE COUNTY LIBRARY DISTRICT; IDENTIFYING SUCH EXPENDITURES; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**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 "Local Agency") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the Local Agency has executed a Notice of Intent to the Office of State Treasurer in relation to the financing of the acquisition, use, improvement and/or betterment (collectively, the "acquisition") of certain property under the provisions of chapter 39.94 RCW.

WHEREAS, in anticipation of such financing under the provisions of chapter 39.94 RCW, the Local Agency has made or is planning to make expenditures and intends to seek reimbursement of said expenditures.

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

**Section 1:**

The Local Agency reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the "Reimbursement Obligation").

**Section 2:**

The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the construction of the new Spokane Valley Library Building.

**Section 3:**

The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the Capital Projects Fund.



**Section 4:**

The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$9,000,000.

**Section 5:**

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 19th day of April 2022.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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John Craig, Chair  
Board of Trustees

ATTEST

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Patrick Roewe, Secretary to the Board of Trustees

**RESOLUTION NO. 22-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ESTABLISHING AUTHORIZATION FOR THE ACQUISITION OF REAL PROPERTY AND EXECUTION OF A FINANCING CONTRACT, SITE LEASE, AND RELATED DOCUMENTATION RELATING TO THE ACQUISITION OF SAID REAL PROPERTY.**

**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 library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, Spokane County Library District (the "Local Agency") has executed a Notice of Intent to the Office of State Treasurer, in the form attached hereto as Annex 1 (the "NOI"), in relation to the acquisition of and the financing of the acquisition, improvement and/or betterment (collectively, the "acquisition") of the Property, as defined below, under the provisions of chapter 39.94 RCW; and

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency acquire the real property identified on Annex 1 attached hereto ("Property"); and

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency enter into a Local Agency Site Lease with the Washington Finance Officers Association in the form attached hereto as Annex 2 to facilitate the financing of the Property;

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency enter into a Local Agency Financing Lease with the Office of the State Treasurer, in the form attached hereto as Annex 3 (the "Local Agency Financing Lease"), in an amount not to exceed \$9,000,000, plus related financing costs, in order to acquire the Property, and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire, use and/or improve the Property on behalf of and as agent of the Washington Finance Officers Association (the "Corporation") pursuant to the terms of the Local Agency Financing Lease, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Annex 4 as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Lease (each an "Authorized Agency Representative");

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

**Section 1:**

The individuals holding the offices or positions set forth in Annex 4 are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Lease and all other related documents. A minimum of one Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

**Section 2:**

The form of the Local Agency Site Lease attached hereto as Annex 2 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Site Lease, in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, to facilitate the acquisition and/or improvement of the Property and financing of the acquisition of the Property.

**Section 3:**

The form of the Local Agency Financing Lease attached hereto as Annex 3 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Lease, in an amount not to exceed \$9,000,000, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

**Section 4:**

The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Lease.

**Section 5:**

The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the property, including, but not limited to, any amendment to the NOI, any tax certificate and any agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

**Section 6:**

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 19th day of April 2022.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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John Craig, Chair  
Board of Trustees

ATTEST

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Patrick Roewe, Secretary to the Board of Trustees

## **ACCESS TO LIBRARY SERVICES**

### **BACKGROUND**

The purpose of this policy is to affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all, and to affirm the District's compliance with applicable state and federal anti-discrimination laws.

The primary revisions were made to better align the policy with the language regarding gender identity and expression used in RCW 49.60.040, and to reference the statute in particular. RCW 49.60.040 includes the definitions that undergird Washington State's "Freedom from discrimination—Declaration of civil rights" statute (RCW 49.60.030). While these statutes have always served as the policy's basis, staff felt it important to reference the statute specifically in the policy and to mirror the language used in the law.

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

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

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 revised Access to Library Services policy.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: ACCESS TO LIBRARY SERVICES**

APPROVAL DATE: February 18, 1993

REVISION DATE: ~~April 21, 2020~~ April 19, 2022

#### **Related Policies**

Code of Conduct Policy

Customer Privileges and Responsibilities Policy

#### **Statutory Reference**

RCW 49.60.030

RCW 49.60.040

#### **Purpose**

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

#### **Policy**

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, 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 ~~has~~ 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.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: ACCESS TO LIBRARY SERVICES**

APPROVAL DATE: February 18, 1993

REVISION DATE: April 19, 2022

#### **Related Policies**

Code of Conduct Policy

Customer Privileges and Responsibilities Policy

#### **Statutory Reference**

RCW 49.60.030

RCW 49.60.040

#### **Purpose**

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

#### **Policy**

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, 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.

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.

## **INTELLECTUAL FREEDOM**

### **BACKGROUND**

The purpose of this policy is to affirm Spokane County Library District's commitment to the principles of intellectual freedom that are fundamental to the role and purpose of public libraries. The District respects the diverse interests, backgrounds, ages, life experiences, and information needs of the communities it serves and provides library resources that are responsive to the information needs of these communities.

The key tenets of intellectual freedom are best articulated by the American Library Association's (ALA) Library Bill of Rights, and the ALA's and Association of American Publishers' (AAP) Freedom to Read Statement. Rather than attempting to recreate or paraphrase these tenets, staff feel it is most efficient to adopt these statements as the District's foundational understanding of intellectual freedom. The Bill of Rights and Freedom to Read Statement were previously referenced in earlier versions of the Collection Development policy but were removed around 2012. This policy seeks to reestablish the District's links to those statements.

Furthermore, the proposed policy is unique in that it is more philosophical in nature than the majority of District policies that are more pragmatic in their application. Given that unique position, and critical importance of the ideas expressed herein, staff recommend that it be adopted as a standalone policy of guiding principles.

That said, there are practical applications in following these guiding principles of intellectual freedom. They are manifested in the Collection Development policy, which outlines how the District endeavors to provide equitable consideration, access, and protection to library resources free from interference, surveillance, or scrutiny.

This new policy has been reviewed by the District's legal counsel.

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

Following are copies of the recommended policy, the ALA Library Bill of Rights, and the ALA/AAP Freedom to Read Statement.

**Recommended Action:** Board motion to approve the Intellectual Freedom policy.



## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: INTELLECTUAL FREEDOM**

Approval Date: April 19, 2022

#### **Related Policies**

Access to Library Services

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

#### **Purpose:**

The Spokane County Library District is committed to facilitating access to legally protected information without interference, surveillance, or scrutiny. Free 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 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](#).

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.

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights

(<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

*1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own*

*standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

## COLLECTION DEVELOPMENT

### BACKGROUND

The purpose of this policy is to define the District's responsibility to establish and maintain a collection of materials to meet the cultural, informational, educational, and recreational needs of District residents.

The District's commitment to intellectual freedom is a cornerstone of its purpose and function as a public library. Ingrained in that commitment is the recognition that it is the responsibility of the library customer to self-determine what library resources are most appropriate for them, and as applicable, their children. Neither the library nor others have the right to monitor, limit, or otherwise restrict the freedom of library customers to read, view or inquire. This policy is an essential statement that puts into action the District's commitment to intellectual freedom.

The key recommended revisions follow.

- The inclusion of additional related policies.
- The inclusion of definitions for important terms used in the policy.
- A reorganization of the policy to include subheadings for each section of the policy.
- The inclusion of a policy-level statement that reflects that collection development and maintenance authority is vested in District staff, as has been the practice throughout District history.
- The expansion of the children's use of library resources section that a.) further clarifies and affirms the rights and responsibilities of parents to guide and direct the library use of their own minor children, and b.) further emphasizes that District staff do not stand *in loco parentis* when exercising their professional duties.

Additional revisions for the purpose of clarity are included in the proposed policy.

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

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

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 revised Collection Development policy.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Collection Development**

APPROVAL DATE: June 14, 1986

REVISION DATE: ~~February 16, 2021~~ April 19, 2022

#### 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~~(9)~~

### **Purpose**

Defines Spokane County Library District's responsibility to establish and maintain a collection of materials that meet the cultural, informational, educational, and recreational needs of District residents.

### **Definitions**

Collection: For the purpose of this policy, the term "collection" refers to the library materials and resources that the District makes available to customers for reading, viewing, and listening, regardless of format, platform, or any applicable lending model.

Parents: For the purpose of this policy, the term "parents" refers to 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 District's (the District) Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. The Collection Development 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 for to the maintenance of the collection. An item will be transferred or removed from the collection if it is determined to meet for any of the following reasons 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. 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. ~~hHowever, they cannot they shall not~~ restrict the freedom of others to read, view, listen, and/or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children.

#### Children's Use of Library Resources

The District affirms the rights and responsibilities of parents to guide and direct the library use of their own minor children and determine which resources 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. 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 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, ~~library District staff members~~ 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 policy ("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 will not be accepted from submitted by customers anyone who does not reside in 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: Collection Development**

APPROVAL DATE: June 14, 1986

REVISION DATE: April 19, 2022

#### **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 Spokane County Library District's responsibility to establish and maintain a collection of materials that meet the cultural, informational, educational, and recreational needs of District residents.

### **Definitions**

**Collection:** For the purpose of this policy, the term "collection" refers to the library materials and resources that the District makes available to customers for reading, viewing, and listening, regardless of format, platform, or any applicable lending model.

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***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 District's (the District) Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. The Collection Development 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

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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. 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

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 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. 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 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 policy ("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.

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.

## **CHILDREN'S SAFETY IN LIBRARIES**

### **BACKGROUND**

The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use District libraries, and to describe how the District responds to situations involving at-risk children.

The key recommended revisions are as follows:

- The inclusion of additional related policies.
- The inclusion of definitions for important terms used in the policy.
- A reorganization of the policy to include subheadings for each section of the policy.
- The inclusion of a direct statement that District staff do not stand *in loco parentis* when exercising their professional duties. While this concept is present in the existing policy, this direct statement further distinguishes the functions of library staff from parental roles.

Additional revisions for the purpose of clarity are included in the purposed policy.

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

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

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 revised Children's Safety in Libraries policy.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: CHILDREN'S SAFETY IN LIBRARIES**

Approval Date: March 19, 2013

Revision Date: ~~March 16, 2024~~ April 19, 2022

#### **Related Policies**

Access to Library Services

Code of Conduct

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

#### **Purpose**

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

#### **Definitions**

Resources: For the purpose of this policy, the term "resources" encompasses the District's collection, as well as services, programs, and events.

Parents: For the purpose of this policy, the term "parents" refers to 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 District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, ~~and. No employee, officer, or agent of the District stands *in loco parentis*. The District recognizes it is the responsibility of parents, guardians, and caregivers to monitor and guide their children's use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.~~

#### **Children's Use of District Facilities**

~~Parents, guardians, and caregivers~~ are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District library or attending a library event. District facilities, educational programs and staff cannot act as child care or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children who appear to be under the age of six (6) left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, and/or child protective services agency, ~~as appropriate~~.

#### Children's Use of Library Resources

Children's Use of Library Resources is addressed in the District's Collection Development policy.

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: CHILDREN'S SAFETY IN LIBRARIES**

Approval Date: March 19, 2013

Revision Date: April 19, 2022

#### **Related Policies**

Access to Library Services

Code of Conduct

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

#### **Purpose**

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

#### **Definitions**

**Resources:** For the purpose of this policy, the term “resources” encompasses the District’s collection, as well as services, programs, and events.

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

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#### **Policy**

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries. No employee, officer, or agent of the District stands *in loco parentis*. The District recognizes it is the responsibility of parents to monitor and guide their children’s use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.

#### **Children’s Use of District Facilities**

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District library or attending a library event. District facilities, educational programs and staff cannot act as child care or as replacements for parents, guardians, or caregivers.

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- Children who appear to be under the age of six (6) left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.



If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent, law enforcement, and/or child protective services agency.

Children's Use of Library Resources

Children's Use of Library Resources is addressed in the District's Collection Development policy.

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.

### **Spotlight– Moran Prairie Library**

Library Supervisor Caitlin Wheeler and Librarian Cindy Ulrey will provide an overview of the Moran Prairie Library.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MAY - JUNE 2022*****May 17, 2022: Deer Park Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Partnership and Sponsorship Policy: Approval Recommendation.
- Social Media Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation
- Overview – Engage Magazine

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, May 3, for inclusion in the preliminary agenda to be sent May 4. Meeting packets will be mailed May 11.

***June 21, 2022: Otis Orchards Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Annexation of Cities & Towns to the Library District
- Financial Management Policy: Approval Recommendation.
- Overview – Network Security

**SPECIAL MEETINGS/ACTIVITIES**2022

Oct 10      All Staff Day, Tentative

## **EXECUTIVE DIRECTOR'S REPORT MARCH 2022**

### **Business Office, Finance and Facilities – Rick Knorr**

#### 2022 General Fund

The first quarter of 2022 is complete. It remains too early in the year to provide any analysis on revenues. However, expenses before transfers through the first quarter are 25.66% of total budget, thus already settling in on target and budget. Such a result is comprised of salaries and benefits being slightly under budget, as expected early in the calendar year. This is offset by certain line items such as software support (within services), insurance, and electronic library materials that exceeded the March 31, 25% target, due to payments for the full year made in the first quarter.

Total general fund cash-on-hand is reported at 4.1 months. Considering the end of the first quarter is the low point of the year for the District's general fund cash balance, our cash on hand position remains sound.

#### Department of Retirement System Pension Plan

The state of Washington announced in its most recent financial report issued for the state's pension plans, that the Public Employee Retirement System (PERS) 2 and 3 state employee retirement plans are now fully funded. In fact, it was reported that six of the eight state retirement plans are now considered fully funded, with only PERS 1 and TRS 1 remaining slightly underfunded. The PERS 2 and 3 plans are the plans to which all current District employees belong. Financially, this has no impact on current year operations, as the employee benefit tax rate of 10.25% of total salaries, paid by the District, is locked in for the entire year. This does, however, allow expectation that the next rate may be lower.

#### Facilities Report

The District continues to await the availability of components to begin both the HVAC Controls Project and the Access Control & Intrusion Security Upgrade project.

Other quarterly maintenance procedures such as spring grounds cleanup, spring carpet cleaning, and pest control have been performed as planned. Annual parking lot sweeping and re-striping is planned for April.

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

Sessions of Person in Charge (PIC) training were held, and new courses continue to be added to the learning management system and the training calendar.

#### Staff updates:

##### New hires:

- Human Resources Associate

##### Transfers:

- Public Services Associate (3)

**Promotions:**

- Public Services Associate to Technology Instruction Specialist

**Separations:**

- Public Services Technician
- Library Supervisor
- Library Assistant
- Public Services Associate (2)

**Communication & Development – Jane Baker**Communication

The Communication Department's focus in March was largely on preparing for the Spokane Valley Library groundbreaking. Media coverage for the groundbreaking included articles in the *Spokane Journal of Business*, the *Spokesman*, *KHQ-TV*, and *KREM-TV*.

The March 24 eNewsletter's most popular link was to the article on food insecurity and donating to Food for Fines. The *Deer Park Gazette* also published an article on the return of Food for Fines.

Development

Thank you to Jessica Hanson for joining the Spokane Valley Campaign Steering Committee. The Committee had an introductory meeting and is making connections for the public phase of the campaign. The Foundation's website was updated with campaign information, as well as donation information for Library Giving Day on April 6. Funds raised during this year's Library Giving Day will be designated for the District's Cultural Pass Program.

**Operations - Doug Stumbough**

During the month of March, a total of 70,861 customers visited our libraries in person, up 9,361 (15%) from February. The total number of physical items borrowed by customers increased (19%), with 95,858 items borrowed at libraries, compared to 80,385 in February (+15,473). Factors likely contributing to increased usage this month, include the return to full-service hours on March 6 and the lifting of the state-issued indoor mask mandate on March 12.

Positive Interaction Reports

There are many instances where District staff, services, and programs impact on customers in sometimes small but encouraging ways. Some examples from March follow.

A customer stopped by the front desk at Airway Heights before leaving to tell staff they all are very "kind and respectful" and that he appreciates being able to go to a place where he knows the staff are going to be nice to him.

As the Mobile Services staff arrived for their monthly visit at Pope Francis Haven, one of the children who lives at the complex quickly ran to grab his returns and let all his friends know that the library arrived. By the time staff were unloading for the visit, a group of kids had gathered nearby, excited to see the new

library van and the chair lift in use. The kids then followed staff into the community center to browse and check out materials and staff reported multiple new cards were issued that day.

Moran Prairie shared that a participant in the mini art program came by to pick up her items and said she had found it to be a very cool and unique program. She continued to compliment the library for offering it, ending with "Thank you SO much. I appreciate it SO much."

Finally, a regular visitor to the Airway Heights Library came in to express her gratitude and thanks for the library staff for being there and providing services that had been so helpful to her. Over the past couple of years, she had been studying and prepping for the MCAT and during this time she had utilized our quiet spaces and meeting room for studying and taking practice tests, printer-to-print class assignments, and curbside service to pick up mobile print jobs and books for her and her children. There was such a sense of relief in her, and she was so happy that she could now come in and be in the public spaces around people instead of hiding away in the meeting room concentrating on studying. She just kept saying, "Thank you all so much for being here and helping me in so many ways."

### Collection Services – Andrea Sharps

#### Top Checkouts and Holds

This month we focused 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 book)** titles with the top checkouts and holds for the month.

- Popular **OverDrive** titles March:
  - **Audiobook checkouts** March 1 – March 31:
    - *The Last Thing He Told Me: A Novel* by Laura Dave (75)
    - *The Judge's List* by John Grisham (75)
    - *The Four Winds* by Kristin Hannah (63)
  - **Ebook checkouts** March 1 – March 31:
    - *The Judge's List* by John Grisham (81)
    - *Apples Never Fall* by Liane Moriarty (62)
    - *Better Off Dead* by Lee Child (57)
  - **Audiobook holds** as of April 1:
    - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (76)
    - *Run, Rose, Run* by Dolly Parton and James Patterson (74)
    - *The Recovery Agent* by Janet Evanovich (68)
  - **Ebook holds** as of April 1:
    - *Run, Rose, Run* by Dolly Parton and James Patterson (89)
    - *The Paris Apartment* by Lucy Foley (71)
    - *Shadows Reel* by C.J. Box (71)

- Popular **Adult Physical Book** titles March:
  - Checkouts:
    - *The Sanatorium: A Novel* by Sarah Pearse (48)
    - *The Judge's List* by John Grisham (40)
    - *Educated: A Memoir* by Tara Westover (37)
  - Holds:
    - *Run, Rose, Run* by Dolly Parton and James Patterson (64)
    - *Shadows Reel* by C.J. Box (48)
    - *The Love of My Life* by Rosie Walsh (37)

#### PLA 2022 Virtual Conference Report

Youth Collection Development Librarian Sheri Boggs attended the PLA 2022 Virtual Conference from March 23-25 and submitted the following report.

Some live virtual sessions I attended were: The Future of Libraries: Innovative Spaces for Community Learning, which showcased new construction projects for libraries with a strong programming emphasis. Many had maker spaces, and several offered versatile meeting spaces that could be configured for different uses. Rising Circulation in the Time of Covid was a fascinating look at the East Hampton Public Library in Connecticut, which had dwindling circulation, low morale, and a bad reputation in the community in 2017. The director and staff had already begun sweeping improvements, including extreme weeding, joining a consortium, introducing automatic renewals, going fine-free, and improving its image via redesigned media and customer service training. Their stats continued to grow during Covid, at a time when circulation nation-wide was experiencing a big decline.

Horrible Evil Library Books: Intellectual Freedom Standards was gratifyingly similar to the presentation Adult Collection Development Librarian Cheryl Zobel and I gave to the Board of Trustees at its March meeting, but included some historical elements of how ALA began to champion the cause of Intellectual Freedom. There were tips for handling customer complaints, which again, were similar to our advice to listen, while also explaining the library's mission of meeting the information and entertainment needs of everyone in our service area, without bias. After the Collection Diversity Audit discussed what to do once a collection audit highlights gaps or surpluses in one's collection. I've taken a previous course of Collection Audits, so this one will be useful if we ever do an audit here. I think Cheryl and I are both really proactive in terms of diversity, so I don't sense a strong need for one, but if it ever comes up it's good to know there are tools out there.

COLLECTION MONTHLY REPORT			
MARCH 2022			
	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	13,719	11,466	20%
Interlibrary Loan Total	1,510	1,219	24%
Overdrive			
Total Checkouts	209,951	204,631	3%
Total Holds	62,377	68,250	-9%
hoopla			
Total Checkouts	8,921	9,047	-1%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	306,242	308,301	-1%
Nonprint	76,718	82,315	-7%
Overdrive	133,784	115,925	15%
<b>Grand Total</b>	<b>516,744</b>	<b>506,541</b>	<b>2%</b>
<b>NOTES:</b> PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

### Executive Director – Patrick Roewe

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month's meeting. Brief updates on a few other items follow.

### COVID-19 Response Update

#### Sunset of COVID-related leave addendum

The HR05 Leave Addendum policy extension expired at the end of March 2022. This addendum provided supplemental leave for employees for COVID-related impacts, including leave for receiving and recovering from vaccinations and boosters.

#### End of statewide face covering mandate

In conformance with Governor Inslee's announcement that the statewide face covering mandate would end as of March 12, 2022, the District no longer required face coverings for staff or customers as of that date.



That said, we recognize the adjustment process for individuals may differ as COVID-19 continues the transition from pandemic to endemic. Staff (and customers) who decide to continue to wear facial coverings after the end of the state-issued mandate have the District's full support in doing so.

District-provided disposable masks will continue to be made available for customers (and staff) use. In addition, N95 facial coverings will continue to be made available for voluntary staff use.

**Legislative Update**

The 2021-2022 session of the Washington Legislature closed its 60-day session on March 10, 2022. Two pieces of legislation that impact public meetings were passed by both the House and Senate, and were subsequently signed into law by the Governor in late March.

**ESHB 1630: Establishing restrictions on the possession of weapons in certain locations.**

This law makes it unlawful for a person to knowingly open carry a weapon while being in a city, town, county, or other municipality buildings used in connection with meetings of the governing body of the city, town, county, or other municipality; or any location of a public meeting or hearing of the governing body of a city, town, county, or other municipality during the meeting or hearing.

- Exemptions are provided for law enforcement officers and members of the armed forces while on duty.
- The prohibitions do not apply to the lawful concealed carry of a firearm by a person who has a valid CPL [Concealed Pistol License].
- Cities, towns, counties, and other municipalities must post signs at locations where firearms and weapons are restricted to provide notice of the restrictions.

As background, it is important to note that Washington is an "open carry" state, and public libraries are not included in the list of public places where open carry is prohibited. Under state law, the District is interpreted to be among the "other municipalities," so will be obligated to follow this new law. It is also important to note this law will apply only on an ad-hoc basis when a meeting of the Board of Trustees is occurring at a District library. The bill will go into effect 90 days after the end of the session, so won't be applicable until the July meeting and later.

**ESHB 1329: Concerning public meeting accessibility and participation**

This law encourages public agencies to provide remote access to governing body meetings, and to record and post recordings of meetings online for at least six months. Additionally, the law:

- Requires governing bodies to provide an opportunity for public comment at or before every regular meeting at which final action is taken, except in emergency situations.
- Requires governing bodies, if feasible, to provide an opportunity for remote oral comment for an individual at a meeting upon request, if the individual will find physical attendance at a meeting difficult.
- Allows a public agency to hold meetings of its governing body remotely or with limited in-person attendance after a declared emergency.

- Requires that the public be allowed to listen in real time and at no cost to meetings that are held remotely or with limited in-person attendance.
- Requires all public agencies, except for certain special purpose districts, cities, and towns, to post agendas online for regular meetings and for special meetings held remotely or with limited in-person attendance.

This bill will also go into effect 90 days after the end of the session, so won't be applicable until the July meeting and later. That said, the District is already in compliance with the requirements of the new law throughout our previously remote-only and now hybrid meeting models. The public comment requirement may be met by providing an opportunity for written testimony to be submitted before the meeting, which the District has also been offering since the start of the pandemic.

### **Electric Vehicle Charging Stations Proposal Update**

Updated contracts were routed to the District in late January for review, and staff returned the contracts with comments in February. We hope to have the contracts signed in the near future.

## Operations Report March 2022

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- This month's SCORE workshop, Tax Basics for Small Business, had 11 attendees.
- Speaking of taxes, the free Tax-Aide service saw steady use by community members at all three locations—Cheney, Moran Prairie, and Spokane Valley. Because all Tax-Aide sites were by appointment only this year, it's been easier to manage customer expectations and deal with crowd control issues.
- Our two *Medicare: Getting Started* workshops had a combined total of 28 people participate. The online session had the larger attendance (with 17).

#### Early Learning (Mary Ellen Braks)

- Sheri and I filmed *Picture Book Chat*.
- We did nine online Storytimes this month and had a total attendance of 54.
- The Early Learning Team worked on incorporating best practices and DCYF (Department of Children, Youth, and Family) requirements into our STARS classes this month.
- We did an online STARS class for childcare providers, preschool teachers, and parents, *Music and Early Learning*.

#### Education and Enrichment (Gwendolyn Haley)

- In-person programs have resumed and 304 people attended in person and online this month.
- In-person programs included gardening programs with Steve Nokes (*Seed Saving*) and *Tea Blending* with Brambleberry Teas.
- Online programs included the launch of *Study Buddies*, *Downton Abbey Trivia* and St Patrick's Day themed *Nailed It* cake decorating program.

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

- The Digital Library now offers ABCmouse for remote access. We also upgraded from NoveList to NoveList Plus, providing access to non-fiction book recommendations.
- We are continuing make changes to the Library of Things software and to train staff.
- The catalog has been updated to allow a mobile and accessible view on mobile devices.

#### Information Technology (Patrick Hakes)

- Chromebooks were ordered using the American Rescue Plan Act (ARPA) grant through Washington State Library (WSL). We have ordered 99 units for deployment to the various library locations.
- SharePoint Online migration from an on-premises system has been going well and is projected to be completed this month.

#### Mobile Services (Amber Williams)

- The unexpected March snowstorm in Pennsylvania impacted shipping on the East Coast, delaying the arrival of the last components needed for the truck. We are optimistic about a late April delivery and a public community debut in May. In the meantime, Mobile Services staff have continued to build toward pre-pandemic service levels with the new Sprinter van.

## Library Reports

### Airway Heights: Autrey Jeske

- We've seen an increase in new customers along with families returning for the first time in two years. Many of the families are excited to attend Storytimes once they are up and running again!
- We had a few customers take the time to tell us how much they've appreciated our services. A customer who started frequenting the library on a weekly basis a few months back mentioned it was nice to have a place to go where he knows he will be met by friendly staff.

### Argonne: Pat Davis

- Several parents and caregivers have inquired about Storytime and have been thrilled to hear they will resume in April.
- Staff have redirected many customers to Spokane Valley for AARP Tax-Aide. The verification printouts for tax appointments list "Spokane Valley + Argonne" and customers who had taxes done here in the past understandably came to Argonne first.

### BookEnd: Briana Ruffing

- We provided resources and readers' advisory to a customer that was looking for suggestions on books and tools to start her own local book club. She thanked us for our help and commented that she was going to have the best book club in town, thanks to the library.
- A customer shared that her library card is her favorite card in her entire wallet.

### Cheney: Amy Fair

- Librarian Crystal and I connected with Family Promise of Spokane, which is the first organization offering services to those experiencing homelessness in the Cheney area. We are so excited for this addition to the community.

### Deer Park: Sarah O'Hare

- After a school-led poetry slam, a team of five poets from Riverside High School advanced to the Grand Slam poetry event the District held at University High School. Three of the five Riverside poets advanced onto the second and final round in the Grand Slam, and one Riverside poet won third-place prize. Nineteen poets from schools all over Spokane County competed at the Grand Slam this year.

### Fairfield: Kristy Bateman

- Staff welcomed a new homeschooling family and have enjoyed explaining all the available District resources.

### Medical Lake: Cecelia McMullen

- On the first day of Spring Break several people came in looking for materials to enhance their road trips. Audio books on Libby and the *Check Out Washington backpack* met their needs perfectly.
- A customer was amazed that we would print his tax forms without any charge. Upon learning we were funded by property taxes, he smiled broadly and said, "I never mind funding the Library."
- A customer said, "I want to thank you for opening the meeting room. This is the first time we can all meet since COVID."

### Moran Prairie: Caitlin Wheeler

- Customers enjoyed a knitting display from local artisan Renee Schneider, who also provided a braille interpretation of her display for blind customers to enjoy. The Moran Prairie team collaborated with a display of knitting books, which flew off the display shelves.
- Customers who participated in last month's mini art show picked up their pieces. Many went out of their way to thank us for the opportunity and ask when the library would offer a similar program again.

### North Spokane: Brian Vander Veen

- This month, we had a display in the library of sketches and poetry chapbooks by local poet Paula Yup, and another display in the foyer of terraria, designed by Murphy Tate.

- We had our first *Take It Apart* program in the Lab since we restarted in-person programs. We provide children with basic tools, gloves, and safety goggles and let them disassemble old electronics and other donated devices to see how they work.

#### **Otis Orchards: Briana Ruffing**

- Families picked up their artwork that participated in last month's *Mini Art Show*. One child shared how he had bragged to his friends about being a famous artist because the library showcased his art.
- Our seed library has been successful with more donations than anticipated. One customer even ordered a large box of seeds for us and had it delivered to the library.

#### **Spokane Valley: Danielle Milton**

- Staff dealt with a very frustrated customer but were able to utilize their excellent customer service skills to work with the customer to get the customer's account issue resolved so that the customer could utilize library services. The customer came back later to apologize for their behavior and to compliment staff on how well they resolved the issue.

#### **District-wide Information**

##### **PLA Conference Report**

District staff members had the opportunity to attend the 2022 Public Library Association Conference, March 23-25 in Portland, Oregon. A summary of highlights and select key takeaways for each attendee are below.

#### **Stacey Goddard**

After the past two years it felt a bit surreal being at an in-person conference with hundreds of other people, but it was also amazing! My favorite part of PLA was getting to meet the rest of our Libraries Build Business (LBB) cohort in person at a pre-conference session and review all that we accomplished as a group despite the many pandemic challenges. It was also exciting to see the audience's energy and engagement during an LBB-led session, "Models for Empowering Underrepresented Entrepreneurs." Switching gears, "Workforce Development Successes and Failures" outlined several programs Pikes Peak Library District developed as part of its county's workforce system. "Programming for Neurodiverse Adults and Others: Ten Best Practices," detailed ways to involve the neurodiverse community to develop equitable and sustainable programming. So many great ideas to ruminate on!

#### **Aileen Luppert**

It was impossible not to be inspired by Luvvie Ajayi Jones and the reminders to push through fear and speak up when we should but do so thoughtfully. I also took to heart her reminders to support others when they are brave enough to speak the truth. I enjoyed sessions focused on expanding World Language collections, strategic planning, and equity in the workplace, but two timely presentations related to censorship stood out. ALA's Office for Intellectual Freedom presented *Prepare Your Library for Today's Censorship Battles* and librarians from Missouri shared *Horrible, Evil Library Books: Intellectual Freedom Standards in Customer Service*. While listening to increasing efforts to ban books and censor ideas across the country was bleak, learning strategies for de-escalating challenges and how to advocate for intellectual freedom before one begins, offered hope and practical tools. I appreciated the customer service approach in which a patron raising a concern over library content is a customer to educate about intellectual freedom and access, not an adversary. However, it was good to know that should these approaches not work, ALA can and will help.

#### **Gwendolyn Haley**

Conferences are always a great time to connect with colleagues, get inspired, and gain fresh perspective, and PLA 2022 in Portland was no exception. I attended Best Practices for Summer Learning Based on Racial Equity. It was a great session that focused on how they transformed their summer program to ensure that every student in the community was included and accessible to everyone. Other stand-out sessions included Re-engaging Adults in the Educational System and Offering Dementia Friendly Service at Your Library (something we've been exploring with community partners at Dementia Friendly Spokane). I particularly enjoyed Finding Joy: Library as Space for Playful Learning and Creativity which focused on brainstorming ways libraries can create opportunities for our communities to experience joy through learning, experiences, and story. It connected nicely with "The Pursuit of Happiness: Community Wellbeing as a Library Outcome." The Gross National Happiness (GNH) policy identified nine domains that promote community wellbeing:

psychological wellbeing, health, education, time use, cultural diversity and resilience, good governance, community vitality, ecological diversity, resilience, and living standards. Recommended reading: [The Happiness Policy Handbook: How to Make Happiness and Well-being the Purpose of Your Government](#).

#### **Danielle Milton**

2022 PLA was a great mix of connecting with my Libraries Build Business cohort, engaging sessions, and networking. LBB is a cohort of 13 libraries across the nation. We have been working together for the past two years, collaborating on our grant projects. After two years of working together, we got to meet in person at a half day convening, have a dinner, conduct a session at the conference and host a happy hour. The opening speaker was one of my favorite parts of the entire conference. Luvvie Ajayi Jones was truly inspiring with her focus on being a Professional Troublemaker. A Professional Troublemaker is someone who speaks up in the rooms they are in, advocates when they think something isn't going to work, and supports fellow troublemakers. She mentioned three guiding questions for speaking up: Do I mean it? Can I defend it? Can I say it thoughtfully? This type of speaking up and speaking out is something I would love to see more of within the District as it will get us to be constantly improving instead of treading water or staying stagnant. She also spoke about fear and how it is important to acknowledge fear. PS: The food in Portland was amazing.

#### **Corinne Wilson**

The opening session with Luvvie Ajayi Jones on pushing past fear and voicing things that you mean, can defend, and say thoughtfully was excellent. The session I attended on how to use collections of weeded books covered helpful tips, such as using volunteers to transport collections to save staff time and finding where working class patrons are gathering, such as the pediatrician's office or laundromat. Silver Linings: Programming For Aging Adults had new research on the elasticity of the brain, and how aging adults often do well with activities that encourage living in the moment, such as Qi Jong. They encouraged librarians to encourage quieter library spaces dedicated to seniors and foster peer-to-peer interactions with seniors and have seniors leading senior activities whenever possible.

#### **Security Incident Reports**

For March 2022, there were 38 reports filed. Three more than last month, February 2022 (35) and 29 more than March 2021 (9). Spokane Valley had the most incidents reported (13). The most frequently reported incidents related to General Customer Code of Conduct violations (15).

#### **Public Use Measures**

<b>Measure</b>	<b>March 2022</b>			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	110,208	107,078		3%
Door count	70,861	45,203	192,889	180%
Items Borrowed	201,161	165,589	565,455	32%
• Airway Heights	2,369	1,800	6,272	57%
• Argonne	7,919	5,959	21,053	78%
• Cheney	7,547	5,830	20,808	69%
• Deer Park	8,382	6,392	22,164	81%
• Fairfield	583	558	1,492	29%
• Medical Lake	2,292	1,854	5,692	50%
• Moran Prairie	14,599	9,087	40,187	103%
• North Spokane	24,234	19,581	66,476	58%
• Otis Orchards	3,017	2,947	7,456	25%
• Spokane Valley	23,935	17,443	64,388	74%
• The BookEnd	981	1,434	2,886	28%
• Digital	71,334	69,872	214,877	1%
Programs				
• Number	33	26	65	-18%

• Attendance	508	608	1,002	-43%
Internet Station Use (%)	20.2%	15.9%	18.6%	
Meeting room bookings	261	0	574	
Digital Resource Use	151,429	196,712	498,415	-18%

### 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 Three Months Ended March 31, 2022**

			Target 25.0%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 1,143,649	\$ 16,429,500	6.96%	\$ 15,285,851
CONTRACT CITIES - AIRWAY HEIGHTS	89,910	357,000	25.18%	267,090
CONTRACT CITIES - SPOKANE	0	91,000	0.00%	91,000
FINES & FEES	29,173	59,000	49.45%	29,827
GRANTS & DONATIONS	23,508	7,000	335.83%	(16,508)
E-RATE REIMBURSEMENTS	84,535	231,000	36.60%	146,465
LEASEHOLD & TIMBER TAX, REBATES, OTH	12,121	28,000	43.29%	15,879
INTEREST REVENUES	8,402	62,000	13.55%	53,598
<b>TOTAL REVENUES</b>	<b>\$ 1,391,298</b>	<b>\$ 17,264,500</b>	<b>8.06%</b>	<b>\$ 15,873,202</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,391,298</b>	<b>\$ 17,264,500</b>	<b>8.06%</b>	<b>\$ 15,873,202</b>
<b>EXPENSES</b>				
SALARIES	\$ 1,765,731	\$ 7,409,000	23.83%	\$ 5,643,269
FRINGE BENEFITS	617,359	2,504,400	24.65%	1,887,041
SUPPLIES	47,053	194,700	24.17%	147,647
UTILITIES	146,046	521,300	28.02%	375,254
SERVICES	511,892	1,466,000	34.92%	954,108
INSURANCE	82,234	75,000	109.65%	(7,234)
CAPITAL EQUIPMENT	68,550	639,100	10.73%	570,550
LIBRARY MATERIALS	578,423	2,113,000	27.37%	1,534,577
ELECTRONIC LIBRARY MATERIALS	68,421	250,000	27.37%	181,579
LIBRARY PROGRAMS	30,959	92,000	33.65%	61,041
<b>TOTAL EXPENSES</b>	<b>\$ 3,916,669</b>	<b>\$ 15,264,500</b>	<b>25.66%</b>	<b>\$ 11,347,831</b>
TRANSFERS OUT	-	2,000,000	0.00%	2,000,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 3,916,669</b>	<b>\$ 17,264,500</b>	<b>22.69%</b>	<b>\$ 13,347,831</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,525,371)</b>	<b>\$ -</b>		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	(2,525,371)			
<b>ENDING CASH</b>	<b>\$ 5,214,034</b>			

**Number of months cash on hand 4.1**



**Spokane County Library District  
Capital Projects Fund  
Statement of Revenues and Expenses  
For the Three Months Ended March 31, 2022**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>
<b>REVENUES</b>		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ -	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	-	1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	-	200,000
Interest Earnings	5,587	55,000
<b>TOTAL REVENUES</b>	<u>5,587</u>	<u>12,086,000</u>
Transfers In	-	2,000,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<u>5,587</u>	<u>14,086,000</u>
<b>EXPENSES</b>		
Construction Costs, Including Sales Tax	\$ -	\$ 6,838,000
Architect Fees	189,566	395,000
Owners Rep, Permits and All Other	66,998	228,000
<b>TOTAL EXPENSES</b>	<u>256,564</u>	<u>7,461,000</u>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<u>\$ (250,977)</u>	<u>\$ 6,625,000</u>
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	<u>(250,977)</u>	
ENDING CASH	<u>\$ 3,628,187</u>	

**Spokane County Library District**  
**Quarterly Trend Report of Revenues & Expenses (excluding transfers)**  
**Rolling 5 Quarters**

	3/31/2021	6/30/2021	9/30/2021	12/31/2021	3/31/2022
<b>REVENUES</b>					
PROPERTY TAXES	1,177,649	8,068,748	628,717	6,315,957	1,143,649
CONTRACT CITIES - AIRWAY HEIGHTS	88,106	88,106	88,106	88,106	89,910
CONTRACT CITIES - SPOKANE	-	49,981	-	49,981	-
FINES & FEES	6,041	15,140	20,407	27,254	29,173
GRANTS & DONATIONS	24,648	14,817	5,469	17,577	23,508
E-RATE REIMBURSEMENTS	67,235	55,663	52,671	35,114	84,535
MISC TAX COLLECTIONS & OTHER	15,865	6,692	17,248	11,534	12,121
INTEREST REVENUES	14,593	12,606	14,316	11,796	8,402
<b>TOTAL REVENUES</b>	<b>1,394,137</b>	<b>8,311,753</b>	<b>826,935</b>	<b>6,557,319</b>	<b>1,391,298</b>
<b>EXPENSES</b>					
SALARIES	1,663,721	1,689,633	1,695,305	1,722,612	1,765,731
FRINGE BENEFITS	614,731	605,285	564,007	554,341	617,359
SUPPLIES	35,755	17,097	44,395	38,819	47,053
UTILITIES	146,905	118,774	124,563	110,187	146,046
SERVICES	420,530	233,682	255,453	244,348	511,892
INSURANCE	63,451	175	-	363	82,234
CAPITAL PROJECTS AND EQUIPMENT	126,133	325,747	109,350	235,283	68,550
LIBRARY MATERIALS	451,685	515,504	414,076	612,282	578,423
ELECTRONIC LIBRARY MATERIALS	47,178	76,677	32,552	45,943	68,421
LIBRARY PROGRAMS	35,596	17,256	25,570	18,401	30,959
<b>TOTAL EXPENSES (before transfers)</b>	<b>3,605,686</b>	<b>3,599,831</b>	<b>3,265,271</b>	<b>3,582,579</b>	<b>3,916,669</b>
Fringe Benefits as % of Total Compensation	27.0%	26.4%	25.0%	24.3%	25.9%
Fringe Benefits as % of Salaries	36.9%	35.8%	33.3%	32.2%	35.0%