



October 15, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, October 21, 2025, at 4:00 p.m., at the Spokane Valley Library Public Meeting Room, 22 N Herald, Spokane Valley, WA.

**Remote Attendance:** To attend the meeting remotely via the internet: <https://scl-d-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

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

Spokane County  
**LIBRARY DISTRICT**  
509.893.8200

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400



S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

## Board of Trustees Regular Meeting

October 21, 2025 4:00 p.m.

22 N Herald Rd, Spokane Valley WA

### AGENDA

**Remote Attendance:** To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

**Public Comment:** In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclid.org/connect/ask-board-of-trustees/>.

#### I. CALL TO ORDER

#### II. AGENDA APPROVAL

#### III. PUBLIC COMMENT

#### IV. ACTION ITEMS

- A. Approval of [September 16, 2025 Meeting Minutes](#)
- B. Approval of [September 2025 Payment Vouchers](#)
- C. Unfinished Business
  - 1. [Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement](#): Discussion
  - 2. [HVAC Projects](#): Discussion
  - 3. [HR20 – Infants at Work \(IAW\) Program](#): Approval Recommendation
- D. New Business
  - 1. [Liberty Lake TIF: Second Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement \(Resolution No. 25-03\)](#)
  - 2. [2026 Budget](#):
    - i. Public Hearing on Authorized Revenue Sources
    - ii. 2026 Preliminary Budget Presentation
    - iii. Organized Memberships: Approval Recommendation
    - iv. Board Direction to Staff

#### V. DISCUSSION ITEMS, POSSIBLE ACTION

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

VI. **REPORTS**

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

VII. **Closed Session:**

- A. [Planning the strategy or position to be taken during collective bargaining \(RCW 42.30.140\(4\)\)](#)

VIII. **ADJOURNMENT**

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least five (5) business days in advance of the meeting by calling 509-893-8200.***

October 21, 2025

## **BOARD OF TRUSTEES MEETING MINUTES: September 16, 2025**

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Moran Prairie Library, Tuesday, September 16, 2025 at 4:00pm.

**Present:** Jessica Hanson – Chair  
Jon Klapp – Vice Chair  
Ellen Clark – Trustee  
Robert Paull – Trustee  
Patti Stauffer – Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Jane Baker (Communication and Development Director), Kristy Bateman (Operations Manager), Brianne Rukes (Mobile Services Supervisor), Janet Hacker-Brumley (Librarian), Maggie Montreuil (Library Supervisor), Tammy Henry (Librarian), Caitlin Wheeler (Library Supervisor), Brittney Benning (State Auditor's Office), Walter Green (State Auditor's Office), and four (4) members of the public.

**Call to Order (Item I)** Chair Jessica Hanson called the meeting to order at 4pm.

**Agenda Approval (Item II)** Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the meeting agenda.

The motion was unanimously approved. There was no further discussion.

**Presentation (Item III)** Washington State Auditor's Office: 2023-2024 Audit Exit Conference  
Brittany Benning and Walter Green from the Washington State Auditor's Office presented the 2023-2024 Audit Exit Conference. Information included the areas that were audited, risks that were looked for, and the results of the audit. Regarding the Financial audit, it "did not identify any deficiencies in internal control," and the "tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards." Regarding the Accountability audit: In the selected areas, "District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources." The next scheduled audit is in 2027.

There was no further discussion.

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

**Approval of July 15,  
2025 Regular  
Meeting Minutes  
(Item V.A)**

Chair Hanson called for any corrections to the July 15, 2025 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of July  
2025 Payment  
Vouchers  
(Item V.B)**

Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the July 2025 payment vouchers as follows:

| Fund      | Voucher/Payroll Numbers                 | Subtotal       |
|-----------|-----------------------------------------|----------------|
| July - GF | 0063598 – 0063692 and W001737 – W001751 | \$802,736.16   |
|           | PR07102025 and PR07252025               | \$519,443.94   |
|           | <b>Total</b>                            | \$1,322,180.10 |
| CPF       | 009766 Northcoast Electric Company      | \$28,238.37    |
|           | 009767 Integrus Architecture            | \$12,939.50    |
|           | 009768 Air Reps, LLC                    | \$73,514.42    |
|           | <b>Total</b>                            | \$114,692.29   |

The motion was unanimously approved. There was no further discussion.

**Approval of August  
2025 Payment  
Vouchers  
(Item V.C)**

Discussion ensued about the IT Program Software payment schedule and HVAC projects. Trustee Patti Stauffer moved and Trustee Clark seconded the approval of the August 2025 payment vouchers as follows:

| Fund       | Voucher/Payroll Numbers                 | Subtotal       |
|------------|-----------------------------------------|----------------|
| August- GF | 0063693 – 0063788 and W001752 – W001766 | \$817,121.09   |
|            | PR08082025 and PR08252025               | \$563,801.86   |
|            | <b>Total</b>                            | \$1,380,922.95 |
| CPF        | 009769 Integrus Architecture            | \$6,986.00     |
|            | 009770 Nortech Inc                      | \$52,535.34    |
|            |                                         |                |

The motion was unanimously approved. There was no further discussion.

**Unfinished Business  
Airway Heights  
Interlocal Agreement  
Amendment: Real  
Estate Purchase and  
Sale Agreement  
(Item V.D.1)**

Executive Director Patrick Roewe presented an update to the Airway Heights Interlocal Agreement Amendment. Discussion ensued about the survey being completed and that all administrative steps for the amendment have been completed.

There was no further discussion.

**Unfinished Business  
HVAC Projects  
(Item V.D.2)**

Finance Director Jason Link presented updates to the HVAC projects for the Argonne Library and Deer Park Library. Discussion ensued about the equipment finally arriving to resolve the Deer Park Library HVAC issue,

all major equipment components on site for the Argonne replacement project, and Deer Park Library being open for normal hours due to weather cooling down.

There was no further discussion.

**New Business**  
Argonne HVAC  
Systems  
Replacement Project  
**(Item V.E.1)**

Finance Director Link presented information on the RFP for contractors to do the replacement project of the HVAC system at Argonne Library. Discussion ensued about the four bids the District received, the need for substantial completion by December, and the current planning to redeploy staff. Trustee Paull moved and Trustee Clark seconded the approval to award the contract to McKinstry Co LLC and authorize the Executive Director to negotiate and sign the contract.

The motion was unanimously approved. There was no further discussion.

**New Business**  
Board of Trustees  
Meeting Location  
Changes  
**(Item V.E.2)**

Executive Director Roewe informed the board that due to upcoming HVAC work, the District needs to change the location of the October, November, and December Board of Trustees meetings to the Spokane Valley Library. Vice Chair Klapp moved and Trustee Stauffer seconded the approval to change the meeting locations for the rest of the year.

The motion was unanimously approved. There was no further discussion.

**New Business**  
Personnel Policies  
HR02 Hiring and  
Employment  
**(Item V.E.3.i)**

Human Resources Director Toni Carnell presented changes to HR02 Hiring and Employment policy. Changes include edits to be in compliance with recent changes in Washington State law. Trustee Stauffer and Trustee Paull seconded the approval of HR02 Hiring and Employment policy.

The motion was unanimously approved. There was no further discussion.

**New Business**  
Personnel Policies  
HR11 Workplace  
Safety  
**(Item V.E.3.ii)**

Human Resources Director Carnell presented changes to the HR11 Workplace Safety policy to bring in to compliance with state law and administrative code. Changes included addition of information previously found in the District's safety manual. Discussion ensued about advice from legal counsel to provide more specific information about safety via policy and to make the information more accessible to staff. Trustee Paull moved and Trustee Stauffer seconded the approval of HR11 Workplace Safety.

The motion was unanimously approved. There was no further discussion.

**New Business**  
Personnel Policies  
HR20 Infants at Work  
**(Item V.E.3.iii)**

Human Resources Director Carnell presented a new policy, HR20 Infants at Work. Discussion ensued about which positions were eligible, the related job swap program, nursing time being protected leave time, and who makes the determination if an infant is being disruptive. By consensus the board deferred action until the next meeting with direction to staff to provide a review of how the policy would be implemented.

There was no further discussion.

**New Business**  
Code of Conduct  
Policy  
**(Item V.E.4)**

Operations Director Doug Stumbough presented changes to the Code of Conduct policy. Based upon feedback from employees, changes included an addition of headings for categories outlined in the policy, the addition of the ability to suspend services for household pest-related issues, and definition clarifications. Trustee Stauffer moved and Trustee Clark seconded the approval of the Code of Conduct policy.

The motion was unanimously approved. There was no further discussion.

**New Business**  
Trustee  
Reappointment  
Recommendation  
**(Item V.E.5)**

Executive Director Roewe informed the Board that Chair Hanson's first term is expiring this year and that she was interested in reappointment. Discussion ensued about next steps to recommend reappointment to the Board of County Commissioners. Trustee Paull moved and Trustee Stauffer seconded the approval to recommended Chair Hanson for reappointment to the Board.

Chair Hanson abstained and Trustee Clark and Vice Chair Klapp approved the motion. There was no further discussion.

**New Business**  
Potential Levy Lid Lift  
Election  
**(Item V.E.6)**

Executive Director Roewe presented a PowerPoint with information about Levy Lid Lifts. Discussion ensued about funding priorities for a levy lid lift, including facility maintenance needs and customer experience enhancements, and a timeframe and next steps.

There was no further discussion.

**New Business**  
Overviews  
Otis Orchards Library  
**(Item V.E.7.i)**

Library Supervisor Maggie Montreuil, Librarian Tammy Henry and Librarian Janet Hacker-Brumley presented a PowerPoint to the Board showcasing programs and community outreach done at the Otis Orchards Library. Programs included Otis Days, the seed library and activities done in the children's area at the library.

There was no further discussion.

**New Business**  
Overviews

Mobile Services Supervisor Brianna Rukes presented a PowerPoint to the board showcasing programs and community outreach done by the

Mobile Services and  
LINC  
**(Item V.E.7.ii)**

Sprinter Van and LINC. Programs included crafts and monthly activities, and school and daycare visits for storytimes.

There was no further discussion.

**Discussion Items**  
Future Meeting  
Agenda Items  
**(Item VI.A)**

Chair Hanson and Executive Director Roewe reviewed changes to the future meeting agenda items.

There was no further discussion.

**Trustee Reports**  
**(Item VII.A)**

There were no Trustee reports.

There was no further discussion.

**Executive Director  
Report**  
**(Item VII.B)**

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board of the change to charging for EV charging stations which has created revenue to date of \$7.00.

There was no further discussion.

**Operations Report**  
**(Item VII.C)**

In addition to the report provided prior to the meeting, Operations Director Stumbough informed the Board of a correction to the total number of customers visiting the locations was actually a decrease rather than an increase from July.

There was no further discussion.

**Fiscal Report**  
**(Item VII.D)**

In addition to the report provided prior to the meeting, Finance Director Link informed the board that the LED project at the Moran Prairie Library was almost complete.

There was no further discussion.

The Chair called for a 5 minute recess.

**Closed Sessions**  
Planning the strategy  
or position to be  
taken during  
collective bargaining  
(RCW 42.30.140(4))  
**(Item VIII.)**

The Board went into a closed session at 5:56pm with an announced time to return at 6:43pm. The Board returned to regular session at 6:43pm.

**Executive Session**  
Review the  
Performance of a  
Public Employee  
**(Item IX.)**

The Board went into an executive session at 6:45pm with an announced time to return at 7:15pm. The Board returned to regular session at 7:15pm. There was no action taken.

**Adjournment**  
**(Item X)**

Chair Hanson adjourned the meeting at 7:16pm. The next Board Meeting is scheduled for Tuesday, October 21, at the Spokane Valley Library.

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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees

# PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,334,328.29 for the general fund, \$10,560.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: September 30, 2025



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



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

## GENERAL OPERATING FUND

| VOUCHER<br>NUMBER | VENDOR NAME                       | DESCRIPTION                                        | VOUCHER<br>AMOUNT |
|-------------------|-----------------------------------|----------------------------------------------------|-------------------|
| 0000063789        | ALLIED FIRE & SECURITY BY VYANET  | QUARTERLY ALARM MONITORING                         | 2,340.19          |
| 0000063790        | AMAZON CAPITAL SERVICES           | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 619.93            |
| 0000063791        | CENGAGE LEARNING INC              | LIBRARY MATERIALS                                  | 701.30            |
| 0000063792        | CENTER POINT LARGE PRINT          | LIBRARY MATERIALS                                  | 616.71            |
| 0000063793        | CITY OF MEDICAL LAKE              | MONTHLY WATER, SEWER, REFUSE - ML                  | 472.15            |
| 0000063794        | EDNETICS                          | TELEPHONE - MANAGED VOICE SERVICES                 | 2,198.54          |
| 0000063795        | EMPIRE DISPOSAL INC.              | MONTHLY SOLID WASTE - FF                           | 49.17             |
| 0000063796        | EPIGNOSIS LLC                     | ANNUAL SUBSCRIPTION: STAFF TRAINING SOFTWARE       | 3,855.06          |
| 0000063797        | THE FIG TREE                      | LIBRARY MATERIALS                                  | 150.00            |
| 0000063798        | GREENLEAF LANDSCAPING, INC.       | GROUNDS MAINTENANCE                                | 10,607.57         |
| 0000063799        | GREY HOUSE PUBLISHING             | LIBRARY MATERIALS                                  | 264.05            |
| 0000063800        | INGRAM DISTRIBUTION GROUP, INC    | BI-WEEKLY LIBRARY MATERIALS                        | 5,995.49          |
| 0000063801        | INLAND PUBLICATIONS               | LIBRARY PROGRAMS ADVERTISING                       | 10,408.00         |
| 0000063802        | JOURNAL OF BUSINESS               | LIBRARY MATERIALS                                  | 119.95            |
| 0000063803        | OVERDRIVE, INC.                   | BI-WEEKLY LIBRARY MATERIALS                        | 401.43            |
| 0000063804        | SCHINDLER ELEVATOR CORPORATION    | ANNUAL ELEVATOR MAINTENANCE SV                     | 3,081.42          |
| 0000063805        | SPOKANE COUNTY SEWER BILLING      | MONTHLY SEWER - AR, NS, SC, SV                     | 332.46            |
| 0000063806        | STATE PROTECTION SERVICES INC     | MOBILE SECURITY PATROLS: AR, NS, SC, SV            | 3,462.11          |
| 0000063807        | TACOMA PUBLIC LIBRARY - ILL       | ILL SERVICES                                       | 23.95             |
| 0000063808        | WASTE MANAGEMENT OF SPOKANE       | MONTHLY REFUSE                                     | 1,847.99          |
| 0000063809        | WHITWORTH WATER DISTRICT          | MONTHLY WATER - NS                                 | 347.51            |
| 0000063810        | WICK ENTERPRISES, LLC             | ADVERTISING                                        | 40.00             |
| 0000063811        | WITHERSPOON BRAJICHC MCPHEE, PLLC | LEGAL SERVICES, GENERAL COUNSEL                    | 4,421.50          |
| 0000063812        | A22 INTERPRETING, LLC             | PROFESSIONAL SERVICES - ADMIN                      | 198.89            |
| 0000063813        | ABM INDUSTRIES, INC.              | MONTHLY CUSTODIAL SERVICES                         | 20,063.60         |
| 0000063814        | AMAZON CAPITAL SERVICES           | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 1,216.89          |
| 0000063815        | BATTERIES PLUS BULBS              | MAINTENANCE SUPPLIES                               | 143.54            |
| 0000063816        | BLACKSTONE PUBLISHING             | LIBRARY MATERIALS                                  | 172.50            |
| 0000063817        | CENGAGE LEARNING INC              | LIBRARY MATERIALS                                  | 441.36            |
| 0000063818        | CENTER POINT LARGE PRINT          | LIBRARY MATERIALS                                  | 174.82            |
| 0000063819        | CENTURYLINK                       | MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR         | 81.24             |
| 0000063820        | CINTAS CORP                       | JANITORIAL SUPPLIES                                | 2,483.86          |
| 0000063821        | CULLIGAN SPOKANE WA               | BOTTLED WATER SERVICE - CH                         | 78.14             |
| 0000063822        | EDNETICS                          | TELEPHONE - MANAGED VOICE SERVICES                 | 2,198.54          |
| 0000063823        | FATBEAM, LLC                      | MONTHLY INTERNET SERVICE, NET OF ERATE DISC        | 4,452.84          |
| 0000063824        | INGRAM DISTRIBUTION GROUP, INC    | BI-WEEKLY LIBRARY MATERIALS                        | 17,575.91         |
| 0000063825        | INLAND POWER AND LIGHT            | MONTHLY ELECTRIC UTILITIES - AH, DP                | 753.06            |
| 0000063826        | THE LANDS COUNCIL                 | LIBRARY PROGRAMS                                   | 600.00            |
| 0000063827        | MIDWEST TAPE                      | BI-WEEKLY LIBRARY MATERIALS                        | 2,934.47          |
| 0000063828        | OPTUM                             | MONTHLY HSA ACCOUNT ADMIN FEES                     | 78.00             |
| 0000063829        | OVERDRIVE, INC.                   | BI-WEEKLY LIBRARY MATERIALS                        | 34,609.74         |
| 0000063830        | PDQ.COM                           | SOFTWARE SUPPORT                                   | 3,054.65          |
| 0000063831        | SIRSIDYNIX                        | PRINCIPAL - SBITA SIRSIDYNIX SUBSCRIPTION          | 1,023.66          |
| 0000063832        | THE SPOKESMAN- REVIEW             | LIBRARY MATERIALS                                  | 748.80            |
| 0000063833        | THE SPOKESMAN-REVIEW              | ADVERTISING                                        | 1,052.55          |
| 0000063834        | STAPLES ADVANTAGE                 | OFFICE/LIBRARY SUPPLIES                            | 1,495.79          |
| 0000063835        | STATE AUDITOR'S OFFICE            | ANNUAL AUDIT FEES                                  | 4,590.30          |
| 0000063836        | TOWN OF FAIRFIELD                 | MONTHLY WATER, SEWER - FF                          | 116.90            |
| 0000063837        | UNIQUE MANAGEMENT SERVICES        | MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE        | 3,381.95          |
| 0000063838        | U.S. BANK CORP. PAYMENT SYSTEM    | CREDIT CARD PAYMENT                                | 12,116.45         |
| 0000063839        | A22 INTERPRETING, LLC             | PROFESSIONAL SERVICES - ADMIN                      | 194.08            |
| 0000063840        | AAA SWEEPING, LLC                 | BUILDING MAINTENANCE                               | 1,718.76          |
| 0000063841        | ABM INDUSTRIES, INC.              | MONTHLY CUSTODIAL SERVICES                         | 7,668.00          |
| 0000063842        | AMAZON CAPITAL SERVICES           | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 2,016.51          |
| 0000063843        | BLACKSTONE PUBLISHING             | LIBRARY MATERIALS                                  | 201.20            |
| 0000063844        | CARAHSOFT TECHNOLOGY CORPORATION  | SOFTWARE SUPPORT                                   | 4,230.77          |
| 0000063845        | CONSOLIDATED ELECTRICAL DIST.     | BUILDING REPAIR & MAINTENANCE                      | 128.74            |
| 0000063846        | CENGAGE LEARNING INC              | LIBRARY MATERIALS                                  | 5,250.00          |
| 0000063847        | DEMCO, INC.                       | OFFICE/LIBRARY SUPPLIES                            | 675.88            |
| 0000063848        | INGRAM DISTRIBUTION GROUP, INC    | BI-WEEKLY LIBRARY MATERIALS                        | 13,117.13         |
| 0000063849        | MASTER GARDENER MAGAZINE          | LIBRARY PROGRAMS                                   | 450.00            |
| 0000063850        | MIDWEST TAPE                      | BI-WEEKLY LIBRARY MATERIALS                        | 5,755.86          |

|                                                 |                                                   |                                                    |                      |
|-------------------------------------------------|---------------------------------------------------|----------------------------------------------------|----------------------|
| 0000063851                                      | NATIONAL COLOR GRAPHICS                           | PRINTING - ENGAGE MAGAZINE                         | 21,373.78            |
| 0000063852                                      | NORTHWEST MUSEUM OF ARTS AND CULTURE              | LIBRARY PROGRAMS - MUSEUM PASSES                   | 75.00                |
| 0000063853                                      | OTIS HARDWARE                                     | MAINTENANCE SUPPLIES                               | 131.79               |
| 0000063854                                      | OVERDRIVE, INC.                                   | BI-WEEKLY LIBRARY MATERIALS                        | 35,171.33            |
| 0000063855                                      | PRISMHR, INC.                                     | MONTHLY SOFTWARE SUPPORT - HR                      | 601.26               |
| 0000063856                                      | QUILL CORPORATION                                 | OFFICE/LIBRARY SUPPLIES                            | 639.01               |
| 0000063857                                      | STAPLES ADVANTAGE                                 | OFFICE/LIBRARY SUPPLIES                            | 1,119.39             |
| 0000063858                                      | ABSOLUTE BACKGROUND SEARCH INC                    | MONTHLY EMPLOYEE BACKGROUND CHECKS                 | 147.00               |
| 0000063859                                      | AMAZON CAPITAL SERVICES                           | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 1,846.56             |
| 0000063860                                      | AVISTA UTILITIES                                  | MONTHLY UTILITIES                                  | 9,627.75             |
| 0000063861                                      | BLACKSTONE PUBLISHING                             | LIBRARY MATERIALS                                  | 1,237.58             |
| 0000063862                                      | CHARLES B BOUCK                                   | LIBRARY PROGRAMS                                   | 900.00               |
| 0000063863                                      | CENGAGE LEARNING INC                              | LIBRARY MATERIALS                                  | 1,480.77             |
| 0000063864                                      | CONSOLIDATED IRRIGATION DIST19                    | WATER - OT                                         | 232.78               |
| 0000063865                                      | CITY OF SPOKANE                                   | MONTHLY WATER & SEWER - MP                         | 2,362.37             |
| 0000063866                                      | CITY OF AIRWAY HEIGHTS                            | MONTHLY WATER & SEWER - AH                         | 1,345.81             |
| 0000063867                                      | CITY OF CHENEY                                    | MONTHLY WATER, SEWER, ELEC - CH                    | 1,050.05             |
| 0000063868                                      | CITY OF DEER PARK                                 | MONTHLY WATER & SEWER - DP                         | 281.55               |
| 0000063869                                      | DEVRIES INFORMATION MGMT                          | MONTHLY COURIER SERVICE                            | 5,285.00             |
| 0000063870                                      | EBSCO INDUSTRIES, INC.                            | LIBRARY MATERIALS - SUBSCRIPTIONS                  | 327.75               |
| 0000063871                                      | EDNETICS                                          | SOFTWARE SUPPORT                                   | 521.90               |
| 0000063872                                      | GRAYBAR ELECTRIC COMPANY, INC                     | IT HARDWARE                                        | 16.69                |
| 0000063873                                      | INGRAM DISTRIBUTION GROUP, INC                    | BI-WEEKLY LIBRARY MATERIALS                        | 29,234.85            |
| 0000063874                                      | INSIGHT PUBLIC SECTOR, INC                        | SOFTWARE SUPPORT                                   | 54.30                |
| 0000063875                                      | JOHNSON CONTROLS FIRE PROTECTION LP               | BUILDING REPAIR & MAINTENANCE                      | 1,228.96             |
| 0000063876                                      | MIDWEST TAPE                                      | BI-WEEKLY LIBRARY MATERIALS                        | 5,647.53             |
| 0000063877                                      | MODERN ELECTRIC WATER COMPANY                     | MONTHLY WATER, ELEC. - SV                          | 3,464.22             |
| 0000063878                                      | OVERDRIVE, INC.                                   | BI-WEEKLY LIBRARY MATERIALS                        | 39,905.97            |
| 0000063879                                      | PLAYAWAY PRODUCTS LLC                             | LIBRARY MATERIALS                                  | 3,658.84             |
| 0000063880                                      | QUILL CORPORATION                                 | OFFICE/LIBRARY SUPPLIES                            | 786.02               |
| 0000063881                                      | SOFTWARE ONE, INC                                 | SOFTWARE SUPPORT                                   | 8.22                 |
| 0000063882                                      | SPOKANE CO. WATER DISTRICT #3                     | MONTHLY UTILITY FEE-HASTINGS PROPERTY              | 32.67                |
| 0000063883                                      | T-MOBILE                                          | MONTHLY "MI-FI" DEVICE CELL SERVICE                | 680.51               |
| 0000063884                                      | ULINE SHIPPING SPECIALISTS                        | OFFICE/LIBRARY SUPPLIES                            | 219.54               |
| 0000063885                                      | VERIZON WIRELESS                                  | MONTHLY CELL & "MI-FI" DEVICE SERVICE              | 1,934.56             |
| 0000063886                                      | VETERANS INFORMATION SERVICE                      | LIBRARY MATERIALS                                  | 72.00                |
| 0000063887                                      | VALERIE WOELK                                     | LIBRARY PROGRAMS                                   | 750.00               |
| W000001767                                      | NAVIA BENEFIT SOLUTIONS CLIENT PAY                | WEEKLY FSA ACCOUNT PAID CLAIMS                     | 175.51               |
| W000001768                                      | ELEC FEDERAL TAX PAYMENT SYS                      | PAYROLL TAX DEPOSIT                                | 79,364.27            |
| W000001769                                      | VANTAGEPOINT TRNSFR %M&T BANK-302112              | ICMA EMPLOYEE 457 CONTRIBUTIONS                    | 2,194.37             |
| W000001770                                      | US BANK - HEALTH - OPTUM                          | HEALTH SAVINGS ACCT CONTRIBUTIONS                  | 2,562.58             |
| W000001771                                      | DEPT OF RETIREMENT SYSTEMS                        | RETIREMENT CONTRIBUTIONS                           | 41,254.66            |
| W000001772                                      | ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS | MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE     | 119,665.87           |
| W000001773                                      | NAVIA BENEFIT SOLUTIONS CLIENT PAY                | WEEKLY FSA ACCOUNT PAID CLAIMS                     | 1,148.01             |
| W000001774                                      | NAVIA BENEFIT SOLUTIONS CLIENT PAY                | WEEKLY FSA ACCOUNT PAID CLAIMS                     | 577.33               |
| W000001775                                      | ELEC FEDERAL TAX PAYMENT SYS                      | PAYROLL TAX DEPOSIT                                | 82,436.60            |
| W000001776                                      | VANTAGEPOINT TRNSFR %M&T BANK-302112              | ICMA EMPLOYEE 457 CONTRIBUTIONS                    | 2,295.39             |
| W000001777                                      | US BANK - HEALTH - OPTUM                          | HEALTH SAVINGS ACCT CONTRIBUTIONS                  | 2,797.58             |
| W000001778                                      | DEPT OF RETIREMENT SYSTEMS                        | RETIREMENT CONTRIBUTIONS                           | 42,577.75            |
| W000001779                                      | NAVIA BENEFIT SOLUTIONS CLIENT PAY                | WEEKLY FSA ACCOUNT PAID CLAIMS                     | 254.81               |
| W000001780                                      | NAVIA BENEFIT SOLUTIONS CLIENT PAY                | WEEKLY FSA ACCOUNT PAID CLAIMS                     | 100.00               |
| W000001782                                      | DEPARTMENT OF LABOR & IND.                        | QUARTERLY LABOR & INDUSTRIES TAXES                 | 21,799.20            |
| W000001783                                      | STATE OF WASHINGTON                               | QUARTERLY SALES & USE TAXES                        | 1,484.94             |
| W000001784                                      | EMPLOYMENT SECURITY DEPARTMENT                    | QUARTERLY WA CARES TAXES                           | 19,915.77            |
| W000001785                                      | EMPLOYMENT SECURITY DEPARTMENT                    | QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES          | 11,001.58            |
| <b>Total Non-Payroll General Operating Fund</b> |                                                   |                                                    | <b>\$ 814,661.39</b> |

## PAYROLL VOUCHERS

|               |                                 |                                       |               |
|---------------|---------------------------------|---------------------------------------|---------------|
| 09102025 PP17 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #17 | \$ 256,446.98 |
| 09252025 PP18 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #18 | 263,219.92    |

## Total Payroll General Operating Fund

\$ 519,666.90

## TOTAL GENERAL OPERATING FUND

\$ 1,334,328.29

| CAPITAL PROJECTS FUND             |                       |                                                            |                     |
|-----------------------------------|-----------------------|------------------------------------------------------------|---------------------|
| VOUCHER NUMBER                    | VENDOR NAME           | DESCRIPTION                                                | VOUCHER AMOUNT      |
| 0000009771                        | INTEGRUS ARCHITECTURE | RENOVATION - ARGONNE & DISTRICT-WIDE FACILITIES ASSESSMENT | \$ 10,560.00        |
| <b>TOTAL CAPITAL PROJECT FUND</b> |                       |                                                            | <b>\$ 10,560.00</b> |
| DEBT SERVICE FUND                 |                       |                                                            |                     |
| VOUCHER NUMBER                    | VENDOR NAME           | DESCRIPTION                                                | VOUCHER AMOUNT      |
| <b>TOTAL DEBT SERVICE FUND</b>    |                       |                                                            | <b>\$ -</b>         |

August 2025 / September 2025  
Paid in September 2025  
63838

| Card Category          | Amount              |
|------------------------|---------------------|
| General Purchases      | \$ 8,593.47         |
| Maintenance            | \$ 990.60           |
| Travel                 | \$ 640.22           |
| Acquisitions           | \$ 442.98           |
| Information Technology | \$ 811.97           |
| Mobile Services        | \$ 637.21           |
| General Fund Purchases | <u>\$ 12,116.45</u> |

Top Individual Charges

|                |                                                                     |          |
|----------------|---------------------------------------------------------------------|----------|
| Paperjack.com  | Office Supplies - Star printers & cash register thermal paper rolls | 1,027.15 |
| Zoro Tools Inc | Building Maintenance - hazardous materials cabinet                  | 2,323.92 |
| Home Depot     | Building Maintenance                                                | 1,952.05 |

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**AIRWAY HEIGHTS INTERLOCAL AGREEMENT AMENDMENT: REAL ESTATE PURCHASE  
AND SALE AGREEMENT UPDATE****Background**

As previously reported, The City of Airway Heights (City) engaged a surveyor to complete the boundary line adjustment (BLA) as per the terms of the Interlocal Agreement Amendment (ILA). District staff reviewed the documentation provided by the surveyor and it appears to properly account for the adjustment of ~1925 square feet to the library parcel as per the ILA.

We learned in early May that the completed survey work did not contain all of the elements required in ordinance changes recently adopted by the City, and that it would need to be reworked.

In addition, the City was seeking to confirm that the minimum lot size and the process for boundary line adjustments for the parcels in questions comply with the ordinance changes.

As previously reported, the “Real Estate Purchase and Sale Agreement” (PSA) has been reviewed by all parties. The PSA will complete the real estate transaction memorialized in the ILA. Pending finalization, that agreement will contain three exhibits: a certification for the BLA, the Right of First Option to Purchase, and a Statutory Warranty Deed.

The most recent update from City representatives provided in August is that the BLA application has been submitted and approved.

**Update**

There is no update for September.

Executive Director Patrick Roewe will provide an additional update and will be available to answer questions.

**Recommended Action:** This item is for information and discussion, with no final action required.

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**HVAC PROJECTS UPDATE: DISCUSSION****Argonne/Administration**

Engineering design work from MW Engineers complete. The competitive solicitation to procure a contractor to complete the HVAC replacement project was awarded by the Board of Trustees on September 16, 2025. Staff are in contract negotiations as of this writing. Initial estimates from the contractor on project work dates indicate that the project start time may be pushed out and the work may be completed in the 1<sup>st</sup> quarter of 2026 due to lead times on materials.

Finance is working with Avista on energy rebates related to the project.

**Deer Park**

Engineering design work from MW Engineers is complete. Work is continuing on the draft solicitation to procure a contractor to complete the HVAC replacement project. The solicitation is tentatively scheduled to be released in December.

**Procurement Updates:**

- The chiller has been ordered, and we have an estimate on the shipping date of March 16, 2026.
- The boiler has been ordered and will be shipped near the estimated arrival time for the chiller.

Finance is working with Inland Power and Avista on energy rebates related to the project.

**Questions**

Executive Director Patrick Roewe and Finance Director Jason Link will be available to answer questions regarding the update.

**Recommended Action:** This item is for information and discussion, with no final action required.

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**PERSONNEL POLICY: HR20 INFANTS AT WORK**

This new policy is being introduced following a review of non-health benefits provided by other public agencies in Washington State. Following that review, staff determined that adding this benefit would be valuable, given the changing demographics of District employees.

This new policy allows eligible employees who are new parents or legal guardians to bring their infant(s) to work with them from the age of 6 weeks to 6 months. This supports parent and infant bonding, assists parents maintaining a work-life balance, and creates more flexibility for a parent to work in lieu of taking leave. The proposed significant policy revisions and the new policy have been reviewed by the District's legal counsel.

At their September 2025 meeting, Trustees by consensus deferred action on the policy and requested additional information on how the policy would be implemented.

Human Resources Director Toni Carnell will provide additional information regarding procedural implementation, and will be available to answer any questions on the proposed policy.

**Recommended Action:** Board motion to approve the new policy HR20 Infants at Work.

# S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

|                         |                                                                                                                                             |                      |  |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|
| <b>Policy Title</b>     | HR20 Infants at Work                                                                                                                        |                      |  |
| <b>Approval Date</b>    |                                                                                                                                             | <b>Revision Date</b> |  |
| <b>Related Policies</b> | HR05 – Leave<br>HR06 – Employee Conduct<br>HR11 – Workplace Safety<br>HR14 – Rest Periods, Meal Periods & Break Times for Nursing Employees |                      |  |
| <b>Purpose</b>          | To set forth the Spokane County Library District's (District) policies for eligible employees to bring their infants to work                |                      |  |
| <b>Scope</b>            | District employees                                                                                                                          |                      |  |

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

## Background

The Infant at Work (IAW) Program allows eligible employees who are new parents or legal guardians to bring their infant(s) to work with them from the age of 6 weeks to 6 months. This supports parent and infant bonding, assists parents maintaining a work life balance, and creates more flexibility for a parent to work in lieu of taking leave.

## Definitions

- **Alternate Care Provider (ACP):** District employees who volunteer and complete the ***Infant at Work Program Care Provider Form*** to provide infrequent care for the infant(s) for up to one hour when the Parent is unavailable. An Alternate Care Provider (ACP) may not simultaneously perform as an ACP and a Parent on the days when they bring their infant(s) to work. ACPs may not be a subordinate employee to the Parent. Employees currently involved in corrective or disciplinary action may not be eligible.
- **Eligible position:** Typically, positions working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in-person contact with the public. Eligibility will be noted in the job description and final determination will be made by the Human Resources Director.
- **Infant:** Benefit eligible dependents of District employees who are six weeks (43 days) to six months old (180 days).
- **Parent:** District employees who are new parents or legal guardians to infant(s) as defined in this policy and who are eligible to participate in the program. Employees currently involved in corrective or disciplinary action may not be eligible.

## Policy:

The parent will be required to identify a minimum of two (2) co-workers who are not directly supervised/managed by the participating parent and who have their supervisors' support, to serve as alternate care providers (ACPs).

Alternate Care Providers do not receive additional compensation while acting as ACP.

The parent and ACPs must maintain a safe working environment while caring for infant(s) in the workplace. Typically, participation will only be considered for those working in an office setting. Exclusions may include primary functions requiring fieldwork and/or in person contact with the public.

**Individual Care Plan Form** must be completed and submitted. The parent must have received required approvals from the parent's supervisor and department director prior to bringing infant(s) to work.

**Workstation Inspection Form** must be completed. Parent and ACP workstations are required to be conducive to having an infant(s) present as evidenced by a completed and approved IAW Workstation Inspection form. A form must be completed for each parent and ACP workstation. The forms must be completed in coordination with the parent/ACP and the parent's/ACP's supervisor.

**Waiver and Release of Liability Form** must be completed and signed by the parent, which includes a statement that the infant(s) has no current health concerns or medical conditions that would be aggravated by the infant(s) being in a work environment, and an acknowledgement that bringing an infant(s) into a work environment may increase the risk of the infant(s) contracting an illness or medical condition. The parent must further acknowledge the District is not responsible for any injury, medical or other costs associated with bringing the infant(s) to work or the IAW Program.

**Alternate Care Provider Agreement Form** must be completed by the alternate care provider and approved by the parent's supervisor and division manager prior to bringing infant(s) to work.

### **Workplace Requirements**

- The workstations where the infant(s) will be located must be suitable for an infant, as evidenced by the **IAW Workstation Inspection form**.
- The infant(s)' primary location will be the parent's workstation unless the designated ACP is providing care.
- The parent is responsible for all equipment and furniture for the infant(s)'s need, ensuring that the equipment is not disruptive. The District will not incur additional expenses associated with IAW.
- The parent or ACP is not authorized to travel with an infant(s) while driving or riding in a District owned vehicle.
- If the infant(s) becomes sick, is disruptive for a prolonged period of time, causes a distraction in the workplace, or prevents the parent from accomplishing work, the parent must take the infant(s) to a secluded work area and must remain with the infant(s), take the infant(s) home, or take the infant(s) to a backup day care provider. The parent must submit leave in accordance with policy.
- The parent will not bring the infant(s) to work if the infant(s) is/are ill. The District adopts the Inclusion and Exclusion Guidelines for Child Care, issued by the American Academy of Pediatrics (AAP), as a means for determining whether an infant is sick.

- Established District comfort rooms will be available for nursing.
- Diaper changing will only occur at designated changing stations in a restroom. All used diapers and clothes must be stored in a closed container that traps odors, which will be provided by the parent, who will empty the container and remove any soiled diapers and clothes from the building at the end of each day.
- The parent will provide care for the infant(s) while performing job duties. In coordination with supervisors, the parent and/or ACP may flex their work hours or submit leave to accommodate excessive loss of productivity.
- The infant(s) shall not prevent the parent or ACP from performing the job duties of the parent and ACP.

### **Alternate Care Provider (ACP) Requirements**

Individual care plans require the parent to find a minimum of two (2) co-workers to provide alternate care in the event the parent is needed in a meeting, conference call, or other work-related matter to which they cannot take the infant(s). Parents are encouraged to consider whether their work schedule aligns with their ACPs.

- The chosen ACP must receive approval from their supervisor and department director to perform as an ACP. The role of ACP is voluntary and must have supervisor support/agreement. This includes no conflicts or issues with position duties, employee performance, workload, employee's ability to manage time, or similar issues.
- **IAW Alternate Care Provider Agreement form** must be completed by each ACP.
- **IAW Workstation Inspection form** is completed by each ACP and the ACP's supervisor and be attached to the ACP Agreement. The ACP workstation must be conducive to having an infant present as evidenced by a completed and approved IAW Workstation Inspection form.
- An employee acting as an ACP will not be permitted to have more than one (1) active IAW Alternate Care Provider agreement in effect at the same time.
- ACPs who are also participating as an IAW Parent cannot provide care for more than one parent's infant(s) simultaneously.
- An individual ACP may provide alternate care for generally no more than 1 hour per shift. Exceptions to the one-hour limitation can be made if the ACP and their supervisor agree to a longer time period. If the parent needs more time than the ACP can provide, they shall utilize their other approved ACP or arrange for care outside of the workplace.
- ACPs will be required to manage their work so it is not negatively impacted by providing occasional alternate care.
- ACPs who are overtime eligible will be required to use leave or make up the time within their designated workweek if they are not able to work due to providing alternate care.

### **Agreement Termination**

Individual IAW agreements and/or ACP agreements may be terminated by any participating individual or the District at any time.

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The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.

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**LIBERTY LAKE TIF: SECOND AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 25-03)**

In 2005, Spokane County created an area known as the Spokane County Increment Area No. 2005-01, now commonly known as the Liberty Lake Tax Increment Financing Area (TIF). At that time, the District approved a resolution and related agreement to become a participant of this TIF area. The original duration of this area was to be 15 years.

The TIF agreement provides for 75% of the Library District's regular tax levy derived from the increase in real property assessed value within this TIF to be apportioned to the TIF for financing the area's public improvements. The remaining 25% of the increase is apportioned to the District, along with the entirety of the tax levy applied to the base assessed value of the TIF at the time of its creation.

In 2020, the Board of Trustees passed Resolution 20-02 approving an amended agreement that extends the TIF for an additional five (5) years, moving the expiration to December 2025.

In early October 2025, staff were informed of the County's intent to amend the agreement, extending the Liberty Lake TIF until June 2034 to take advantage of a \$1,000,000 grant from the state of Washington under its LIFT (Local Infrastructure Financing Tool) program.

As of this writing, the accompanying resolution is being reviewed by the District's legal counsel and will be provided to Trustees as soon as available.

Executive Director Patrick Roewe will provide an overview of the topic and will be available to answer questions.

**Recommended Action:** Board motion to approve Resolution No. 25-03, Second Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement.

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**PRELIMINARY BUDGET 2026**

- i. **Public Hearing on Authorized Revenue Sources**
- ii. **2026 Preliminary Budget Presentation**
- iii. **Organizational Memberships Review**
- iv. **Board Action and Direction to Staff**

**i. Public Hearing on Authorized Revenue Sources****Background**

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30.

Following the public hearing, a Preliminary Budget for 2026 will be presented, and a recap of the major components of the budget and related explanatory comments are provided below. The variances noted are from the 2025 budget as adopted. The current budget formulation process used both the 2025 budget as adopted, the full year actual results from 2024, and actual year-to-date results for the current fiscal year.

The Board Chair will lead the Public Hearing on Authorized Revenue Sources required by Washington state law.

The following is a brief recap of the total revenue proposed in the 2026 General Fund Budget.

|                                                          | 2026 Budget<br>Revenue | % of Total |
|----------------------------------------------------------|------------------------|------------|
| Property Taxes and Payments in Lieu of<br>Property Taxes | 18,973,000             | 97.0%      |
| All Other                                                | 596,000                | 3.0%       |
|                                                          | <u>19,569,000</u>      |            |

**ii. 2026 Preliminary Budget Presentation****2026 Preliminary Budget for General Fund Revenues**

*See next page.*

|                                    | 2025 Adopt        | 2026              |                |             |
|------------------------------------|-------------------|-------------------|----------------|-------------|
|                                    | Budget            | Preliminary       |                |             |
|                                    |                   | Budget            | \$ change      | % change    |
| Property Taxes (net of TIFs)       | 18,354,000        | 18,860,000        | 506,000        | 2.8%        |
| Contract Cities                    | 111,000           | 113,000           | 2,000          | 1.8%        |
| Fines and Fees                     | 45,000            | 42,000            | (3,000)        | -6.7%       |
| E-Rate Reimbursements              | 269,000           | 278,000           | 9,000          | 3.3%        |
| Interest Income, Grants and Other  | 281,000           | 276,000           | (5,000)        | -1.8%       |
| <b>Total General Fund Revenues</b> | <b>19,060,000</b> | <b>19,569,000</b> | <b>509,000</b> | <b>2.7%</b> |

### Property Tax Revenues - change of \$506,000

Tax revenue for 2026 as presented is \$503,000 higher than budgeted for 2025.

- Approximately \$313,000 of the increase is the result of the reported new construction valuation of over \$937 million. This new construction is \$13 million less than last year.
- Approximately \$186,000 is the result of the allowed 1% increase on the previously highest lawful levy.

### Contract Cities – change of \$2,000

Budgeted revenue from the District’s agreement with the City of Spokane increased from \$111,000 to \$113,000. This revenue relates to an interlocal agreement between the District and the City of Spokane for library services provided to the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) which were annexed by the City of Spokane.

### Fines and Fees – (\$3,000)

Total fines and fees included in the 2026 budget are for lost or damaged materials, as well as for any long-standing overdue fines assessed prior to 2024. This continues the tapered reduction of the fines no longer being assessed and the collection of old fines.

### E-Rate Reimbursements – change of \$9,000

E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. The increase recognizes a decrease in anticipated revenue from 2025 related to the cost of the Wi-Fi for the hot-spots the District checks out to customers not being authorized by Congress as anticipated, (decrease of \$30,000), and anticipated revenue related to replacement of the wireless access point infrastructure (increase \$39,000). The District’s 5-year contract for e-rate was renewed in 2024 and the rates are reflected in the budget.

### Interest Income, Grants and Other – change of (\$5,000)

The following is further detail and year-over-year changes for the budget for interest income, grants, and other revenues.

| Further Detail on Other |          |          |           |
|-------------------------|----------|----------|-----------|
|                         | 2025 Bgt | 2026 Bgt | \$ change |
| Interest Income         | 190,000  | 190,000  | -         |
| Grants & Donations      | 53,000   | 53,000   | -         |
| Leasehold Taxes         | 8,000    | 8,000    | -         |
| Timber Taxes            | 15,000   | 10,000   | (5,000)   |
| Credit Card Rebates     | 5,000    | 5,000    | -         |
| Retail Book Sales       | 10,000   | 10,000   | -         |
|                         | 281,000  | 276,000  | (5,000)   |

The short-term interest rates earned on all balances kept in the Spokane Public Investment Fund (SPIF) are expected to increase in 2026, and balances within the General Fund should decrease this year. The 2026 budget for interest income is based on interest rates earned on the funds' balances.

There are two grants currently included in the budget: after-school snack program and Prime-Time. The snack program is anticipated to continue at Deer Park, Spokane Valley, North Spokane, and Cheney. Additional grants may be pursued as opportunities are made available. The Prime-Time grant is anticipated to be renewed in 2026.

### 2026 Preliminary Budget for General Fund Expenses

|                                                                   | 2025 Adopt<br>Budget | 2026<br>Preliminary<br>Budget | \$ change        | % change    |
|-------------------------------------------------------------------|----------------------|-------------------------------|------------------|-------------|
| Compensation                                                      | 9,110,000            | 9,079,000                     | (31,000)         | -0.3%       |
| Benefits                                                          | 3,257,000            | 3,282,000                     | 25,000           | 0.8%        |
| Total Personnel Costs                                             | 12,367,000           | 12,361,000                    | (6,000)          | 0.0%        |
|                                                                   | 64.9%                | 63.2%                         |                  |             |
| Supplies                                                          | 204,000              | 215,000                       | 11,000           | 5.4%        |
| Utilities                                                         | 640,000              | 591,000                       | (49,000)         | -7.7%       |
| Services                                                          | 1,625,000            | 1,910,000                     | 285,000          | 17.5%       |
| Library Materials                                                 | 2,585,000            | 2,656,000                     | 71,000           | 2.7%        |
| Library Programs                                                  | 191,000              | 154,000                       | (37,000)         | -19.4%      |
| Capital Expenditures                                              | 220,000              | 350,000                       | 130,000          | 59.1%       |
| Debt Service                                                      | 264,000              | 255,000                       | (9,000)          | -3.4%       |
| Operating Transfers to Debt Service and<br>Capital Projects Funds | 1,106,000            | 1,105,000                     | (1,000)          | -0.1%       |
| Operating Contingency                                             | -                    | 735,000                       | 735,000          | 100.0%      |
| <b>Total General Fund Expenditures</b>                            | <b>19,202,000</b>    | <b>20,332,000</b>             | <b>1,130,000</b> | <b>5.9%</b> |

Please note: Although total expenses are reported above, this background will focus on compensation and benefits along with library programs, capital expenditures, debt service and operating transfers.

### Compensation - change of (\$31,000)

The following table itemizes changes from the 2025 salaries budget along with further clarification:

| Summary of Changes in Compensation from 2025 Budget to 2026 Budget |                  |
|--------------------------------------------------------------------|------------------|
| Baseline Budget                                                    | 9,110,000        |
| Annual compensation adjustment (COLA)                              | -                |
| Correction for position changes                                    | (38,000)         |
| Minimum wage increase                                              | 7,000            |
| Total, Rounded                                                     | <u>9,079,000</u> |

- For 2026, the District continued to use the standardized compensation budget method for all positions. Compensation is forecasted using 3 steps: minimum wage for band A1, step 7 for bands A2 through MP3, and step 9 for bands M4 and higher. A comparison was made to ensure the budget was reasonable in comparison to projected amounts for all current employees.
- Inflation, as defined by the August 2025 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 2.81%. Washington State uses the August CPI-W for annual adjustments to the state minimum wage rate. The minimum wage will increase from \$16.66 to \$17.13, effective January 1, 2026. The change in minimum wage is included in the 2026 budget.
- Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is not determining a Cost of Living Adjustment (COLA) in the 2026 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).
- The total number of employees included in the 2026 budget is 159 and total FTE's is 137.4. Total FTE's compared to 2025 budget is listed in the table below.

| Summary of FTE Changes | 2025 Budget  | 2026 Budget  | Change       |
|------------------------|--------------|--------------|--------------|
| Band A1 thru A4        | 77.5         | 76.4         | (1.1)        |
| Band MP1 thru MP5      | 55.0         | 55.0         | -            |
| Band DD1 and above     | 6.0          | 6.0          | -            |
|                        | <u>138.5</u> | <u>137.4</u> | <u>(1.1)</u> |

### Payroll Taxes and Employee Benefits - change of \$25,000

| Payroll Taxes and Employee Benefits |                  |                  |               |           |
|-------------------------------------|------------------|------------------|---------------|-----------|
|                                     | 2025             | 2026             | Change        | % Chg     |
| FICA / Medicare                     | 697,000          | 695,000          | (2,000)       | 0%        |
| Medical, Dental, Vision             | 1,536,000        | 1,848,000        | 312,000       | 20%       |
| Retirement                          | 816,000          | 498,000          | (318,000)     | -39%      |
| Paid Family & Medical Leave         | 84,000           | 104,000          | 20,000        | 24%       |
| All Other                           | 124,000          | 137,000          | 13,000        | 10%       |
| Total                               | <u>3,257,000</u> | <u>3,282,000</u> | <u>25,000</u> | <u>1%</u> |

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
  - Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is maintaining the current employee benefits in the 2026 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).
  - The District plans to continue to offer the same four comprehensive employee medical options:
    - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
    - Two by Asuris Northwest Health, one a HDHP
  - AWC recently announced rate increases, effective January 1, 2026:
    - 11.60% for Kaiser Permanente plans
    - 8.70% for Asuris Northwest Health plans
    - 4.30% for Delta Dental plans
    - 7.60% for Willamette Dental plans
    - No increase for vision, long term disability, life insurance and EAP plans
  - For 2026, the District continues to utilize the standardized benefit budget method for all positions. Total medical, dental and vision insurance cost increase is attributable to increases in the rates for benefit plans and corrections for employer required contribution rates.
- The Public Employees' Retirement System (PERS) employer contribution rate of 5.83% is budgeted to remain at that rate for all of 2026. This is a decrease from the previous rate of 9.11%.
- Washington State Paid Family and Medical Leave rate is budgeted to increase to 1.13% from the current rate of 0.92% of paid salaries for all of 2026.
  - The District has historically paid the employee portion of this tax. Current policy places the employee contribution at a budgetary discretion level. Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is maintaining the voluntary employee contribution in the 2026 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).

**Utilities – change (\$49,000)**

Utilities includes traditional amounts for electricity, natural gas, water, sewer, and data communications. The change accounts for a \$20,000 increase in these traditional utilities and a decrease of \$69,000 for reclassification of data communications charges for Wi-Fi hotspots in the Library of Things budget to Library Materials related to the adoption of the Library of Things policy by the Board of Trustees.

**Services – change of \$285,000**

Services are increasing for anticipated changes in costs for software, legal, janitorial, grounds maintenance, and security.

**Library Materials – change of \$71,000**

By Board Resolution, the Library Materials budget is 14% of property tax and contracted city revenues. Library Materials now includes the Library of Things that were defined by the Board through policy in 2025. Previously, the Library of Things budget was included in Utilities and Library Programs.

**Library Programs – change of (\$37,000)**

Library Programs are composed of two area types of programmatic expenditures: voluntary programs directed by the District and grant or donation programs directed by third parties. In compliance with policy, the amount for District directed programs is increasing by \$3,000. The Library of Things was previously budgeted as a component of Library Programs. With the adoption of the Board Policy on Library of Things, this amount was reclassified to Library Materials (\$31,000). Grant and donation programs are decreasing by \$9,000. Part of the grant related program is the expenditure of renewal of grant and donation funds received in prior years and the elimination of grants not carrying over to 2026.

**Capital Expenditures – change of \$130,000**

The capital projects and equipment list slated for 2026 is comprised of replacement of IT desktop hardware due to required upgrades to support the windows operating system, replacement of programing laptops and smaller maintenance projects: HVAC controls installations and HVAC system upgrades at libraries, LED lighting, parking lot sealing and striping, and some potential building refreshes (e.g., furniture, carpeting, paint).

**Debt Service Expenditures – change of (\$9,000)**

Debt Service relates to contractual payments for long-term agreements on software. The District has no new contractual agreements and the current expenditures maintain existing contracts.

**Transfers to the Debt Service Fund – change of (\$1,000)**

The 2026 budget includes the fourth year of debt service payments for the debt obtained from the Washington State Treasurer office LOCAL program. Total debt service for 2026 is \$1,105,000 which the District will transfer to the Debt Service Fund in sufficient time for scheduled payments to be made on June 1 and December 1, 2026.

**Transfers to the Capital Projects Fund – no change**

The District does not expect to make a transfer to the Capital Projects Fund in 2026.

**Operating Contingency – change of \$585,000**

An operating contingency budget is a portion of an organization's overall operating budget allocated specifically to cover unforeseen and unexpected expenses that are not part of the planned activities for the period. It functions as a financial safety net, allowing management to address unexpected issues like cost overruns, market shifts, or emergencies without derailing daily operations or exceeding the primary budget.

**2026 Preliminary Budget for the General Fund**

*See next page.*

| General Fund                                        | 2025              | 2026               |                  |
|-----------------------------------------------------|-------------------|--------------------|------------------|
|                                                     | Adopted<br>Budget | Proposed<br>Budget | \$               |
| <b>REVENUES</b>                                     |                   |                    |                  |
| PROPERTY TAXES, net                                 | 18,354,000        | 18,860,000         | 506,000          |
| CONTRACT CITIES                                     | 111,000           | 113,000            | 2,000            |
| FINES & FEES                                        | 45,000            | 42,000             | (3,000)          |
| E-RATE REIMBURSEMENTS                               | 269,000           | 278,000            | 9,000            |
| INTEREST INCOME, GRANTS AND OTHER                   | 281,000           | 276,000            | (5,000)          |
| <b>TOTAL REVENUES &amp; TRANSFERS IN</b>            | <b>19,060,000</b> | <b>19,569,000</b>  | <b>509,000</b>   |
| <b>EXPENSES</b>                                     |                   |                    |                  |
| COMPENSATION                                        | 9,110,000         | 9,079,000          | (31,000)         |
| PAYROLL TAXES & BENEFITS                            | 3,257,000         | 3,282,000          | 25,000           |
| LIBRARY MATERIALS                                   | 2,585,000         | 2,656,000          | 71,000           |
| OTHER                                               | 2,660,000         | 2,870,000          | 210,000          |
| CAPITAL EXPENDITURES                                | 220,000           | 350,000            | 130,000          |
| DEBT SERVICE                                        | 264,000           | 255,000            | (9,000)          |
| TRANSFERS TO OTHER FUNDS                            | 1,106,000         | 1,105,000          | (1,000)          |
| CONTINGENCY                                         | -                 | 735,000            | 735,000          |
| <b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>           | <b>19,202,000</b> | <b>20,332,000</b>  | <b>395,000</b>   |
| <b>Net Excess of Revenues Over/(Under) Expenses</b> | <b>(142,000)</b>  | <b>(763,000)</b>   | <b>(114,000)</b> |
| Estimated Beginning Fund Balance                    | 8,000,000         | 9,000,000          | 1,000,000        |
| Net Excess of Revenues Over/(Under) Expenses)       | (142,000)         | (763,000)          | (621,000)        |
| Estimated Ending Fund Balance                       | 7,858,000         | 8,237,000          | 379,000          |

## 2026 Preliminary Budget for the Debt Service Fund

See next page.

| Debt Service Fund                                   | 2025              | 2026               |                |
|-----------------------------------------------------|-------------------|--------------------|----------------|
|                                                     | Adopted<br>Budget | Proposed<br>Budget | \$\$           |
| <b>REVENUES</b>                                     |                   |                    |                |
| TRANSFERS IN                                        | 1,106,000         | 1,105,000          | (1,000)        |
| INTEREST INCOME, GRANTS AND OTHER                   | -                 | -                  | -              |
| <b>TOTAL REVENUES &amp; TRANSFERS IN</b>            | <b>1,106,000</b>  | <b>1,105,000</b>   | <b>(1,000)</b> |
| <b>EXPENSES</b>                                     |                   |                    |                |
| PRINCIPAL                                           | 800,000           | 840,000            | 40,000         |
| INTEREST                                            | 306,000           | 265,000            | (41,000)       |
| <b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>           | <b>1,106,000</b>  | <b>1,105,000</b>   | <b>(1,000)</b> |
| <b>Net Excess of Revenues Over/(Under) Expenses</b> | <b>-</b>          | <b>-</b>           | <b>-</b>       |
| Estimated Beginning Fund Balance                    | -                 | -                  | -              |
| Net Excess of Revenues Over/(Under) Expenses        | -                 | -                  | -              |
| Estimated Ending Fund Balance                       | -                 | -                  | -              |

### 2026 Preliminary Budget for the Capital Project Fund

*See next page.*

| Capital Project Fund                                | 2025               | 2026               |                  |
|-----------------------------------------------------|--------------------|--------------------|------------------|
|                                                     | Adopted<br>Budget  | Proposed<br>Budget | \$\$             |
| <b>REVENUES</b>                                     |                    |                    |                  |
| DONATIONS                                           | 200,000            | 100,000            | (100,000)        |
| TRANSFERS IN                                        | -                  | -                  | -                |
| INTEREST INCOME, GRANTS AND OTHER                   | 100,000            | 100,000            | -                |
| <b>TOTAL REVENUES &amp; TRANSFERS IN</b>            | <b>300,000</b>     | <b>200,000</b>     | <b>(100,000)</b> |
| <b>EXPENSES</b>                                     |                    |                    |                  |
| CONSTRUCTION COSTS                                  | 1,400,000          | 1,000,000          | (400,000)        |
| ARCHITECT FEES                                      | 100,000            | 100,000            | -                |
| FURNITURE, FIXTURES AND EQUIPMENT                   | 200,000            | 200,000            | -                |
| <b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>           | <b>1,700,000</b>   | <b>1,300,000</b>   | <b>(400,000)</b> |
| <b>Net Excess of Revenues Over/(Under) Expenses</b> | <b>(1,400,000)</b> | <b>(1,100,000)</b> | <b>(300,000)</b> |
| Estimated Beginning Fund Balance                    | 4,430,000          | 3,030,000          | (1,400,000)      |
| Net Excess of Revenues Over/(Under) Expenses        | (1,400,000)        | (1,100,000)        | 300,000          |
| Estimated Ending Fund Balance                       | 3,030,000          | 1,930,000          | (1,100,000)      |

### iii. Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2026 budget, organized alphabetically by category. New memberships are marked with an \*. Estimated costs included in the 2026 budget are \$18,000.

|                                                            |
|------------------------------------------------------------|
| <b>Organizational Level Affiliations:</b>                  |
| Association of Washington Cities                           |
| Public Libraries of Washington                             |
| Washington Library Association Institutional Membership    |
| <b>Chambers of Commerce &amp; Community Organizations:</b> |
| Airway Heights Kiwanis *                                   |
| Cheney Merchants Association                               |
| Deer Park Chamber of Commerce                              |
| Greater Spokane, Inc.                                      |
| Greater Spokane Valley Chamber of Commerce                 |
| North Palouse Chamber of Commerce                          |

|                                                             |
|-------------------------------------------------------------|
| Nuestras Raices/Hispanic Business Professionals Association |
| West Plains Chamber of Commerce                             |
| <b>Vendor Memberships:</b>                                  |
| Amazon Business Prime                                       |
| Costco Business Membership                                  |
| MRSC Rosters                                                |
| Organization for Educational Technology and Curriculum      |
| <b>Other Professional Associations:</b>                     |
| American Library Association: Trustee Memberships           |
| Association of County & City Information Systems            |
| Business Licenses                                           |
| COSUGI (Customers of SirsiDynix User Group)                 |
| Government Finance Officers Association                     |
| National Association of Charitable Gift Planners            |
| Notary Public                                               |
| Public Sector HR Association *                              |
| Washington Association of Public Records Officers           |
| Washington Finance Officers Association                     |
| Washington Nonprofits                                       |

**iv. Board Action and Direction to Staff**

At the conclusion of the budget presentation, staff recommend that the Board take the following actions.

**Final Action**

1.) Motion to approve funds in the 2026 General Operating Fund for organizational memberships as proposed.

**Board Direction: Cost of Living Adjustment**

2.) Direction to staff to affirm the legal counsel recommendation regarding a Cost of Living Adjustment for 2026.

- Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is not determining a Cost of Living Adjustment (COLA) in the 2026 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).

**Board Direction: Final Budget**

3.) Direction to staff to complete the final 2026 General Operating, Debt Service, and Capital Projects Fund budgets.

- Based on the discussions and decisions from this meeting, a final budget will be presented for formal adoption at the regularly scheduled November board meeting. An amendment to the final 2026 budget may also be presented at the December meeting, if needed.

## **FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER 2025 – DECEMBER 2025**

### **November 18, 2025: Spokane Valley Library – 4pm**

- 2025 Budget
  - Adopting a 2026 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 25-04): Approval Recommendation
  - Authorizing 2025 Property Tax Levy Increase for Collection in 2026 (Resolution No. 25-05): Approval Recommendation
  - Levying the Regular Property Taxes for SCLD for Collection in 2026 (Resolution No. 25-06): Approval Recommendation
  - Board Direction to Staff
- 2026 Board Meeting Schedule (Resolution No. 25-XX): Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

### **December 16, 2025: Spokane Valley Library – 4pm**

- Personnel Policies: Approval Recommendation (tentative)
- Public Comment at Board Meetings Policy: Approval Recommendation
- Overview: Post-Pandemic Usage Trend Analysis, Part II
- 2026 Work Plan
- 2026 Meeting Content Review
- 2026 Board of Trustees' Officers Election: Action Required
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

### **Special Meetings/Activities**

- None

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**TRUSTEE SEPTEMBER 2025 REPORTS FOR OCTOBER 2025**

Trustees may provide a verbal report on any topic of their choosing, which will be recorded in the meeting minutes as per District practice.

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**SEPTEMBER 2025 DIRECTORS REPORT****Finance – Jason Link****General Fund**

The total general fund operating expenses before (70.84%) or after (70.73%) transfers remain well aligned with the total projected budget expenditure of 75.00%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

**Capital Project & Debt Service Funds**

Total expenses are within budget. There was one expenditure for engineering services for the Argonne & Deer Park Library HVAC projects for September from the Capital Project Fund & no expenditures from the Debt Service Fund.

**Facilities Report**

- Maintenance staff have been completing routine maintenance projects at the facilities in September.
- Moran Prairie completed the process of being converted to all LED lighting. The LED lights were provided by Avista Utilities through an energy rebate grant at no cost to the District.
- The Facilities Needs Assessment is in process.
  - The walk-through portion of the assessment was done at North Spokane, Deer Park, Cheney, Medical Lake, Airway Heights, Argonne and Otis Orchards.
  - The building scan portion of the assessment for these facilities will be completed in October and November.
  - The walk-through portion of the remaining facilities will be completed in October.

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

Internal (various staff)

- Customer Service Philosophy and Application

All staff continue to work on required training in the learning management system, including policy and procedure review.

**Staff updates:**

New hires:

- N/A

Promotions:

- Public Services Specialist to Library Supervisor

Transfers:

- Public Services Associate

Voluntary Demotions

- N/A

Separations:

- N/A

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

Communication continues to send weekly newsletters to customers with a general news version and a kids & families events version sent on alternating weeks. The new kids & families eNewsletter remains well-received.

Communication Director Jane Baker was a guest on KYRS Page Turner program on September 19th discussing services and resources offered at SCLD.

The SCLD Podcast *Library Out Loud* began season five this month with guests, including the Alzheimer's Association and the SNAP weatherization program, along with a re-cap on Summer Reading and presenter of the upcoming Lost Apples of the Palouse program.

**Development**

With assistance from Community Engagement Manager Aileen Luppert, Development focused on creating and growing a grant writing program for the Library Foundation.

Library Foundation of Spokane County Board recruitment is progressing with the potential of two new directors by the November meeting.

**Operations – Doug Stumbough**

For the month of September, a total of 79,558 physical items were borrowed by customers in the libraries, down from 83,167 borrowed in the same month last year. The total number of customers visiting our libraries this month was 55,563, down from 57,237 last year.

**Positive Interaction Reports**

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Here are a few examples from this month:

Mobile Services Associate Kae received heartfelt appreciation from a customer who shared that SCLD helped her through the isolation of the pandemic after moving to Spokane Valley in 2020. She credited the library and reading with keeping her going during that difficult time.

A customer told Public Services Associate Alyssa that the blood pressure monitoring kit has been a lifesaver. She expressed deep gratitude for the resource, calling it “amazing.”

Administrative Services Manager Emily received a call from a customer who wanted to thank the Moran Prairie Library staff for their kindness on September 9. After the customer’s car wouldn’t start, staff offered support while she waited for a tow truck—even after closing time. She praised their patience and daily helpfulness to all patrons.

A customer seeking obscure materials specifically asked for Tara in Mobile Services, telling Public Services Associate Heidi that Tara is always kind, nonjudgmental, and dedicated—even when the requests are unusual. He deeply appreciated her consistent support.

While checking out a book at Spokane Valley, a visitor shared with Public Services Specialist Melissa how reading shaped his life—from childhood through his military career. He praised libraries as places of discovery and credited librarians with teaching him how to research independently.

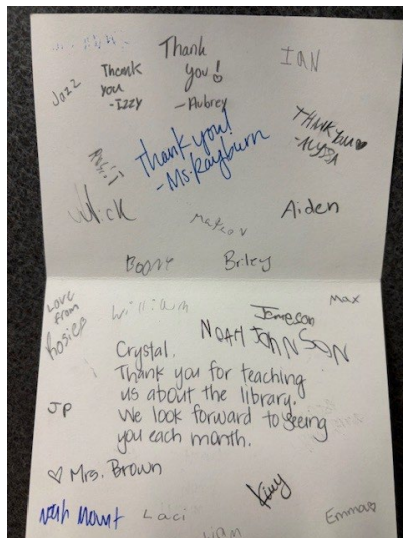
At North Spokane, a customer complimented the digital signage, saying it introduced her to resources she hadn't known about—like museum and symphony passes. She expressed her love for the library and gifted staff a large bunch of homegrown cherry tomatoes.

Library Supervisor Shannon reported that Deer Park staff received an outpouring of gratitude when the doors reopened. Customers repeatedly said, “Thank you,” “We’ve missed you,” and “It’s so great to come in,” reminding staff of the impact they make.

During free-play at Preschool Storytime at Spokane Valley, the parent of a preschooler told Public Services Specialist Melissa that the preschooler sometimes learns more at Storytime than in preschool, highlighting the educational value of the program.

At an estate sale in the Palouse, Communication Specialist Erin spoke with longtime Moran Prairie Library patrons who praised the staff—past and present—for their helpfulness with technology and their excellent DVD selection.

Librarian Crystal received a thank-you note from WIN Academy (a Cheney School District program) after a library tour at Cheney. The school, which serves grades 6–12 with a flexible learning model, plans to visit monthly via STA bus throughout the school year.



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**Collection Services – Andrea Sharps****Top Checkouts and Holds**

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles September:
  - **Audiobook checkouts:**
    - *The Housemaid's Secret* by Freida McFadden (324)
    - *The Housemaid* by Freida McFadden (138)
    - *Sunrise on the Reaping* by Suzanne Collins (129)
  - **Ebook checkouts:**
    - *Great Big Beautiful Life* by Emily Henry (78)
    - *So Far Gone: A Novel* by Jess Walter (74)
    - *Sunrise on the Reaping* by Suzanne Collins (67)
  - **Audiobook holds** as of October 1:
    - *Atmosphere* by Taylor Jenkins Reid (165)
    - *My Friends* by Fredrik Backman (164)
    - *Great Big Beautiful Life* by Emily Henry (163)
  - **Ebook holds** as of October 1:
    - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (198)
    - *My Friends* by Fredrik Backman (180)
    - *Atmosphere* by Taylor Jenkins Reid (151)
- Popular **Adult Physical Book** titles September:
  - Checkouts:
    - *The Reformatory: A Novel* by Tananarive Due (70)
    - *So Far Gone: A Novel* by Jess Walter (42)
    - *The Tenant* by Freida McFadden (38)
  - Holds:
    - *The Secret of Secrets: A Novel* by Dan Brown (64)
    - *Buckeye: A Novel* by Patrick Ryan (41)
    - *107 Days* by Kamala Harris (34)

**Kanopy's Big Movie Watch**

The film selected for Kanopy's Big Movie Watch program was *The Love Punch*, a British comedy set in Paris and the French Riviera in which a divorced couple team up to recover their stolen retirement money. This film was added to the District's Kanopy collection at no charge to the District and was available for District residents to watch from September 19 – 28. *The Love Punch* was the second most watched film for that week. Kanopy is owned by OverDrive, and the Big Movie Watch program is similar to OverDrive's Big Library Read program.

## COLLECTION MONTHLY REPORT SEPTEMBER 2025

|                         | Select Transaction Count  |                |           |
|-------------------------|---------------------------|----------------|-----------|
| Physical Collection     | YTD 2025                  | YTD 2024       | CHANGE    |
| Items Processed         | 41,009                    | 45,068         | -9%       |
| Interlibrary Loan Total | 5,254                     | 5,452          | -4%       |
| <b>Overdrive</b>        |                           |                |           |
| Total Checkouts         | 856,049                   | 801,184        | 7%        |
| Total Holds             | 315,117                   | 286,872        | 10%       |
| <b>hoopla</b>           |                           |                |           |
| Total Checkouts         | 60,786                    | 46,756         | 30%       |
|                         |                           |                |           |
|                         | Total Items in Collection |                |           |
| Material Type           | YTD 2025                  | YTD 2024       | CHANGE    |
| Print                   | 301,606                   | 307,833        | -2%       |
| Nonprint                | 64,348                    | 70,329         | -9%       |
| Overdrive               | 290,350                   | 238,533        | 22%       |
| <b>Grand Total</b>      | <b>656,304</b>            | <b>616,695</b> | <b>6%</b> |

**NOTES:** PRINT = Books and Periodicals

NONPRINT = DVDs, CDs, Books on CD, and other media

OVERDRIVE = Downloadable eBooks and Audiobooks

### Executive Director – Patrick Roewe

#### **HVAC system restored at the Deer Park Library**

We received confirmation on September 23<sup>rd</sup> that DIVCO had repaired and tested the HVAC system and Deer Park and that it is functioning as expected. The Library had been operating with normal hours since September 15<sup>th</sup> and was open for limited hours as long as conditions allowed since September 3<sup>rd</sup>. The long-delayed replacement parts required additional fabrication prior to installation, but it is a relief to have the long, drawn-out situation resolved.

The District owes a big thank you to our Deer Park customers for their patience and understanding as this repair project experienced ongoing delays outside of the District's control.

And we owe a huge thank you to the staff who made the best of a tough situation to provide whatever services we could. The Facilities and Operations teams explored the situation creatively and implemented what temporary solutions were available. The Mobile Services team brought LINC to Deer Park as often as possible.

And last, but definitely not least, thank you to the Deer Park staff for their perseverance and commitment to serving their community in less than ideal conditions. The Deer Park staff were essential partners in determining service offerings and led the charge in monitoring conditions and

deciding when and for how long the library could remain open during hot days. We appreciate everyone's hard work and dedication.

**Procedure Overhaul Project**

The procedure overhaul project first reported on in March 2025 is making good progress. One item added to the 2025 Work Plan is a comprehensive review and revision of District procedures. Developed by the Leadership Team, procedures are staff-oriented internal documentation of instructions and/or guidance on routine internal process or protocol required for day-to-day operation of the Spokane County Library District.

As part of the review process, we have also added new procedures that address knowledge gaps on certain topics. The key motivating factors for new procedures is to codify existing practice, particularly for operational continuity planning. If the person (or persons) with the professional and/or institutional knowledge on a given topic were to be incapacitated or otherwise unavailable for a sustained period, the procedures provide the necessary guidance for the work functions to continue.

Throughout this process, the Leadership Team will engage with relevant staff in the review of procedures that touch upon the areas of responsibility of those staff. The Leadership Team intends to complete this project by the end of the year, and then review the procedures on a biennial basis going forward.

**Electric Vehicle Charging Stations Update (Amber Williams)**

New fees for EV charging between 8:30pm-8:30am were implemented on September 1<sup>st</sup> at Argonne, Otis Orchards and Spokane Valley libraries ACL2 chargers. We saw an immediate decrease in vehicles being plugged in overnight. Only seven out of the ninety-three charging sessions fell outside of the free charging period.

Those seven sessions resulted in a total of \$92.44 in fees. The District is paid out on a quarterly basis after more than \$200 has been accrued.

**After School Snack Program Update (Amber Williams)**

September 30th closed out the first full year of our expanded USDA supported After-School Snack program for kids. Airway Heights, Cheney, Deer Park, North Spokane and Spokane Valley libraries served a total of 14,096 free snacks between October 1, 2024 and September 30, 2025. The federally funded program has been well received by our communities, and staff have shared many success stories over the past twelve months.

**Valleyfest Parade**

I had the opportunity to carry the banner for the District's entry in the *Hearts of Gold* parade as part of Valleyfest in Spokane Valley on September 19<sup>th</sup>. Thank you to the Book Cart Drill Team for their lauded appearance at the parade. Lots of positive response and pro-library cheers were heard from the crowd along the parade route.

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**OPERATIONS REPORT SEPTEMBER 2025**

Doug Stumbough and Kristy Bateman

**Service Priority Teams****Adult Services (Stacey Goddard)**

- 396 people attended 45 adult programs during September. *Introduction to Urban Survival* and *Introduction to Wilderness Survival in the Inland Northwest* continued to draw large crowds, with 27 and 30 attendees, respectively.
- Other highlights this month included 20 participants for the *Homebuyer Education Seminar* at Moran Prairie and a combined 22 people talking with the experts at the two *WSU Extension Master Gardeners Plant Clinic* sessions in Cheney.
- I am happy to report that we had two more Excel High School participants earning their diplomas in September, bringing our total to five graduates!

**Youth Services (Mary Ellen Braks)**

- We provided 73 storytimes this month with an attendance of 2,042 people. Two of the storytimes were *Touch-a-Bus* storytime with Spokane Transit Authority. We had 38 at Medical Lake and 63 at North Spokane. The families had a fun time listening to the book, *Don't Let the Pigeon Drive the Bus* read by the bus driver. The kids love yelling "No" whenever the pigeon asks to drive the bus.
- Mobile Services visited 20 childcare centers, providing 44 storytimes to 509 children and caregivers.
- We had 18 youth programs with 376 attendees. Programs included weekly programs at North Spokane, Spokane Valley, and Medical Lake. We also had an additional program called *The Case of the Missing Book* at Cheney, Deer Park, Airway Heights, Argonne, and Otis Orchards.
- We offered 31 Lego Free Play activities for families with a total attendance of 105.
- The STARS (State Training and Registry System) class we offered for childcare providers and early learning professionals and parents, Movement and Early Learning, had an attendance of 12.

**Cross Disciplinary (Gwendolyn Haley)**

- Museum and Cultural Passes: Customers made 156 reservations for cultural passes with a total average value of \$6,345. We are working with Cat Tales to launch a new cultural museum pass later this fall.
- 366 customers watched online author talks with the following featured authors:
  - *Our Failed Attempts to Make English Eezier to Spell* with Author Gabe Henry
  - *Argue Less and Talk More* with Communication Expert Jefferson Fisher
  - *On Writing Darkly Charming Villainous Love* with Hannah Nicole Maehr (to date in 2025: we have featured 30 authors, 9127 views)
- 21 customer appointments were scheduled in the Studio and Lab, seven adults participated in a Podcast publishing class.
- The Library of Things collection is on hiatus, as we inventory and maintain items in preparation for moving to a new reservation platform.

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

- Updated the event calendar to prepare for 2026.
- We are testing a catalog feature that incorporates artificial intelligence searching.

**Information Technology (Patrick Hakes)**

- Testing of upgraded staff station access is continuing.
- We completed 2026 IT budget draft.
- Service and area preparations were completed for the temporary relocation of employees to the Service Center during the HVAC project at Argonne/Administration.

**Mobile Services (Brianna Rukes)**

- Summit School requested a LINC visit as part of their classroom lessons on mobile libraries. We gave a brief presentation, and the students were thrilled to explore the mobile library in person—seeing what they had learned come to life!
- LINC also attended two community events this month: the *Cheney Touch-a-Truck* event and the Spokane Valley Fire Department's Open House. Visitors signed up for library cards, and families had fun making clap traps while learning about elastic energy.
- Students and teachers at Progress Elementary were excited for Storytime services to start back up for the school year. When Caroline arrived, the students recognized her and expressed their gratitude for the upcoming Storytimes.

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

- Crystal Miller hosted the *Cookie Decorating* class where nine attendees enjoyed learning to water paint on cookies.
- Crystal Miller attended the Airway Heights Community Court and left flyers and pens/pencils for participants to grab.

**Argonne: Stacy Mills**

- The *Long Stitch Bookbinding* program had a full attendance of 12 people. Multiple customers came to the front desk after the program to show staff the book they made; everyone left the program happy.
- The Friends of the Argonne Library purchased new furniture for the teen area, helping to make the space more comfortable and cozier.

**Cheney: Jonathan Melcher**

- WIN Academy (a Cheney School District program) came for a library tour and 23 attended.
- Attended Neighborfest at EWU and talked with 180 students/staff/community members. Many students were interested in mobile printing.

**Deer Park: Shannon McMinn**

- There were 32 in attendance for the first Storytime after the HVAC closure. The children and adults were excited to be back in the building, listening to stories and meeting up with their friends.

- *The Case of the Missing Book* program was enjoyed by several children using their detective skills. These children along with their families also stopped at the *LEGO Free Play* area, extending their fun experience at the library.

**Medical Lake: Myles Cunningham**

- *STA Touch-a-Bus Storytime* welcomed 38 children and caregivers. After the bus-themed storytime, children and their families took a ride on a STA bus that went through town, around Eastern State Hospital, and back to the library.
- The return of *Wonder Wednesday* has brought in many new faces. In September, we decorated book totes, created stamps and made cards, and learned about electricity with Snap Circuits.
- Christie established a new connection with the Medical Lake School District Wellness Center, a school district site with social workers, support groups, and workshops.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- The ongoing *Produce Swap* at Moran Prairie has seen daily donations, with items ranging from apples and eggplants to edible flowers and walking onion bulbs. Despite the volume of donations, the table is rarely full, with customers taking home produce as quickly as it is brought in.
- Moran Prairie introduced an *Art Swap* board, from which customers can take home art or leave new pieces for the community to enjoy. So far customers have left each other origami pieces, zentangles, Post-it note pencil sketches, and miniature paintings.
- Fairfield has a new passive STEM in-library activity for school-age children. This month's activity was a building challenge using craft sticks and binder clips.

**North Spokane: Brian Vander Veen**

- This month, the North Spokane Library hosted a display of art from the artists featured in the Little Spokane River Artist Studio Tour.
- 35 customers learned about outdoor survival skills in the program *Introduction to Wilderness Survival in the Inland Northwest*.

**Otis Orchards: Maggie Montreuil**

- *The Case of the Missing Book* had enthusiastic tween-aged participants from several families who were especially excited to create their own secret code after completing the challenge.

**Spokane Valley: Danielle Milton**

- Families and kids were excited for the return of STEAM Themed Thursdays.
- Valleyfest is an annual event in September that we attend. Staff had a fun time walking in the Hearts of Gold parade Friday evening as part of the book cart drill team. Then, on Saturday we talked to 620 people at the event in Mirabeau Park.

**District-wide Information**

**Public Use Measures**  
**September 2025**

| Measure                  | This year  | Last year  | YTD       | Last YTD   |
|--------------------------|------------|------------|-----------|------------|
|                          | This Month | This Month | This year | Comparison |
| Cardholders              | 151929     | 141610     |           | 7%         |
| Door count               | 55563      | 57237      | 502995    | -11%       |
| Items Borrowed           | 212705     | 204632     | 1918246   | 0%         |
| • Airway Heights         | 2000       | 2219       | 19632     | -11%       |
| • Argonne                | 5047       | 5642       | 50947     | -13%       |
| • Cheney                 | 5435       | 6030       | 52258     | -12%       |
| • Deer Park              | 5569       | 6339       | 43264     | -27%       |
| • Fairfield              | 462        | 527        | 4682      | -21%       |
| • Medical Lake           | 1933       | 1931       | 16940     | -8%        |
| • Mobile Services        | 2058       | 1987       | 18009     | 4%         |
| • Moran Prairie          | 10203      | 10128      | 94034     | -7%        |
| • North Spokane          | 20110      | 21702      | 193156    | -          |
| • Otis Orchards          | 2868       | 2696       | 27701     | 7%         |
| • Spokane Valley         | 23873      | 23966      | 224684    | 6%         |
| • Digital                | 102468     | 92061      | 921997    | -7%        |
| • Totals                 | 182904     | 176202     | 1674978   | 8%         |
| Programs                 |            |            |           | 0%         |
| • Number                 | 341        | 347        | 2367      | -17%       |
| • Attendance             | 5127       | 5844       | 46666     | -11%       |
| Internet Station Use (%) | 34.9%      | 28.2%      | 31.3%     |            |
| Meeting room bookings    | 701        | 684        | 6265      | -8%        |

### 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 Nine Months Ended September 30, 2025**

|                                                     |                         |                          | <b>Target<br/>75.0%</b> |                              |
|-----------------------------------------------------|-------------------------|--------------------------|-------------------------|------------------------------|
|                                                     | <b>Y-T-D<br/>Actual</b> | <b>Annual<br/>Budget</b> | <b>Percent<br/>Used</b> | <b>Balance<br/>Remaining</b> |
| <b>REVENUES</b>                                     |                         |                          |                         |                              |
| PROPERTY TAXES                                      | \$ 10,791,127           | \$ 18,354,000            | 58.79%                  | \$ 7,562,873                 |
| CONTRACT CITIES - SPOKANE                           | 55,340                  | 111,000                  | 49.86%                  | 55,660                       |
| FINES & FEES                                        | 38,410                  | 45,000                   | 85.36%                  | 6,590                        |
| GRANTS & DONATIONS                                  | 66,946                  | 53,000                   | 126.31%                 | (13,946)                     |
| E-RATE REIMBURSEMENTS                               | 192,688                 | 269,000                  | 71.63%                  | 76,312                       |
| LEASEHOLD & TIMBER TAX, REBATES, OTH                | 33,580                  | 38,000                   | 88.37%                  | 4,420                        |
| INTEREST REVENUES                                   | 197,356                 | 190,000                  | 103.87%                 | (7,356)                      |
| <b>TOTAL REVENUES</b>                               | <b>\$ 11,375,448</b>    | <b>\$ 19,060,000</b>     | <b>59.68%</b>           | <b>\$ 7,684,552</b>          |
| TRANSFERS IN                                        | -                       | -                        | 0.00%                   | -                            |
| <b>TOTAL REVENUES &amp; TRANSFERS IN</b>            | <b>\$ 11,375,448</b>    | <b>\$ 19,060,000</b>     | <b>59.68%</b>           | <b>\$ 7,684,552</b>          |
| <b>EXPENSES</b>                                     |                         |                          |                         |                              |
| SALARIES                                            | \$ 6,533,065            | \$ 9,110,000             | 71.71%                  | \$ 2,576,935                 |
| FRINGE BENEFITS                                     | 2,142,062               | 3,257,000                | 65.77%                  | 1,114,938                    |
| SUPPLIES                                            | 129,016                 | 204,000                  | 63.24%                  | 74,984                       |
| UTILITIES                                           | 458,948                 | 640,000                  | 71.71%                  | 181,052                      |
| SERVICES                                            | 1,155,357               | 1,519,000                | 76.06%                  | 363,643                      |
| INSURANCE                                           | 103,832                 | 106,000                  | 97.95%                  | 2,168                        |
| CAPITAL EQUIPMENT                                   | 36,739                  | 220,000                  | 16.70%                  | 183,261                      |
| LIBRARY MATERIALS                                   | 1,704,983               | 2,285,000                | 74.62%                  | 580,017                      |
| ELECTRONIC LIBRARY MATERIALS                        | 217,517                 | 300,000                  | 72.51%                  | 82,483                       |
| LIBRARY PROGRAMS                                    | 90,930                  | 191,000                  | 47.61%                  | 100,070                      |
| DEBT SERVICE                                        | 247,046                 | 264,000                  | 93.58%                  | 16,954                       |
| <b>TOTAL EXPENSES</b>                               | <b>\$ 12,819,495</b>    | <b>\$ 18,096,000</b>     | <b>70.84%</b>           | <b>\$ 5,276,505</b>          |
| TRANSFERS OUT                                       | 763,000                 | 1,106,000                | 68.99%                  | 343,000                      |
| <b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>           | <b>\$ 13,582,495</b>    | <b>\$ 19,202,000</b>     | <b>70.73%</b>           | <b>\$ 5,619,505</b>          |
| <b>Net Excess of Revenues Over/(Under) Expenses</b> | <b>\$ (2,207,047)</b>   | <b>\$ (142,000)</b>      |                         |                              |
| BEGINNING CASH                                      | 9,123,361               |                          |                         |                              |
| NET FROM ABOVE                                      | (2,207,047)             |                          |                         |                              |
| <b>ENDING CASH</b>                                  | <b>\$ 6,916,314</b>     |                          |                         |                              |

**Number of months cash on hand 4.6**

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**PLANNING THE STRATEGY OR POSITION TO BE TAKEN DURING COLLECTIVE BARGAINING  
(RCW 42.30.140(4))**

The Board of Trustees will go into closed session for planning the strategy or position to be taken during the course of collective bargaining in accordance with (RCW 42.30.140(4)).