



**REGULARLY SCHEDULED MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CITY OF SPOKANE**

MEETING NOTICE OF JUNE 16, 2026 AT 4:30 P.M.

NOTICE IS HEREBY GIVEN by the Spokane Public Library Board of Trustees, that a meeting of the Board will be held on June 16, 2026, commencing at 4:30P.M. at **Indian Trail Library, 4909 W Barnes, Spokane, WA, Events Room**. The purpose of the meeting is to conduct the monthly board meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with board members, staff and presenters attending in-person and virtually. Public comment will be accepted at the end of the meeting or the public is encouraged to submit their comments or questions in writing to: trustee@spokanelibrary.org

Oral public comment will be accepted at the meeting for agenda items to be decided by the Board. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Board at trustee@spokanelibrary.org to request by 5:00 pm the day before the meeting so the Board can make arrangements for you to participate by phone at the meeting.

DATED THIS 11th DAY of JUNE 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for disabled people. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509-444-5340, 906 W. Main Ave, Spokane, WA, 99201; or spokanelibrary.org/contact. Deaf people or individuals who are hard of hearing may contact us for use of assisted listening devices in library meeting rooms. Please contact us forty-eight (48) hours before the meeting date.

LIBRARY LAND ACKNOWLEDGMENT STATEMENT

All Spokane Public Library buildings sit on the traditional homelands of the four bands of the Spokane Tribe of Indians: Sntútʔulixʷi, Snxʷmeneʔi, Sčqesciṯni, and Sčewíleʔ (Upper Band, Middle Band, Lower Band, Chewelah Band). Since time immemorial, the Spokane Tribe of Indians has lived and cared for these grounds. Identifying themselves as “sqélixʷ,” or “Flesh of the Earth.” We pay our respects to their Elders – past, present, and emerging. We show gratitude to the land, river, and peoples who have been fishing, hunting, harvesting, and gathering here for generations. May we learn from one another’s stories, so that we may nurture the relationship of the People of the Spokane Tribe and to all those who share this land.



**BOARD OF TRUSTEES
SPOKANE PUBLIC LIBRARY
JUNE 16, 2026, at 4:30PM
INDIAN TRAIL LIBRARY (4909 W Barnes Ave)**

- | | <u>Board Action</u> |
|---|----------------------------|
| 1. Call to Action | |
| 2. Visitors | |
| 3. Land Acknowledgment | |
| 4. Proposed Agenda: Adoptions or Changes | Action |
| 5. Approval of May 2026 Meeting Minutes | Action |
| 6. Approval of May 2026 Bills & Contributions - \$1,369,828.72 | Action |
| 7. Financial Report - Nicole Edwards | Information |
| 8. Chairman's Report | Information |
| 9. Library Executive Director's Report - Andrew Chanse | Information |
| 10. Council Liaison Report – Council Member Telis | Information |
| 11. Communications Report – Amanda Donovan | Information |
| 12. Programming Report – Jason Johnson | Information |
| 13. New Business | |
| a. Revised Collection Development Policy -
Caris O'Malley | Action |
| b. Revised and Renamed: Inland Northwest Special
Collections Policy - Caris O'Malley | Action |
| c. 2026 Employee Engagement Survey Results -
Samantha Day | Information |
| 14. Additional Items/Changes to the Agenda | |
| 15. Public Comment | |
| 16. Next Regular Meeting: | The Hive on July 21, 2026 |
| 17. Executive Session | |
| 18. Adjournment | |

MINUTES OF THE BOARD OF TRUSTEES MEETING May 19, 2026

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, May 19, 2026, in person at Hillyard Library.

Present were:

MEMBERS

Ms. Shelby Lambdin
Ms. Dani DeJaegher
Ms. Mari Margil
Ms. Alexi Castilla - Absent
Ms. Kris Dinnison

COUNCIL LIASION

Councilmember Kate Telis

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30pm by Ms. Lambdin.

VISITORS

Skyler Noble
Nicole Edwards
Amanda Donovan
Alina Murcar
Denise Neujahr
Andrew Chanse
Vanessa Strange
Amy Burchell
Charles Hansen
Jennie Anderson
Coleen Louise
Ashley Lock
Brenda Kochis
Jason Johnson
Natalie Hilderbrand

CHANGES TO THE AGENDA

Ms. DeJaegher moved to approve the agenda as presented. Ms. Dinnison seconded the motion. The motion passed unanimously.

APPROVAL OF APRIL 21, 2026 MEETING MINUTES

Ms. DeJaegher moved to approve the minutes as presented. Ms. Dinnison seconded the motion. The motion passed unanimously.

APPROVAL OF APRIL 2026 BILLS & CONTRIBUTIONS

Ms. Dinnison moved to approve the motion. Ms. DeJaegher seconded the motion. The motion passed unanimously.

FINANCIAL REPORT

Ms. Edwards reported there were 26 days of operating costs in available cash and investments. April balance is at \$2,815,237 which includes reserve for capital. Ms. Edwards shared expenditure trends from April, and total April expenses were \$1,306,138. Ms. Edwards highlighted the difference between April 2025 and present and that is due to the Lyngsoe contract and the interfund charges increasing from an additional charge.

Business Office News: The Washington State Clean Buildings Act took effect, and Ms. Edwards has attended related informational meetings. She explained which buildings will need to meet compliance standards and what needs to happen next. Ms. Edwards planned to apply for a financial hardship exemption as the library finances cannot accommodate additional capital investment charges to meet compliance until we can get to our next levy lid lift. Conversations about 2027-2028 budget were underway.

Questions & Answers

- Ms. Margil asked if there are state funding opportunities to come to public buildings. Ms. Edwards explained there is not.
- Ms. Lambdin asked if we would charge for the energy auditor for clean buildings. Ms. Edwards confirmed and that the City hired an auditor, but the charge for Central was \$60,000 and that we would not partake in that until a later year and outside of the City's contract. The library would search for their own.
- Ms. Lambdin asked about updates on the EPA grant and if that would assist. Ms. Edwards explained there are not any updates or plans to move forward around EPA at this time. Mr. Chanse explained that it was mostly for solar energy and it could help in small amounts if re-activated.
- No further questions

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse reported on the meetings and presentations he attended in April. In DEI work, the next book club will discuss *The Anti-Ableist Manifesto* and there was a blog about AA&NHPI Month and Mental Health Awareness Month. Hillyard would be closed Sunday and Monday for carpet cleaning and Memorial Day. Library of Things items moved to a two-week check out period. STAR Spotlight went to Matthew Giron for going above his daily work tasks. Mr. Chanse highlighted the Friends of the Spokane Public Library and the success of their recent book sale.

COUNCIL LIAISON REPORT

Councilmember Telis met with Mr. Chanse to cover budget conversations. No further comment.

COMMUNICATIONS REPORT

Ms. Donovan shared highlights from the month of April including the updates to the library's website to meet ADA WCAG accessibility guidelines. A new newsletter was introduced to share "Books of the Moment" to curate booklists around pop culture themes. Ms. Noble worked on Summer Reading Club preparations. Ms. Murcar attended a variety of community outreach events including a Spokane Regional Health District event to discuss library topics. Earned media and website highlights included the Friends of the Library Book Sale, National Library Week, budget topics, Indian Trail Plant Swap blog, and more. Social media highlights were covered. Ms. Donovan covered the results from the Library Impact: Illustrated campaign.

Question & Answer

- Ms. Margil asked if the library would maintain the items in the Bonfire store for people to purchase. Ms. Amanda confirmed and explained that other items will be added eventually.
- No further questions

PROGRAMMING REPORT

Mr. Johnson reported that the programming team had 468 programs in April and shared the impact score and highlights from the month. Over 5,000 people attended programs. There were 281 one-on-one sessions and consults. Mr. Johnson covered programming highlights including Mason Neil's sewing program, Print Fest at The Hive, 3D printing events, Hope in the Community in partnership with RICS, among many others.

Question & Answer

- Ms. DeJaegher asked if Ms. Bakken is leaving the library. Ms. Neujahr explained she will be moving onto another job.
- No further questions.

NEW BUSINESS

13A. Summer Reading Club 2026 Overview

Ms. Noble and Ms. Neujahr presented on the Summer Reading Club offerings for kids, teens, and adults. The logistics of the challenge and calendar of events were covered.

EXECUTIVE SESSION

The board was dismissed for an executive session about personnel for a period of 15 minutes at 5:13pm. The executive session was extended for a period of five minutes to 5:35pm. The meeting was recalled into session at 5:38pm.

PUBLIC COMMENT

The public had the option to email trustee@spokanepubliclibrary.org with any comments.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, June 16, 2026. Location will be at Indian Trail Library.

ADJOURNMENT



The meeting adjourned at 5:38pm.

Secretary _____

Chairman, Board of Trustees _____ Date _____

SPOKANE PUBLIC LIBRARY

We, the undersigned Board of Trustees of the Spokane Public Library, Spokane, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that claims are approved for payment in the amount of \$ 1,369,828.72 on this 16th day of **June, 2026.**

Chairman, Board of Trustees

Executive Director

FUND #1300 LIBRARY OPERATIONS

Operations & Capital Expenditures (#2026-05-001 through #2026-05-091)	\$ 231,204.12
Salaries, Wages & Benefits	1,133,981.07
Interfund Charges	8,511.11
Purchase Cards	-
Vendor payments via City	602.82
Permits paid directly to City	-
E-Rate USAC Internet Discount	-
Receivables processed - SPS books & software	(2,011.04)
Other (refunds and adjustments)	(2,979.75)
TOTAL PAYMENTS FOR: Period 05 - 2026	<u>\$ 1,369,308.33</u>

FUND #1940 CHANNEL FIVE RESERVE FUND

Equipment Expenditures (#2026-CMTV-05-001)	\$ 520.39
TOTAL PAYMENTS FOR: Period 05 - 2026	<u>\$ 520.39</u>

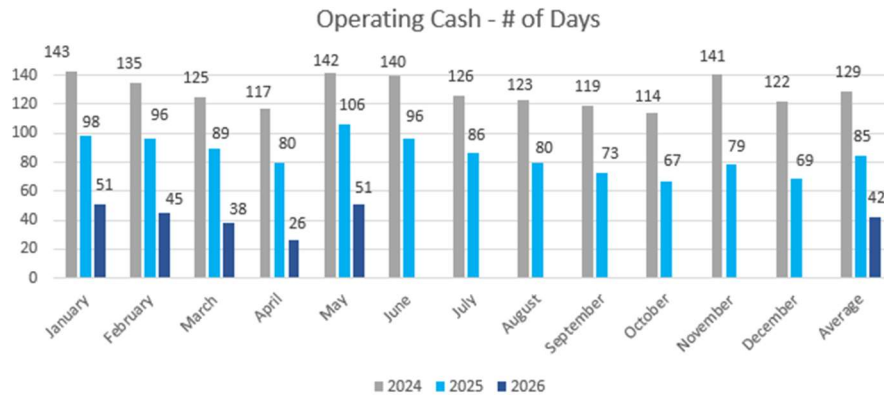
Library Financial Update – June 16, 2026

MAY 2026

Nicole Edwards

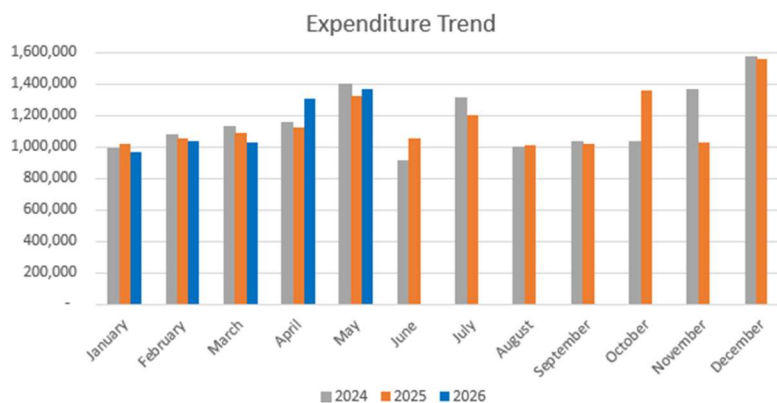
Cash & Investments Trend

In May we received our 1st installation of our 2026 levy lid lift allocation from the Spokane County property taxes as anticipated in the amount of \$1,249,214. As for the May close, the library has 51 days' worth of operating costs in available cash and investments, that balance is now \$3,842,735 (this includes \$1,754,775 in reserves and net of \$10,798 in encumbrances).



Expenditure Trend

In May we spent \$1,369,308 which includes three payroll allocations totaling \$1,133,981 (83%), the capital books and materials purchased was \$50,136, we purchased the new printing and scanning stations (minor equipment) for \$37,169, utilities came to a total of \$32,253, and third-party security guard costs were \$22,578, public computer reservation management and West Central 24/7 kiosk annual software and maintenance purchased for \$21,362, and \$18,851 was spent on two annual contract renewals for HVAC systems monitoring and inspections and elevator maintenance.



Business Office Updates

- Updated our customer fee waive reporting process for CXMs, moved to digital submission which saves time and effort for all staff to transport and distribute from branches to Central Business Office and cuts down on revenue reconciliation record keeping time lags.
- CMTV (Community Minded Television) all assets purchased and transferred from City Cable 5 have been tagged for library and reconciled to our asset ledger in FMSFAS (Financial Management Software Fixed Asset System). Minnie Huang (Senior Accountant) and Ryan Tucker (Video Education Specialist) have been coordinating together over the past three months to achieve this bookkeeping effort in conjunction with City accounting.
- Elevator A at Central is broken, it is scheduled for repair in the coming months in the amount of about \$32,000 which is a public works job and will essentially be a brand-new elevator (motor, cable, buttons, door motor hardware; all but the buggy).
 - Filed an insurance claim for the loss which may be declined after the insurance investigation.

SPOKANE PUBLIC LIBRARY
Balance Sheet
May 2026

ASSETS:

CASH ON HAND	\$ 127,252
PETTY CASH	3,000
ADVANCE TRAVEL - PETTY CASH	10,000
INVESTMENTS	3,704,096
ACCOUNTS RECEIVABLE	8,787
ACCOUNTS RECEIVABLE GOV'T	35,973
TAXES RECEIVABLE - LEVY LID LIFT	<u>1,249,214</u>

TOTAL ASSETS **\$ 5,138,322**

LIABILITIES:

ACCOUNTS PAYABLE	\$ 5,183
ESCHEAT PROPERTY	98
DEPOSITS/OTHER PAYABLES	<u>134,486</u>

TOTAL LIABILITIES **\$ 139,767**

FUND BALANCE:

RESERVE FOR CAPITAL REPLACEMENT	\$ 1,754,775
ASSIGNED FUND BALANCE/CURRENT YR NET REVENUE	<u>3,222,182</u>

TOTAL FUND BALANCE **\$ 4,976,957**

TOTAL LIABILITIES & FUND BALANCE **\$ 5,138,322**

SPOKANE PUBLIC LIBRARY
May 2026
Combined Statement of Revenue and Expenditures
For the period January 1, 2026 through May 31, 2026

	Budget	Monthly	YTD	Encumbrance	Difference	%
REVENUE						
TAXES	\$ 2,494,967	\$ 1,249,214	\$ 1,249,214	\$ -	\$ (1,245,753)	50%
INTERGOVERNMENTAL REVENUES	102,369	-	10,054	-	(92,315)	10%
CHARGES FOR SERVICES	37,000	828	11,441	-	(25,559)	31%
FINES & FORFEITS	35,000	1,929	12,275	-	(22,725)	35%
MISCELLANEOUS REVENUES	363,442	11,769	73,674	-	(289,768)	20%
TOTAL REVENUES	\$ 3,032,778	\$ 1,263,740	\$ 1,356,658	\$ -	\$ (1,676,120)	45%
EXPENDITURES						
SALARIES & BENEFITS	\$ 10,728,566	\$ 1,133,981	\$ 4,076,355	\$ -	\$ 6,652,211	38%
SUPPLIES	477,000	41,959	113,305	-	363,695	24%
SERVICES & CHARGES	1,809,054	128,454	673,146	10,798	1,125,110	38%
CAPITAL OUTLAY	1,520,000	56,402	607,417	-	912,583	40%
INTERFUND CHARGES	486,952	8,511	232,971	-	253,981	48%
TOTAL EXPENDITURES	\$ 15,021,572	\$ 1,369,308	\$ 5,703,194	\$ 10,798	\$ 9,307,580	38%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (11,988,794)	\$ (105,568)	\$ (4,346,537)	\$ (10,798)	\$ (7,631,460)	
OTHER FINANCING SOURCES (USES)						
FROM GENERAL FUND	9,767,154	1,126,980	4,132,260	-	(5,634,894)	42%
	\$ 9,767,154	\$ 1,126,980	\$ 4,132,260	\$ -	\$ (5,634,894)	
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (2,221,640)	\$ 1,021,412	\$ (214,277)	\$ (10,798)	\$ (1,996,566)	

SPOKANE PUBLIC LIBRARY
May 2026
Revenue and Other Funding Sources
For the period January 1, 2026 through May 31, 2026

	Budget	Monthly Receipts	YTD Receipts	Unrealized Revenue	% Received
REVENUE					
SALE OF MERCHANDISE	\$ 2,000	\$ -	\$ 1,188	\$ 812	59%
LIBRARY FEES	35,000	1,929	12,275	22,725	35%
EVENT SPACE	35,000	828	10,253	24,748	29%
INTEREST EARNINGS	173,687	7,146	29,940	143,747	17%
PARKING LOT & LEASE	8,755	803	3,502	5,253	40%
CONTRIBUTIONS/DONATIONS	109,000	3,124	35,816	73,184	33%
INTERGOVERNMENTAL REVENUES	123,369	-	10,054	113,315	8%
SALE OF SCRAP/JUNK	1,000	-	-	1,000	0%
OTHER MISC REV	50,000	696	4,417	45,583	9%
REVENUE SUBTOTAL	\$ 537,811	\$ 14,526	\$ 107,444	\$ 430,367	20%
OPERATING TRANSFERS					
GENERAL FUND ALLOCATION	\$ 9,767,154	1,126,980	\$ 4,132,260	\$ 5,634,894	42%
GENERAL FUND LEVY LID LIFT	2,494,967	1,249,214	1,249,214	1,245,753	50%
TRANSFERS SUBTOTAL	\$ 12,262,121	\$ 2,376,194	\$ 5,381,474	\$ 6,880,647	44%
TOTAL REVENUE AND OTHER FUNDING SOURCES	\$ 12,799,932	\$ 2,390,720	\$ 5,488,918	\$ 7,311,014	43%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

SERVICE AREA SUMMARY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
LIBRARY ADMINISTRATION	\$ 1,705,068	\$ 128,336	\$ 666,552	\$ -	\$ 1,038,516	39%
COMMUNITY TECHNOLOGY	1,479,617	169,684	555,746	-	923,871	38%
COMMUNICATIONS	464,237	52,699	179,668	-	284,569	39%
PUBLIC SERVICES	4,897,469	494,489	1,787,064	-	3,110,405	36%
SUPPORT SERVICES	1,148,103	111,790	442,206	-	705,897	39%
PROGRAMMING	1,920,826	194,330	710,810	10,798	1,199,218	38%
TRAINING	42,600	-	3,333	-	39,268	8%
LIBRARY FACILITIES	1,843,652	161,577	750,397	-	1,093,255	41%
CAPITAL EXPENDITURES	1,520,000	56,402	607,417	-	912,583	40%
TOTAL LIBRARY FUND	\$ 15,021,572	\$ 1,369,308	\$ 5,703,194	\$ 10,798	\$9,307,581	38%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72100 LIBRARY ADMINISTRATION

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 830,653	\$ 90,132	\$ 307,888	\$ -	\$ 522,765	37%
PERSONNEL BENEFITS	302,565	27,651	111,768	-	190,797	37%
SUBTOTAL PERSONNEL	\$ 1,133,219	\$ 117,783	\$ 419,656	\$ -	\$ 713,563	37%
OTHER						
SOFTWARE	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	0%
NON TRAVEL MEALS	1,500	-	83	-	1,417	6%
OPERATING SUPPLIES	5,000	108	199	-	4,801	4%
PROFESSIONAL SERVICES	16,000	-	-	-	16,000	0%
BACKGROUND CHECKS	750	121	165	-	585	22%
AIR FARE	2,575	1,298	1,298	-	1,277	50%
LOCAL TRAVEL	103	-	-	-	103	0%
LODGING	4,987	31	3,355	-	1,632	67%
PER DIEM	1,600	571	951	-	649	59%
OTHER TRANSPORTATION EXPENSE	1,650	308	1,201	-	449	73%
MISC SERVICES/CHARGES	500	-	-	-	500	0%
REGISTRATION/SCHOOLING	3,500	-	1,190	-	2,311	34%
DUES/SUBSCRIPT/MEMBERSHIPS	20,000	-	15,038	-	4,962	75%
BANK FEES	4,944	603	1,562	-	3,382	32%
INTERFUND PAYMENT FOR SVCS	458,740	7,514	221,856	-	236,884	48%
SUBTOTAL OTHER	\$ 571,849	\$ 10,554	\$ 246,896	\$ -	\$ 324,953	43%
TOTAL	\$ 1,705,068	\$ 128,336	\$ 666,552	\$ -	\$ 1,038,516	39%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72140 COMMUNITY TECHNOLOGY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 711,661	\$ 78,199	\$ 265,720	\$ -	\$ 445,942	37%
PERSONNEL BENEFITS	238,331	24,772	102,708	-	135,623	43%
SUBTOTAL PERSONNEL	\$ 949,992	\$ 102,972	\$ 368,427	\$ -	\$ 581,565	39%
OTHER						
OPERATING SUPPLIES	\$ 8,900	\$ -	\$ 1,752	\$ -	\$ 7,148	20%
MINOR EQUIPMENT	25,000	2,038	3,179	-	21,821	13%
COMPUTERS	24,000	37,169	38,205	-	(14,205)	159%
SMART PHONES, TABLETS	1,700	-	-	-	1,700	0%
PROFESSIONAL SERVICES	20,000	-	4,859	-	15,141	24%
CONTRACTUAL SERVICES	190,000	21,362	106,006	-	83,994	56%
IT/DATA SERVICES	255,000	6,005	32,688	-	222,312	13%
TELEPHONE	2,575	-	-	-	2,575	0%
CELL PHONE	2,300	138	630	-	1,670	27%
LOCAL MILEAGE	150	-	-	-	150	0%
SUBTOTAL OTHER	\$ 529,625	\$ 66,712	\$ 187,319	\$ -	\$ 342,306	35%
TOTAL	\$ 1,479,617	\$ 169,684	\$ 555,746	\$ -	\$ 923,871	38%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72160 COMMUNICATIONS

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 274,755	\$ 31,445	\$ 107,495	\$ -	\$ 167,260	39%
PERSONNEL BENEFITS	114,482	10,377	42,594	-	71,888	37%
SUBTOTAL PERSONNEL	\$ 389,237	\$ 41,822	\$ 150,089	\$ -	\$ 239,148	39%
OTHER						
OPERATING SUPPLIES	\$ 20,000	\$ -	\$ 5,184	\$ -	\$ 14,816	26%
PROMOTIONAL SUPPLIES	5,000	-	3	-	4,997	0%
PROFESSIONAL SERVICES & PRINTING	25,000	10,877	18,026	-	6,974	72%
CONTRACT SERVICES	5,000	-	14	-	4,986	0%
LOCAL MILEAGE	-	-	28	-	(28)	
ADVERTISING	16,000	-	3,026	-	12,974	19%
DUES/SUBSCRIPT/MEMBERSHIPS	4,000	-	3,298	-	702	82%
SUBTOTAL OTHER	\$ 75,000	\$ 10,877	\$ 29,579	\$ -	\$ 45,421	39%
TOTAL	\$ 464,237	\$ 52,699	\$ 179,668	\$ -	\$ 284,569	39%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72210 PUBLIC SERVICES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 3,067,162	\$ 354,463	\$ 1,205,918	\$ -	\$ 1,861,245	39%
PERSONNEL BENEFITS	1,291,005	\$ 108,941	432,704	-	858,300	34%
SUBTOTAL PERSONNEL	\$ 4,358,167	\$ 463,404	\$ 1,638,622	\$ -	\$ 2,719,545	38%
OTHER						
POSTAGE	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	0%
OPERATING SUPPLIES	66,000	208	10,742	-	55,258	16%
SAFETY SUPPLIES (Security Team)	15,000	-	1,598	-	13,402	11%
CONTRACTUAL SERVICES	15,000	-	-	-	15,000	0%
LOCAL MILEAGE	3,150	251	1,123	-	2,027	36%
PARKING	350	-	-	-	350	0%
OPERATING RENT & LEASE	1,600	-	1,027	-	573	64%
UTILITY SERVICES	428,077	30,626	133,951	-	294,126	31%
DUES/SUBSCRIPT/MEMBERSHIPS	125	-	-	-	125	0%
SUBTOTAL OTHER	\$ 539,302	\$ 31,086	\$ 148,442	\$ -	\$ 390,860	28%
TOTAL	\$ 4,897,469	\$ 494,489	\$ 1,787,064	\$ -	\$ 3,110,405	36%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72230 SUPPORT SERVICES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 744,584	\$ 84,092	\$ 313,854	\$ -	\$ 430,729	42%
PERSONNEL BENEFITS	288,008	27,698	115,007	-	173,001	40%
SUBTOTAL PERSONNEL	\$ 1,032,591	\$ 111,790	\$ 428,861	\$ -	\$ 603,730	42%
OTHER						
OPERATING SUPPLIES	\$ 30,000	\$ -	\$ 507	\$ -	\$ 29,493	2%
PROFESSIONAL SERVICES	26,200	-	1,375	-	24,825	5%
IT/DATA SVCS	43,100	(0)	3,357	-	39,743	8%
INTERFUND UNEMPLOYMENT	16,212	-	8,106	-	8,106	50%
SUBTOTAL OTHER	\$ 115,512	\$ (0)	\$ 13,345	\$ -	\$ 102,167	12%
TOTAL	\$ 1,148,103	\$ 111,790	\$ 442,206	\$ -	\$ 705,897	39%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72250 PROGRAMMING

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 1,325,320	\$ 140,965	\$ 486,018	\$ -	\$ 839,303	37%
PERSONNEL BENEFITS	529,406	48,864	204,188	-	325,218	39%
SUBTOTAL PERSONNEL	\$ 1,854,726	\$ 189,828	\$ 690,206	\$ -	\$ 1,164,520	37%
OTHER						
OPERATING SUPPLIES	\$ 10,000	\$ -	\$ 617	\$ -	\$ 9,383	6%
RECREATIONAL SUPPLIES	22,000	250	5,371	-	16,629	24%
TV/AV, CAMERAS/PROJECTION EQUIP.	1,000	-	491	-	509	49%
PROFESSIONAL SERVICES	6,000	-	-	-	6,000	0%
IT/DATA SVCS	-	-	-	10,798	(10,798)	
PRESENTER SERVICES	25,000	4,085	13,255	-	11,745	53%
LOCAL MILEAGE	2,000	166	871	-	1,129	44%
PARKING	100	-	-	-	100	0%
SUBTOTAL OTHER	\$ 66,100	\$ 4,502	\$ 20,604	\$ 10,798	\$ 34,698	48%
TOTAL	\$ 1,920,826	\$ 194,330	\$ 710,810	\$ 10,798	\$ 1,199,218	38%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72400 TRAINING

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
OTHER						
NON-TRAVEL MEALS/LGHT RFRSHMT	\$ 1,300	\$ -	\$ -	\$ -	\$ 1,300	0%
OPERATING SUPPLIES	4,800	-	63	-	4,738	1%
PROFESSIONAL SERVICES	5,000	-	-	-	5,000	0%
AIR FARE	-	-	-	-	-	
LODGING	-	-	-	-	-	
PER DIEM	-	-	-	-	-	
OTHER TRAVEL	2,200	-	-	-	2,200	0%
REGISTRATION/SCHOOLING/CONF	2,800	-	-	-	2,800	0%
TUITION REIMBURSEMENT	25,000	-	3,270	-	21,730	13%
DUES/MEMBERSHIPS	1,500	-	-	-	1,500	0%
TOTAL	\$ 42,600	\$ -	\$ 3,333	\$ -	\$ 39,268	8%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #72500 FACILITIES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 710,832	\$ 81,077	\$ 274,500	\$ -	\$ 436,332	39%
PERSONNEL BENEFITS	299,801	25,306	105,993	-	193,808	35%
SUBTOTAL PERSONNEL	\$1,010,634	\$ 106,383	\$380,493	\$ -	\$630,141	38%
OTHER						
CHEMICAL/LAB SUPPLIES	\$ 61,800	\$ -	\$ 30,935	\$ -	\$ 30,865	50%
SAFETY SUPPLIES	6,695	-	-	-	6,695	0%
REPAIR & MAINT SUPPLIES	84,460	2,186	14,377	-	70,083	17%
VEHICLE REPAIR SUPPLIES	4,120	-	-	-	4,120	0%
MINOR EQUIPMENT	11,000	-	-	-	11,000	0%
POWER TOOLS/EQUIPMENT	7,725	-	-	-	7,725	0%
PROFESSIONAL SERVICES	30,900	1,500	7,310	-	23,590	24%
CONTRACTUAL SERVICES	92,000	20,447	44,654	-	47,346	49%
SNOW REMOVAL SERVICES	36,000	-	16,270	-	19,730	45%
LANDSCAPE	7,800	-	-	-	7,800	0%
LOCAL MILEAGE	750	20	173	-	577	23%
INSURANCE	142,990	-	142,892	-	98	100%
UTILITIES	24,378	1,627	7,711	-	16,667	32%
MISC REPAIRS/MAINTENANCE	77,500	5,642	19,401	-	58,099	25%
LAUNDRY/JANITORIAL SVCS	2,100	197	749	-	1,351	36%
PERMITS	5,500	-	2,067	-	3,433	38%
ALARM/SECURITY SERVICES	225,300	22,578	80,355	-	144,945	36%
INTERFUND PAYMENT FOR SVCS	12,000	997	3,010	-	8,990	25%
SUBTOTAL OTHER	\$ 833,018	\$ 55,194	\$ 369,904	\$ -	\$ 463,114	44%
TOTAL	\$ 1,843,652	\$ 161,577	\$ 750,397	\$ -	\$ 1,093,255	41%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

FUNCTION #94000 CAPITAL OUTLAY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
CAPITAL EXPENDITURES						
LIBRARY						
LIBRARY BOOKS/OTHER MATERIALS	\$ 1,350,000	\$ 50,136	\$ 571,881	\$ -	\$ 778,119	42%
BLDG IMPROVEMENTS	50,000	-	-	-	50,000	0%
MACHINERY/EQUIPMENT	120,000	6,267	34,318	-	85,682	29%
VEHICLES	-	-	-	-	-	
OTHER IMPROVEMENTS (NON BLDG)	-	-	1,218	-	(1,218)	
TOTAL	\$ 1,520,000	\$ 56,402	\$ 607,417	\$ -	\$ 912,583	40%

SPOKANE PUBLIC LIBRARY
May 2026
Statement of Expenditures
For the period January 1, 2026 through May 31, 2026

CMTV Fund #1940 City Channel Five - Library Capital Equipment

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
CAPITAL EXPENDITURES						
LIBRARY						
COMMUNICATIONS EQUIPMENT	\$ 70,000	\$ 520	\$ 52,116	\$ 17,884	\$ 0	100%
TOTAL	\$ 70,000	\$ 520	\$ 52,116	\$ 17,884	\$ 0	100%

Executive Director's Report to the Board

June 16, 2026

Community/Professional Contacts

I presented at WSU's Community Mental Health Summit around our work in the social services arena.

I also met with Senator Riccelli regarding state legislative issues and the state representative for AARP to talk about eBooks and the unfair marketplace for libraries and the impacts on accessibility.

DEI

We are once again hosting the Spokane Pride History & Remembrance Exhibit that will be up all of June at Central Library. We've also created an extensive booklist by and about the LGBTQ+ community and will be hosting other programs throughout the month as well as participating in the parade and performing outreach at the festival.

Facilities

Central will be closed on June 30 (Tuesday) for carpet cleaning and safety training. All of our locations will be close June 19 for Juneteenth and July 3 & 4 for Independence Day.

Collections

Stonewall News is back! Now publishing under Stonewall News Northwest, the publisher reached out to us to distribute free copies to the public. We did back in the 1990s when it started, and we will again! We have most of the 1992-2007 copies in INSC storage and archives can be viewed on their website: stonewallnews.org. We will also collect copies for our archive in the INSC.

[Spokane Is Reading](#) announced this year's title: *One Two Three* by Laurie Frankel. Save the Date for the author event for October 7. This program is a collaboration between SCLD, SPL, and Auntie's Bookstore.

Staff

Our Staff STAR Spotlight went to Michelle Cady and Rebecca Moczulski for their work in undertaking a large shifting project to expand tight collections and repurpose shelves for our shrinking periodicals collection.

City of Spokane

I continue to work with the City of Spokane on the 2027 budget. The dire impact on our services to the community without adequate funding is well understood by both City Council and City Administration.

Respectfully submitted,
Andrew Chanse
Executive Director

June 2026 • Marketing and Communications Board of Trustees Report

Highlights

- Summer Reading Club launched on June 1
- Spokane Is Reading selection announced June 4
- Understanding the cost of running a library blog post
- Pride exhibit launch party and press release
- Amanda presented on the topic of hyperlocal storytelling at LMCC Online



Photo: Staff runners showcase their Bloomsday shirts.



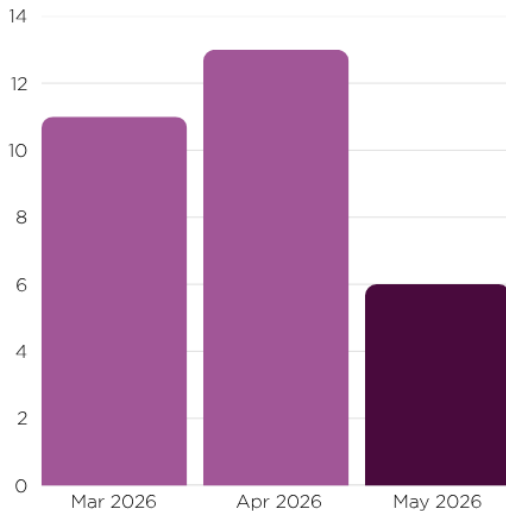
Photo: Alina and Eva appeared on local podcast.



Photo: Spokane Is Reading Graphic.

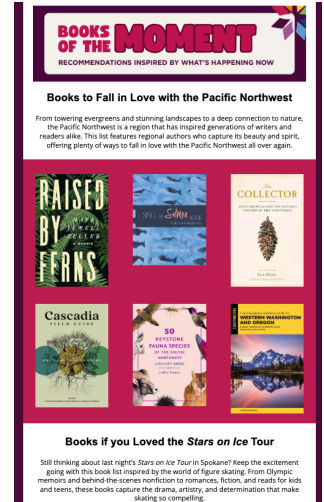
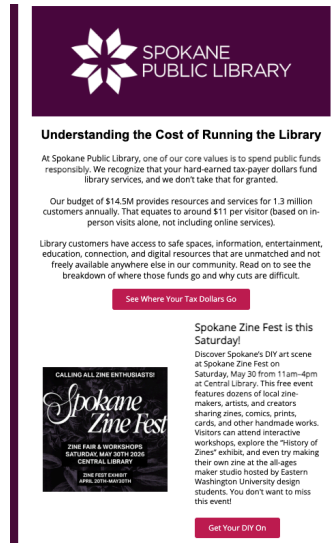
Earned Media

In May, the library was featured in 6 media stories on topics including: Carnegie libraries, ID event, poetry salon, and participation in 3 different podcasts



E-Mail

24 unique emails sent
806,323 total emails
34% average open rate



Digital Magazine



- May
 - 229 impressions
 - 61 reads
- April
 - 439 impressions
 - 98 reads
- March
 - 189 impressions
 - 50 reads

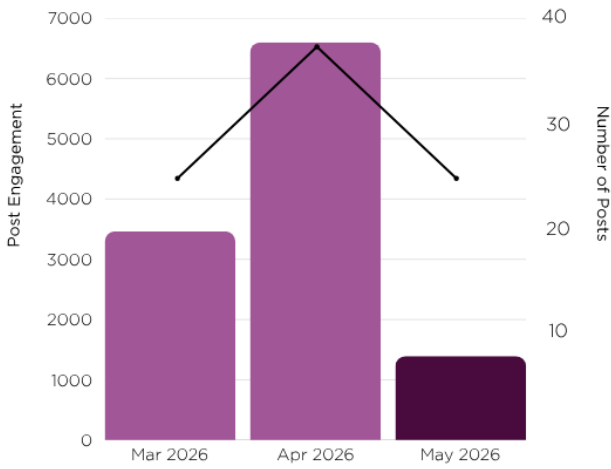
Top Blogs



- Which library system is which? (1,356)
- Summer Reading (875)
- The True Cost of eBooks and Audiobooks for Libraries (496)

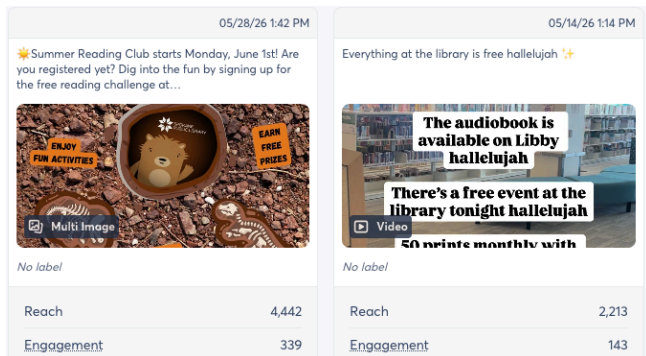
Facebook

Number of reactions, comments, shares, clicks, and other clicks on content posted within the time period.



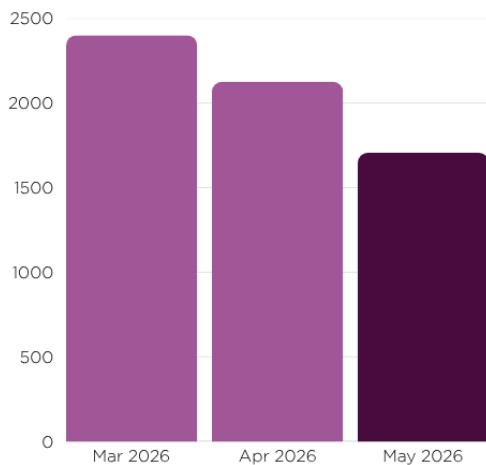
The graph above shows that there were 22 Facebook posts in May 2026 with 1.4K post engagements (-79%).

Top Content



The image above shows the top two Facebook posts from May 2026.

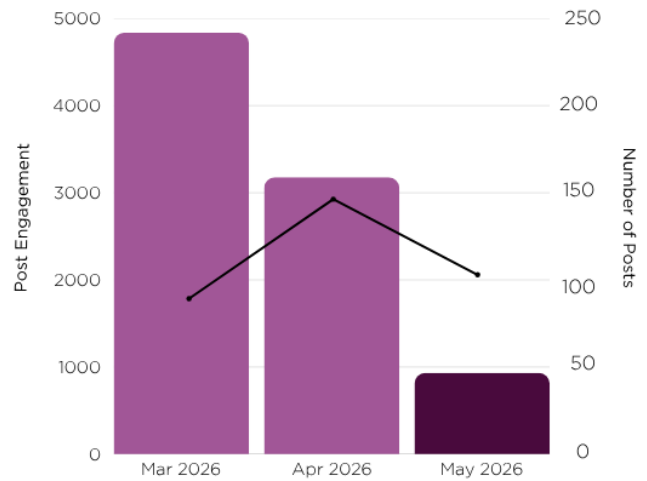
YouTube Views



The graph above shows there were 1,706 YouTube views in May 2026. Top views included Placer.ai and 10 words in Salish.

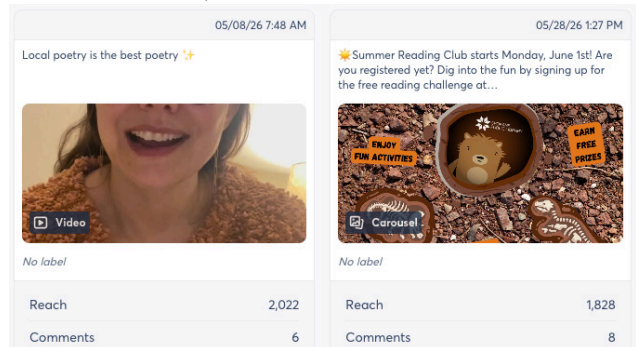
Instagram

Number of likes, comments, saves, shares, and direct messages on content posted within the time period.



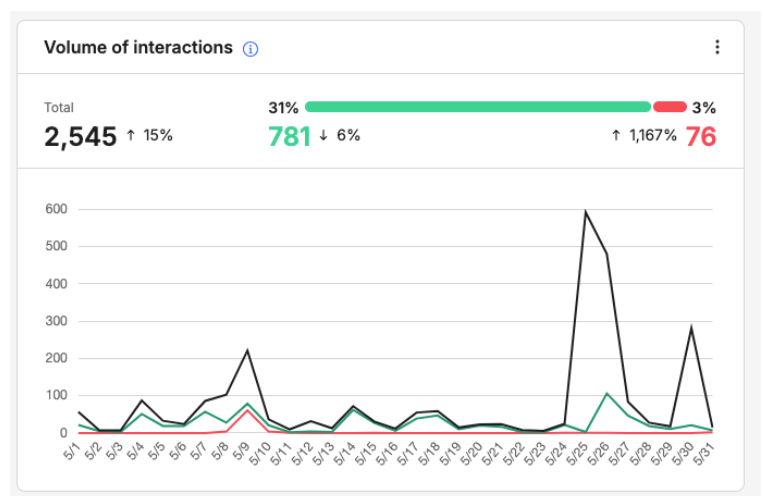
The graph above shows that there were 112 Instagram posts in May 2026 with 931 post engagements (-47%).

Top Content



The image above shows the top two Instagram posts from May 2026.

Zencity Sentiment Report



Overview

<p>TOTAL PROGRAMS</p> <p>455</p> <p>Across all included event types (excluding Outreach)</p>	<p>TOTAL ATTENDANCE</p> <p>8,308</p> <p>People reached (excluding Outreach)</p>	<p>AVERAGE IMPACT SCORE</p> <p>19.93</p> <p>All programs with calculated scores (excluding Outreach)</p>	<p>ONE-ON-ONE SESSIONS</p> <p>274</p> <p>559 attendees Avg 20.82</p>	<p>OUTREACH VISITS</p> <p>10</p> <p>1,404 attendees Avg 15.22 (not included in totals)</p>
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Highlights

- One Book One Coast with George Takei (Virtual Event)** (1,700 attendees, avg impact 50.23): We participated in One Book One Coast along with many libraries throughout Washington, Oregon, and California. The culmination was this virtual event with George Takei.
- Plant Swap** (1,437 attendees, avg impact 51.91): Over 1,400 people came to the Plant Swap at Indian Trail.
- Tween and Teen Sewing Studio: Tote Bags** (10 attendees, avg impact 22.16): This series continues to have a high impact score.
- Spokane Zine Fest** (702 attendees, avg impact 41.50): Over 700 people came to Zinefest. This is the first year that SPL has run the event entirely. Good work Sharma!
- Four From the Hive - art show at Saranac Art Projects** (368 attendees, avg impact 27.18): Eva Silverstone curated an exhibit of former Hive artists at the Saranac.

Audience & Event Mix

By Event Type

Event Type	Programs	Attendance
Larger audience (21 or more)	85	6,454
Small group instruction (20 or fewer)	95	927
Exhibit	1	368
One-on-one	274	559
Outreach	10	1,404

By Team

Team	Programs	Attendance	Avg Impact
youth services	138	2,101	19.10
adult services	317	6,207	20.29

Signature Programs

- **Book a Technology Expert** — 28 attendees, avg impact 21.00
- **Book a Video Educator** — 44 attendees, avg impact 21.00
- **Book a Writing Education Specialist** — 8 attendees, avg impact 22.14
- **Book an Audio Engineer** — 7 attendees, avg impact 20.00
- **Business Consultation** — 24 attendees, avg impact 21.00
- **Business Consultation w/ Mike Allen** — 2 attendees, avg impact 20.00
- **INSC Consult** — 64 attendees, avg impact 20.00
- **Music Lesson** — 94 attendees, avg impact 21.00

Top Programs

By Impact Score

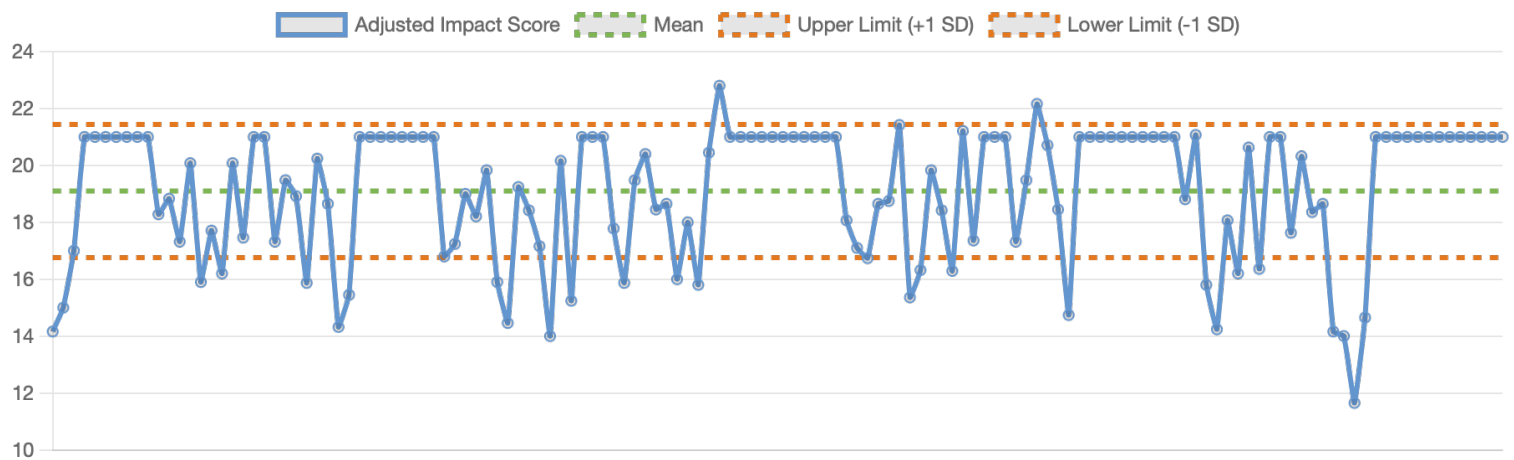
Program	Team	Highest Impact	Attendance
Plant Swap	adult services	51.91	1,437
One Book One Coast with George Takei (Virtual Event)	adult services	50.23	1,700
Spokane Zine Fest	adult services	41.50	702
Master Gardener Foundation Seeds Giveaway	adult services	33.81	250
Four From the Hive - art show at Saranac Art Projects	adult services	27.18	368

By Attendance

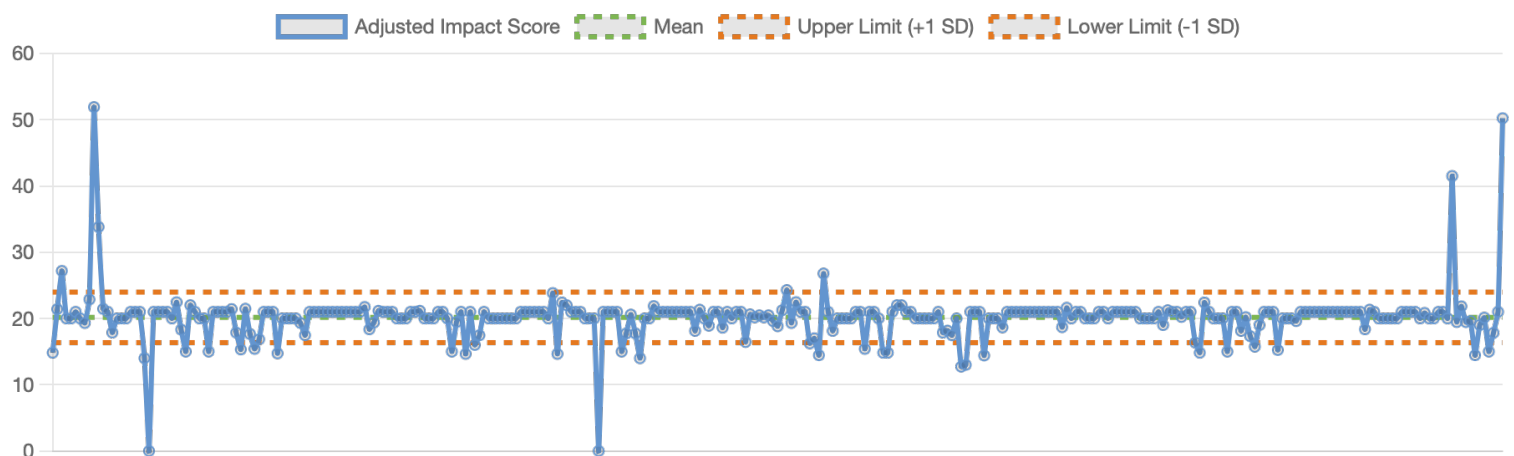
Program	Team	Total Attendance
One Book One Coast with George Takei (Virtual Event)	adult services	1,700
Plant Swap	adult services	1,437
Spokane Zine Fest	adult services	702
Toddler Storytime Play & Learn	youth services	678
Kindergarten Countdown Storytime	youth services	621

Impact Over Time (Process Control Charts)

Youth Services Impact Scores



Adult Services Impact Scores



Youth: Above Limit (Top 5)

Date	Program	Attendance	Score
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Youth: Below Limit (Bottom 5)

Date	Program	Attendance	Score
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05/16/2026	Make a Cardboard Zoo! - For Families of All Ages	23	22.80
05/21/2026	Tween and Teen Sewing Studio: Tote Bags	10	22.16

05/29/2026	Heavy "Work"shop: Play-based sensory integration activities- Presented by GLOW Early Learning Center	7	11.65
05/13/2026	Artemis II Mission Party - For Ages 5-11 and their Caregivers	4	14.00
05/29/2026	Family Storytime Play & Learn	9	14.00
05/01/2026	Artist Playground: Miniature Robot Painting - For Kids Ages 5 - 18	10	14.16
05/29/2026	Family Art Night!	10	14.16

Adult: Above Limit (Top 5)

Date	Program	Attendance	Score
05/02/2026	Plant Swap	1,437	51.91
05/31/2026	One Book One Coast with George Takei (Virtual Event)	1,700	50.23
05/30/2026	Spokane Zine Fest	702	41.50
05/02/2026	Master Gardener Foundation Seeds Giveaway	250	33.81
05/01/2026	Four From the Hive - art show at Saranac Art Projects	368	27.18

Adult: Below Limit (Bottom 5)

Date	Program	Attendance	Score
05/04/2026	Video Studio Drop In	0	0.00
05/12/2026	Video Studio Drop In	0	0.00
05/20/2026	Money Basics	3	12.73
05/20/2026	Open Mic	9	13.00
05/04/2026	Video Studio Drop In	0	14.00

AGENDA ITEM: 13A

Revised Collection Development Policy

BACKGROUND:

The Collection Development Policy was adopted October 16, 2018. Staff conducted a comprehensive review in spring 2026, informed by staff feedback, to update the policy for current Library priorities and an evolving information landscape.

Key Changes:

- 1. Generative AI.** A new section establishes that the Library does not knowingly acquire materials primarily authored by AI, while acknowledging that licensed platforms may include AI-generated content not within the Library's direct control. The policy affirms human authorship as a valued quality attribute and recognizes AI as a legitimate assistive tool for human creators.
- 2. Refined Selection Language.** The Selection Guidelines introduction has been revised to ground selection decisions in the Library's mission, vision, and values. Scope language has been updated to emphasize responsiveness to the needs and aspirations of the community.
- 3. INSC Section Relocated.** The Inland Northwest Special Collections section has been moved to its own standalone policy document (see related agenda item).
- 4. Gifts and Donations Clarified.** The Gifts section now includes explicit criteria for donated items: like-new condition and consistency with current collecting priorities.
- 5. Children's and Young Adult Collections.** The parental responsibility statement (*loco parentis*) has been consolidated from the individual Children's and Young Adult sections into the shared introductory paragraph.

Rationale for Change:

The revisions bring the policy current with evolving publishing practices—particularly around AI—and address gaps and ambiguities identified through staff review.

ACTION REQUIRED:

The Library Board is requested to approve the revised Collection Development Policy effective June 22, 2026.

EFFECTIVE DATE: October 16, 2018

SUBJECT: Collection Development Policy

Collection Development Policy

Spokane Public Library is a free, urban public library providing up to date and useful materials that represent different points of view for educational, informational and recreational use by the citizens of the city.

It is the primary objective of the Library to provide and organize materials for citizens from infancy through maturity, making available curated materials that will meet the needs and interests of the city residents of Spokane. The Library is sensitive to all interests and provides a range of viewpoints.

As a community of learning, we believe in equitable access to information, continuous learning, exploring new ideas, fostering creativity, and balanced, relevant and responsive collections.

Purpose

Spokane Public Library provides unrestricted access to information along with programs and resources to satisfy a community of learning. This curated collection will enrich our community's quality of life and enjoyment.

The purpose of this document is to establish the rules by which the Library develops its collections.

Objectives

- To inspire a community of learners by providing free resources and materials which inform, educate, entertain and enrich the community
- To include works of enduring value as well as those timely materials on current issues
- To select materials based on community needs and interests
- To supplement the physical collection with digital access and interlibrary loan
- To provide opportunities for personal enrichment by helping people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and encourage the free expression of ideas essential to an informed citizenry
- Provide community groups and businesses with cutting edge resources to meet their goals

Selection Guidelines

In selecting materials, library staff will use professional resources, metrics, judgement, knowledge and experience to select materials. The following guidelines inform selection decisions:

- Public appeal and/or demand
- Accuracy, timeliness, format durability and ease of use
- Cultural significance including literary merit, artistic quality, originality and creativity
- Diversity of viewpoint
- Relevance to the present and potential needs of the community
- Current interest in subject matter ● Local interest in subject or author
- Circulation statistics
- Limits of budget and space
- Price and availability
- Professional and special materials, such as legal, medical and religious works, are purchased if they are of general interest.
- The Library does not purchase textbooks unless they provide the best or only source of information on a subject or to complement an existing area with another perspective.
- Periodicals are added to the collection on the basis of relevance and community interest.
- Audiovisual material with consideration to customer demand, budget constraints and reviews
- All works by an individual author may not be considered for purchase
- All criteria need not be met for consideration
- Held by peer libraries

Scope of the Collection

The Library provides materials and services that reflect the diverse educational, informational and recreational needs of its users. In so doing, the Library provides access to content through print, multimedia and technology. The Library recognizes that content and medium should be suitably matched and that library customers have different learning styles and preferences for how they receive information. Therefore, Spokane Public Library provides materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as online databases, online learning, digital books, recordings, streaming content historical archives and images
- Equipment – such as computing devices, outdoor equipment, hobby hardware, musical instruments

Children's Collection and Young Adult Collection

The Children's collection provides developmentally appropriate materials that meet the informational and recreational needs of children ages birth through twelve. The Children's Collection maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of the citizens. To ensure that all parts of the collection are appropriate and well-chosen, professional staff review purchases. Some materials in the Children's Collection might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and their parent or caregiver can decide what material is suitable for that child to read.

The Young Adult collection provides developmentally appropriate materials that meet the informational and recreational needs of children ages twelve through eighteen. The Young Adult Collection maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of the citizens. To ensure that all parts of the collection are appropriate and well-chosen, professional staff review purchases. Some materials in the Young Adult Collection might not be considered appropriate by all adults for all teens. While some books are too mature for one teen, other teens may be ready for them. Only each teen and their parent or caregiver can decide what material is suitable for that teen to read.

—
Titles by local authors that are published by mainstream publishers or self-published and fit the selection guidelines may be considered for purchase.

Responsibility

Final responsibility and authority for selection rests with the Executive Director, who operates within the framework established by the Library Board of Trustees. Oversight of the collection via an organized structure for planning, budgeting, selecting and managing materials rest with the Support Services Director.

Collection maintenance

In order to provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the Library uses the following criteria for withdrawal from the collection.

- Items are worn, stained or damaged beyond repair
- Items are out of date, contain inaccurate data or are not historically significant
- New, more current or more comprehensive resources are available
- Duplication
- Low circulation
- 2
- Space considerations

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement.

Customer suggestions

Suggestions are welcome and we will consider all requests from Spokane residents using the same selection criteria that we use for the collection.

If an item is not purchased we will attempt to obtain the item via Interlibrary Loan for Spokane residents. As we do not interlibrary loan DVDs or music CDs, we would seek access through online sources such as Freegal, hoopla or Kanopy.

Controversial materials and Intellectual Freedom

Spokane Public Library does not promote particular beliefs or views. The Library provides materials for the various opinions, which can apply to important, complex and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members does not disqualify material whose value is to be judged in its entirety.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Concerns about materials in the Library's collections may be directed to any staff member.

Library of Things

The Library will maintain a Library of Things that includes non-traditional materials that provides opportunity for learning and/or recreation beyond the books and audiovisual materials in the physical collection.

Genealogy

The Genealogy collection provides a wide range of resources that aid genealogy researchers with local or other searches. This collection does not circulate and its primary purpose is to record, inform and educate making it quite different from the rest of the Library's collection.

Northwest Room

The Ned Barnes Northwest Room collection provides a wealth of historical resources that focus on Spokane, Spokane County, Washington and neighboring states. The Library is committed to its important role in preserving the history of the city of Spokane and making those materials accessible to citizens. This collection does not circulate and its primary purpose is to record, inform and educate making it quite different from the rest of the Library's collection.

Gifts

Gifts and donations supplement the purchased collection. There is a cost to adding gifts and donations, so the Library reserves the right to determine the disposition of all gift materials.

Values

The library adheres the to the American Library Association's Library Bill of Rights, the Freedom to Read and Freedom to View statements, and the Free Access to Libraries for Minors-An Interpretation of the Library Bill of Rights. The also endorses the Washington Library Association's Intellectual Freedom Statement.

COLLECTION DEVELOPMENT POLICY

Spokane Public Library is a free urban public library system providing up to date and useful materials that represent different points of view for educational, informational and recreational use by the citizens of the city.

It is the primary objective of the Library to provide and organize materials for citizens at every stage of life, making available curated materials that will meet the needs and interests of the residents of the City of Spokane. The Library is sensitive to all interests and provides a range of viewpoints.

We believe in equitable access to information, continuous learning, exploring new ideas, cultivating curiosity, fostering creativity, and building relevant and responsive collections.

PURPOSE

The purpose of this document is to establish the rules by which the Library develops its collections. Spokane Public Library provides unrestricted access to information and resources to connect the community to knowledge and new possibilities. This curated collection enriches our community's quality of life and enjoyment, and sparks curiosity and supports learning at every stage of life.

The Library collections are part of the broader context of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations through the collections. The collections reflect our diverse communities to foster a sense of belonging. We honor Spokane's stories, creativity, and diverse voices in our collections. We champion literacy as a cornerstone of democracy.

OBJECTIVES

- To connect the community to knowledge and new possibilities by providing free resources and materials which inform, educate, entertain and enrich the community
- To include works of enduring value as well as timely materials on current issues
- To select materials based on community needs and interests
- To supplement the physical collection with digital access and interlibrary loan
- To provide opportunities for personal enrichment by helping people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and encourage the free expression of ideas essential to an informed citizenry
- To provide community groups and businesses with cutting-edge resources to meet their goals

RESPONSIBILITY

Final responsibility and authority for selection rests with the Executive Director, who operates within the framework established by the Library Board of Trustees. Oversight of the collection via an organized structure for planning, budgeting, selecting, and managing materials rests with the Support Services Director.

SCOPE OF THE COLLECTION

The Library provides materials and services that reflect the diverse educational, informational, and recreational needs of the community. In so doing, the Library provides access to content through print, multimedia, and other formats. The Library recognizes that content and medium should be suitably matched and that Library customers have different learning styles and preferences for how they receive information. Therefore, Spokane Public Library provides materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as online databases, online learning, digital books, recordings, streaming content, historical archives, and images
- Equipment – such as tools, games, recreational items, and other hardware
- Experiences- such as tickets or passes to cultural, sporting and other recreational experiences

The Library develops a meaningful, evidence-based collection that is responsive to the needs and aspirations of our diverse community. Evidence-based methods include recommendations from customers and staff; traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, program and services evaluations, and Library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement. We recognize and celebrate that Spokane is unique, with broad and diverse interests and experiences. Each Library location is provisioned based on its purpose, space, and use patterns. The Library actively curates materials in languages other than English to serve the diverse linguistic communities of Spokane.

SELECTION GUIDELINES

In selecting materials, Library staff will use professional resources, metrics, judgement, knowledge and experience to select materials. The following guidelines inform selection decisions:

Selection is curation at its core. Material selection is defined by the expertise of professional staff, grounded in the Library's mission, vision, and values, and informed by professional resources, metrics, community needs, and current topics. The following guidelines inform selection decisions:

- Public appeal and/or demand
- Accuracy, timeliness, format durability, and ease of use
- Cultural significance including literary merit, artistic quality, originality, and creativity
- Diversity of viewpoints and experiences
- Relevance to the present and potential needs of the community
- Local and current subject matter trends, interests, and events
- Local authors and content creators
- Local creators are subject to the same selection guidelines
- Circulation statistics
- Limits of budget and space
- Price and availability
- Professional and special materials, such as legal, medical and religious works, are purchased if they are of general interest
- The Library does not purchase textbooks unless they provide the best or only source of information on a subject or to complement an existing area with another perspective
- Periodicals are added to the collection based on relevance and community interest
- Audiovisual material with consideration to customer demand, budget constraints and reviews
- The collection may not necessarily include every work by a particular author
- Held by peer libraries
- All criteria need not be met for consideration

CHILDREN'S COLLECTION AND YOUNG ADULT COLLECTION

Spokane Public Library provides materials for children and young adults that inspire and support learning. The collection is intended to cultivate a sense of belonging, both in the local community and as a citizen of the world. The Youth Collection maintains a selection that is relevant, and of appropriate size, quality, and diversity to suit the needs of the community. The Library may not act in loco parentis; only each child and their parent or caregiver can decide what material is suitable for that child.

The Children's Collection serves children age(s) birth through twelve by providing developmentally appropriate materials that meet their informational and recreational needs. Materials are reviewed by professional staff to ensure that they are appropriate and well-chosen. As all families are different, some materials in the Children's collection may not be considered suitable by all adults for all children. A book that is considered not appropriate by one family may be just right for another.

The Young Adult Collection serves teens/children age(s) thirteen through eighteen by providing developmentally appropriate materials that meet their informational and recreational needs. Materials are reviewed by professional staff to ensure that they are appropriate and well-chosen. As all families are different, some materials in the Young

Adult collection may not be considered suitable by all adults for all children. A book that is considered not appropriate by one family may be just right for another.

LIBRARY OF THINGS

The Library maintains a Library of Things that includes non-traditional materials that provide opportunity for learning and/or recreation beyond the books and audiovisual materials in the physical collection. The selection and addition of these items are subject to the same criteria as the rest of the collection as well as practical, legal, and safety considerations. Checkouts are limited to City of Spokane resident cardholders in good standing.

MUSEUM & CULTURE PASSES

Museums & Culture Passes are tickets and passes to cultural, sporting, and other enriching events and performances in the community. The tickets are limited and are distributed through a holds system on a first-come, first-served basis. Checkouts are limited to City of Spokane resident cardholders in good standing.

COLLECTION MAINTENANCE

To provide the best service to our community, the collection is regularly evaluated. To keep the collection fresh and relevant, the Library uses the following criteria for withdrawal from the collection:

- Items are worn, stained or damaged beyond repair
- Items are out of date, contain inaccurate information, or are not historically significant
- Newer, more current or more comprehensive resources are available
- Duplication
- Low circulation
- Declining interest
- Space considerations

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement.

COMMUNITY RECOMMENDATIONS

Community recommendations are welcome and subject to the same criteria as other material. If an item is not purchased and it is eligible for interlibrary loan, we will attempt to obtain the item via Interlibrary loan for City of Spokane residents.

INTERLIBRARYLOAN

Spokane Public Library follows the [American Library Association Interlibrary Loan Code](#) for the United States and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. Interlibrary loan services are available to City of Spokane

Adopted by Spokane Public Library Board of Trustees on October 16, 2018; revised June 10, 2026.



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residents who have a valid library card in good standing. Spokane Public Library participates in interlibrary loan services only with libraries within the United States.

The Library does not request materials it already owns when viable copies exist within the Library system. Loan periods, renewals, overdue fees, lost or damaged item charges, and any restrictions on use are determined by the lending library. Requested materials are obtained only from libraries that lend free of charge.

As a lending library, Spokane Public Library does not charge other libraries for borrowing materials. Local history materials, special collections, reference books, and other unique items are not available for loans. Materials that are not on hold for another customer may be renewed for the borrowing library.

GIFTS

Gifts and donations supplement the purchased collection. There is a cost to adding gifts and donations, so the Library reserves the right to determine the disposition of all gift materials. Donated items are evaluated using the same selection criteria as purchased materials. To be added to the general collection, items should be in like-new condition and represent formats and titles consistent with the Library's current collecting priorities.

VALUES

The Library adheres to the American Library Association's [Library Bill of Rights](#), the [Freedom to Read](#) and [Freedom to View](#) statements, and the [Free Access to Libraries for Minors-An Interpretation of the Library Bill of Rights](#). The Library also endorses the [Washington Library Association's Intellectual Freedom Statement](#). The Library supports open access as defined by the American Library Association. "Open access" refers to materials made publicly and freely available via digital repositories and archives.

CONTROVERSIAL MATERIALS AND INTELLECTUAL FREEDOM

Spokane Public Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The Library does not promote particular beliefs or views. The Library provides materials for various opinions, which can apply to important, complex and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

Responsibility for monitoring a child's reading, viewing, and listening habits rests solely with that individual's parent or guardian. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Due to the age and breadth of our collection, we understand there is language in some materials' descriptions that may be considered outdated, inaccurate or potentially harmful. These descriptions do not reflect the present views of the Library. They reflect the attitudes, social circumstances, places and time periods in which the people who created them were living.

Adopted by Spokane Public Library Board of Trustees on October 16, 2018; revised June 10, 2026.

Organizing material in a public library's collection involves the use of standardized metadata created by external organizations, such as the Library of Congress. Some potentially objectionable language in our catalog may be part of this metadata. The Library strives to mitigate harmful language in our catalog and in materials' descriptions where possible.

Youth materials of historical or literary significance that contain harmful stereotypes may be withdrawn or moved to the adult collection.

Concerns about materials in the Library's collections may be directed to any staff member.

GENERATIVE ARTIFICIAL INTELLIGENCE

The Library values human creativity, knowledge, and expertise and prioritizes human-generated content in its collections. The Library does not knowingly select, purchase, or accept donations of materials that are primarily authored or generated by artificial intelligence (AI).

The Library recognizes that the publishing landscape is evolving rapidly, and that some licensed platforms and subscription services may include AI-generated or AI-assisted content that is not fully disclosed or within the Library's direct control. In these cases, staff will apply the Library's standard selection and collection maintenance criteria, with human authorship considered a valued attribute of quality.

The Library also recognizes that human creators may use AI for assistive tasks such as grammar assistance, editing, or research support. These uses do not disqualify a work, provided the final product reflects the human author's original intent and voice.

INLAND NORTHWEST SPECIAL COLLECTIONS

The Inland Northwest Special Collections (INSC) serves as a repository for materials that document the history, culture, and current state of Spokane, Spokane County, Washington, and neighboring states. Please see: Inland Northwest Special Collections Policy.

AGENDA ITEM: 13B

Revised and Renamed: Inland Northwest Special Collections Policy

(formerly Policy on the Use of Fuller Collection Materials, Document #40.5)

BACKGROUND:

The Policy on the Use of Fuller Collection Materials (Document #40.5) was adopted by the Board of Trustees on August 17, 1998 and revised April 17, 2007. That policy narrowly governed researcher access to the Fuller rare book collection. Staff has conducted a comprehensive review and developed a broader policy—retitled Inland Northwest Special Collections Policy—to reflect the full scope of the INSC's holdings and operations.

Key Changes:

- 1. Expanded Scope.** The revised policy covers all three INSC collecting areas: the Inland Northwest Reading Room Collection, the Northwest Manuscripts Collection, and the Rare Books collection (which includes the Fuller Collection). The former policy addressed only the Fuller Collection.
- 2. Formal Collecting Scope and Donations.** The revised policy defines the INSC's mission, collecting areas, and donation procedures, establishing clear expectations for what materials the INSC will and will not accept.
- 3. Streamlined Access Procedures.** Detailed researcher access conditions from the 1998/2007 policy have been incorporated into INSC operational procedures. The policy retains the core principles of supervised access, non-circulation, and the Library's right to limit access to protect fragile materials.
- 4. Deaccession Policy Added.** The revised policy formalizes a deaccession process, requiring good-faith efforts to transfer collections to other repositories and Board of Trustees approval before deaccessioning any Fuller Collection item.

Rationale for Change:

The 1998 policy was written to govern a single collection and has not kept pace with the growth and scope of the INSC. The revised policy reflects current practice and provides a comprehensive framework for the INSC's collecting, access, and stewardship responsibilities.

ACTION REQUIRED:

The Library Board is requested to approve the Inland Northwest Special Collections Policy, replacing The Policy on the Use of Fuller Collection Materials, effective June 22, 2026.



SPOKANE PUBLIC LIBRARY

DOCUMENT #40.5

BOARD ADOPTED DATE: August 17, 1998

EFFECTIVE DATE: August 17, 1998

SUBJECT: POLICY ON THE USE OF FULLER COLLECTION MATERIALS

1. POLICY

- 1.1 The Fuller Collection, developed by Spokane City Librarian George W. Fuller, includes books, bookplates, prints, tablets and other unusual formats related to the history of printing and the book. The items in the collection are primarily intended for display but can be accessed by qualified researchers. While Spokane Public Library wishes these materials to be accessible for the legitimate needs of researchers, its first duty is to ensure the safety and preservation of the collection. Spokane Public Library reserves the right to deny access to certain fragile or rare materials.
- 1.2 Spokane Public Library recognizes that many of the items in the Fuller Collection are of cultural and historic interest to the general public and therefore arrangements will be made for the display of selected Fuller materials within the library and in electronic format where feasible.
- 1.3 Staff designated by the Library Director may determine that certain items in the collection are not suitable for display or are in a condition where the Library cannot properly preserve them. Upon approval of the Board of Trustees, these items may be either sold in a public sale or transferred to an institution that can more appropriately care for the material.
- 1.4 The Library Director, upon approval of the Library Board, may determine that some items in the Fuller Collection should be sold in order to fund an extraordinary Library capital need. Non-book materials or materials that are not readily displayable and that do not have a supporting role in Pacific Northwest historical research would be the highest priority for such a sale.
- 1.5 The terms for use of items in the Fuller Collection are set forth under Item 2.0, Conditions for Use, below.

2. CONDITIONS FOR USE

- 2.1 Application for use of the materials in the Fuller Collection must be made in writing one week in advance to the Northwest Room Librarian. Requests should include name, address, phone number and reason(s) for needing to inspect the item(s). The anticipated length of time to examine the items should also be included. If alternative editions are available outside of the Fuller Collection, reasons should be given why the particular edition in the Fuller Collection needs to be consulted.

- 2.2 Spokane Public Library reserves the right to request letters of reference to verify academic credentials and/or previous experience in the use of rare or archival materials.
- 2.3 Appointments will be made for a specific date and time to allow staff adequate time to retrieve the requested materials from the Fuller Collection. Upon arrival, the researcher will sign in with name, address, and telephone number. Researchers may be asked to present photo identification such as a driver's license. Researchers living outside of the Spokane metropolitan area will be asked to provide a local address such as a hotel or other accommodation.
- 2.4 Researchers will be permitted to examine only one item at a time unless previous arrangements have been made.
- 2.5 Use of items from the Fuller Collection will be restricted to the Northwest History Room of the Downtown Library. Procedures governing the use of materials in the Northwest Room will be observed by the researchers with the addition that researchers wear white cotton gloves while handling Fuller materials. Gloves will be provided by Spokane Public Library.
- 2.6 Photocopying or scanning of Fuller materials is not generally permitted. The Northwest Room Librarian may make exceptions. Library staff will perform any photocopying or scanning at the established rate.
- 2.7 Authorized library staff will sign Fuller materials out to the researcher and in upon their return. Staff will inspect the items to ensure they are returned in their original condition.
- 2.8 Cost of repairing or replacing damaged materials will be assessed to the researcher.
- 2.9 Failure to comply with the conditions of this policy may result in a denial to review materials in the future.

Policy originally adopted by the Board of Trustees on August 17, 1998 and then revised on April 17, 2007.

INLAND NORTHWEST SPECIAL COLLECTIONS POLICY

The Inland Northwest Special Collections (INSC) serves as a repository for materials that document the history, culture, and current state of Spokane, Spokane County, Washington, and neighboring states. The INSC collects, preserves, provides access to, and promotes the use of these materials for learning, research, and teaching.

The INSC has three major collecting areas:

1. Inland Northwest Reading Room Collection

This collection is housed in our reading room and includes published books, directories, maps, and subject files focused on the history of Spokane and the broader Inland Northwest from the 19th century to the present. This collection also includes genealogy materials connected to ancestry, cemeteries, and vital records of area communities.

2. Northwest Manuscripts Collection

This collection consists of manuscripts and records from individuals and organizations of significance to the history and present of the Spokane region. Primary areas of collecting include:

- a. Photographic collections relating to the history of the Spokane region
- b. Records of Spokane organizations, associations, and clubs
- c. Letters, diaries, and personal papers of Spokane residents

3. Rare Books

The INSC maintains a rare book collection with strengths in Northwest history, Americana, the history of printing and the book, and finely illustrated books. This includes the Fuller Collection, named after George Washington Fuller, Spokane's City Librarian from 1911 to 1936, who purchased the majority of the materials that now constitute our rare book collection. The Fuller Collection includes incunabula (books printed before 1501), Bibles and other works related to the history of religion, geographies, herbals, and the history of the book.

DONATIONS

Manuscript collections and rare books are acquired primarily through donations. The INSC will only collect material that can be responsibly maintained and preserved within the constraints of allocated resources. A deed of gift is required to legally transfer donated material to the INSC.

ACCESS

The INSC is open to the public and strives to provide open and equal access to the resources in its holdings. Since many of the items in the INSC are fragile and rare, this collection does not circulate and is governed by different access procedures than the rest of the library's collections. Materials must be viewed in the reading room under the supervision of INSC staff. Our rare book and manuscript collections are stored in a secure climate-controlled space that is not open to the public for browsing. Items will be brought to the reading room for viewing. While our goal is to provide access to these materials, the library may deny or limit access if it would impair the physical integrity or safety of an item.

DEACCESSION POLICY

Deaccession of materials are legitimate aspects of collection management and are intended to refine and improve the quality and appropriateness of the collection over time. Due to limited space and resources, the INSC will periodically review acquisitions to determine whether or not they remain within the collection scope. Should the Archivist determine that a particular collection warrants deaccessioning, the INSC will make a good-faith effort to transfer custody and ownership to another repository, or return a collection to the donor or the donor's heirs prior to disposal of the collection. If the Archivist determines that an item from the Fuller collection should be deaccessioned, approval must be granted by the Library Board of Trustees.

AGENDA ITEM: 13C

2026 Employee Engagement Survey Results

BACKGROUND:

Survey was Conducted March 11th – 27th 2026. Of 138 staff members, 104 completed the survey and 100 consistently answered each question (10-15 consistently skipped a question). This year, we used Survey Monkey to conduct the survey.

Each question consisted of five options:

- 1: Strongly Agree
- 2: Agree
- 3: Disagree
- 4: Strongly Disagree

There was also an opportunity to provide comments after each question section.

See attached document for highlights.

ACTION REQUIRED:

None.

2026 Staff Engagement Survey: Conducted March 11th – 27th, 2026

This year we returned to Survey Monkey for distribution of the survey. Of 138 staff members, 104 completed the survey and 100 consistently answered each question (10-15 consistently skipped a question). Each question consisted of four options:

- 1: Strongly Agree
- 2: Agree
- 3: Disagree
- 4: Strongly Disagree

There was also an opportunity to provide comments on the questions, which were grouped into seven themed sections: Motivation, Pride, & Commitment, Alignment & Connection, Leadership, Resources, Development, Library Confidence, and Library Safety.

You'll see weighted average scores below: as a reminder, the lower the score the better. We consider scores below a 2 are good, scores below 1.5 are great, scores above a 2 are good places to concentrate some improvement efforts

Acknowledgements and Celebration:

- Our highest score once again was “I am proud to work for the library.” Our staff are the people who make this organization a great place to work and produce our amazing services for the community – we are appreciative of this sentiment!

	2026	2025	2024	1-year Change	% Change	% Change all-time
Q. I am proud to work for the Library.	1.33	1.35	1.39	-0.02	0.0%	-4.3%

- Our largest improvement across the board was in the Library Safety section!

	2026	2025	2024	1-year Change	% Change	% Change all-time
Q. I believe my manager would support me after a security incident.	1.35	1.39	1.46	-0.04	-7.5%	-7.5%
Q. I perceive the Library to be dedicated to promoting employee safety.	1.63	1.75	1.79	-0.12	-8.9%	-8.9%
Q. If a security incident were to happen at work, I would know what to do.	1.54	1.75	1.92	-0.21	-19.8%	-19.8%

A couple areas where we have been consistently strong over the years:

- Alignment with the Library’s mission:

Q. I understand how I contribute to the Spokane Public Library Mission.	2026	2025	2024	2023	2022	2020	2019	2018	2017	2016	2015	1-year Change	% Change	Change all-time
	1.52	1.51	1.52	1.44	1.55	1.48	1.52	1.64	1.55	1.66	1.64	0.01	0.7%	-7.2%

- There is a general high favorability around professional development, adequate training, and opportunities to learn and grow in our organization. We are proud to model the traits of a community of learning!

Areas for Improvement:

- Workplace policies and procedures are consistently applied across the organization (lowest score for a second year). Some ways we have worked to improve this have been beginning to review organizational policies and request staff feedback along the way, improving communication around policies and procedures that are changed, Shelby Gow has worked with our system Las to implement an LCA training that is standardized.

Q. Workplace policies and procedures are consistently applied across the organization.	2026	2025	2017	1-year Change	% Change	% Change
	2	2.19	1.82	-0.19	-8.7%	9.9%

- The library effectively directs resources (funding, people, effort) toward library goals. Our efforts to educate and be transparent about Library funding may help to improve this outlook.

Q. The Library effectively directs resources (funding, people, and effort) toward Library goals.	2026	2025	2024	1-year Change	% Change	% Change all-time
	1.87	1.9	1.81	-0.03	-1.6%	3.3%

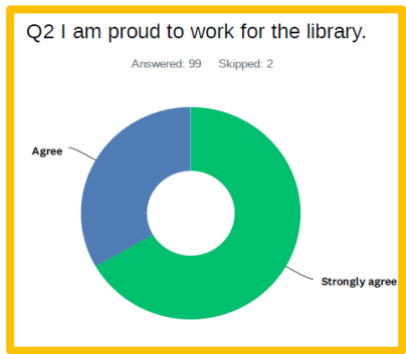
- The Library is in a position to succeed over the next three years was also a low score: this reflects staff concerns around funding instability.

Q. The Library is in a position to succeed over the next three years/I have trust and confidence in the leadership of our organization to guide us in the right direction.	2026	2025	2024	1-year Change	% Change	% Change all-time
	1.8	1.86	1.7	-0.06	-3.2%	5.9%

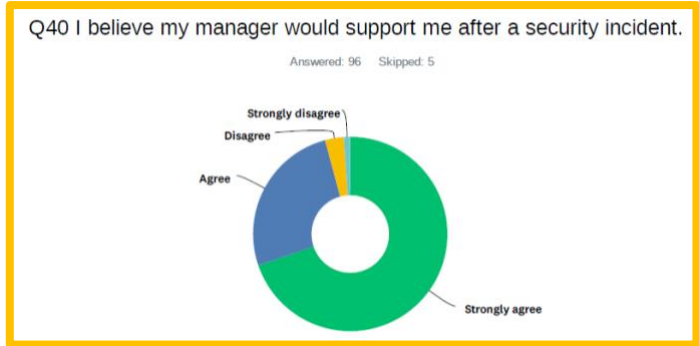
- We had less participation (104 responses) than last year (111 responses) and will strive for more participation in departments that are not as frequently heard from in future years.

Snapshot

98% of employees who responded are proud to work for the library.



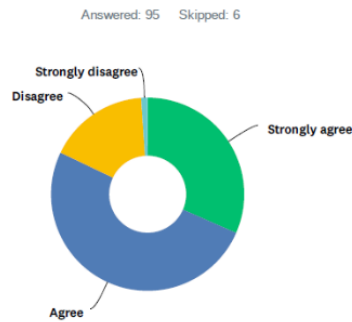
We are proud of the strides made in Library Safety!



95% of respondents would know what to do during a security incident.



Q35 The Library effectively directs resources (funding, people, and effort) toward Library goals.



17% of respondents would still like to see more effective allocations of resources (funding, people, effort).