

**Library Board of Trustees**  
**Minutes June 8, 2022**  
**Held in person and remotely**  
**Liberty lake Municipal Library**  
**1PM**

The meeting was called to order by Brad Hamblet at 1:03PM . In attendance: Brad Hamblet, Teresa Tapao-Hunt, Shawna Deane (Board Trustees), Jandy Humble (Library Director).

- Minutes from May meeting were approved as published.

**Reports:**

- **Jandy Humble- 2021 Washington Libraries Public Report. Full 21 page report provided to Board. Jandy reviewed pertinent details of Public Report.**
  - Number of residence in Liberty Lake with a library card: 4,364. Non-Resident cards: 1936 total 6300 people with a LL Library Card.
  - 2 librarians with a master's degree. 2021 operating budget \$607,371. 2021 change, benefits expenditure anyone with 30 hours or more, benefits budget doubled from 80,000 to 16,000.
  - Total number of monies spent on books \$48,000, e resources \$15,000 total collection \$63,000 and change. Currently have 20,600 books in the collection and 982 audio books. 52,851 downloadable electronic audio materials. 1712 DVDs. Total holdings 124,399.
  - In 2021 closed Jan to March 8 following COVID. Offered 297 curbside hours 3,183 curbside visits in the time timeframe.
  - People who visited library after we reopened, 37,761
  - Number of physical items checked out 58,426, e materials checked out 28,465
  - Children's material in circulation: 56,393
  - Adult material in circulation: 26,663
  - Programing statistics: 70 in person programs offered in 2021 for children 0-5. 1,512 kids attended in person program ages 0-5. 14 in person program for ages 6-11, 409 attendees. 9 Teen programs, 102 attended. 7 adult programs 106 attended. 2 all ages programs, 575 attendees. Total of in person programs, 124. Total attendees 2,432. This is based on September to December of 2021.
  - Take out kits for 2021, monthly kits, 45 programs, 1,328 kits taken throughout 2021.
  - Number of summer reading participants- 678
  - Computer Sessions (public use of library computers): 747
  - 16 weeks of limited occupancy due to COVID.
- **Friends of the Library Report- Brad Hamblet**
  - Lot of activity and planning ongoing for the soiree
  - Tickets are continuing to be sold at the farmer's market

- Raffle tickets on sale for the quilt drawing
- FOLL requested use of a storage room in the library to store donated books and items.

### **Ongoing Business:**

#### Collection Development Policy Review - Section on Criteria for Acquiring Materials-

- Jandy reviewed shared the Selection Guidelines presentation to The Board.
- Board reviewed Selection Guidelines for regional libraries: Spokane Public Library, Coeur d'Alene Public Library, King County Library System, and Eagle Idaho Library.
- Jandy shared some suggestions for changes to our current policy to be sent to Board for review and discussion at future meetings.
- Outlined the criteria for the collection development staff.
- Board discussion regarding the Selection of Library Materials in the current library policy.
  - Not necessary to have the mission statement in the Selection Criteria section of the policy since it is already stated in the policy in the beginning section.
  - Shawna suggested that there be a statement that makes it clear that the not all criteria from the guidelines need to be met for selection of material.
  - Jandy suggested adding in circulation statistics to the criteria.
  - Shawna suggested adding in critical acclaim, Jandy suggested that is under perceived interest.
  - Board discussed adding in the wording for publicity as criteria, relevance is available in the criteria.
  - Team reviewed adding in reference codes as well as expanding on the standards for quality and durability of content, format, and physical appearance.
  - Team reviewed WAC and RCW codes to add as reference to the Collection Development Policy.
  - Team discussed adding a reference page that references RCWs.
  - The next meeting will be the review of the request for reconsideration of materials

### **New Business:**

#### Update on Request for Proposals (RFP) for an Architect & Professional Organizer Director Report – Finances

- Jandy reviewed the updated on the RFP. Asking for an architect and a professional organizer to review the library. Jandy will create the RFP for both and provide it to the board for approval before it is posted.

### **Action Items:**

Give the library permission to waive 2 fines that have been at the collection agency for 6 years, totally over \$100

- Board approved waiving the 2 fines that have been in collection.

Next meeting will be held on Wednesday, August 10 at 1:00PM City Council Chambers and via Zoom  
Adjournment at 2:30PM