



November 12, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, November 18, 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

November 18, 2025 4:00 p.m.

22 N Herald Rd, Spokane Valley WA

AGENDA

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.

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.scl-d.org/connect/ask-board-of-trustees/>.

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

A. Approval of [October 21, 2025 Meeting Minutes](#)

B. Approval of [October 2025 Payment Vouchers](#)

C. Unfinished Business

1. [Airway Heights Interlocal Agreement Amendment](#): Real Estate Purchase and Sale Agreement: Update

2. [HVAC Projects](#): Update

3. [HR20 – Infants at Work \(IAW\) Pilot Program](#): Approval Recommendation

4. [Levy Lid Lift Update](#): Discussion

D. New Business

1. [2026 Budget](#):

a. Adopting a 2026 Final Budget and Certifying it to the Board of County Commissioners (Resolution No. 25-04): Approval Recommendation

b. Authorizing 2025 Property Tax Levy Increase for Collection in 2026 (Resolution No. 25-05): Approval Recommendation

c. Levying the Regular Property Taxes for SCLD for Collection in 2026 (Resolution No. 25-06): Approval Recommendation

d. Board Direction to Staff

2. [2026 Board Meeting Schedule \(Resolution No. 25-07\)](#): Approval Recommendation

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.

November 18, 2025

BOARD OF TRUSTEES MEETING MINUTES: October 21, 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 Spokane Valley Library, Tuesday, October 21, 2025 at 4:00pm.

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

Excused: Ellen Clark - Trustee

Also Present: Patrick Roewe (Executive Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Adnrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager), and four (4) members of the public.

**Call to Order
(Item I)** Chair Jessica Hanson called the meeting to order at 4:00pm.

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

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

**Public Comment
(Item III)** There was no public comment.
There was no further discussion.

**Approval of
September 16,
2025 Regular
Meeting Minutes
(Item IV.A.)** Chair Hanson called for any corrections to the September 16, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

**Approval of
September 2025
Payment Vouchers
(Item IV.B)** Vice Chair Jon Klapp and Trustee Paull seconded the approval of the September 2025 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
September – GF	0063789 – 0063887 and W001767 – W001785	\$814,661.39
	PR09102025 and PR09252025	\$519,666.90
	Total	\$1,344,328.29
CPF	Integrus Architecture	\$10,560.00
	Total	\$10,560.00

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

**Unfinished
Business**

Airway Heights
Interlocal
Agreement
Amendment: Real
Estate Purchase
and Sale
Agreement
(Item IV.C.1)

Executive Director Patrick Roewe informed the board that there were no updates to the Airway Heights Interlocal Agreement Amendment. Discussion ensued about what is needed for next steps.

There was no further discussion.

**Unfinished
Business**

HVAC Projects
(Item IV.C.2)

Finance Director Jason Link presented updates to the HVAC projects planned for the Argonne Library and Deer Park Library. Discussion ensued about lead times for equipment causing delays in the projects starting, current status of the contract negotiation for Argonne, and the resolution of the Deer Park Library system failure from earlier this year.

There was no further discussion.

**Unfinished
Business**

HR20 – Infants at
Work (IAW)
Program
(Item IV.C.3)

Human Resources Director Toni Carnell presented procedural information pertaining to the Infants at Work policy presented at the September board meeting. Discussion ensued about eligible positions for the program, how the job swap element of the program would work, other organizations' success with the program, and the idea of running the program with a sunset clause rather than a permanent program so that it can be evaluated first. By consensus, the Board directed staff to bring the policy back at the next board meeting as a temporary pilot program.

There was no further discussion.

New Business

Liberty Lake TIF:
Second Amended

Executive Director Roewe presented a PowerPoint with a review of what Tax Increment Financing (TIF) and Community Revitalization Financing (CRF) are, the history of the Library Lake TIF, and a review of the financial

and Restated
Community
Revitalization
Financing and Tax
Increment Area
Agreement
(Resolution No. 25-
03)
(Item IV.D.1)

impact for the District. Vice Chair Klapp moved and Trustee Stauffer seconded that Resolution 25-03 A Second Amended And Restated Community Revitalization Financing And Tax Increment Area Agreement be adopted.

RESOLUTION NO. 25-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A SECOND AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

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

New Business
2026 Budget:
Public Hearing on
Authorized
Revenue Sources
(Item IV.D.2.i)

Chair Hanson called the Public Hearing on Authorized Revenue Sources to order at 4:46pm. Finance Director Link presented a PowerPoint with information including: a review of revenue sources and components of the 2025 property tax levy. There was no public testimony. Chair Hanson adjourned the Public Hearing at 4:50pm.

There was no further discussion.

New Business
2026 Budget:
2026 Preliminary
Budget
Presentation
(Item IV.D.ii)

Finance Director Link presented the preliminary 2026 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditure changes from the 2025 budget. Discussion ensued about total FTEs, legal counsel recommendation regarding a cost of living adjustment determination, and the Capitol Project Fund with the Argonne and Deer Park HVAC projects.

There was no further discussion.

New Business
2026 Budget:
Organized
Memberships
(Item IV.D.2.iii)

Trustee Paull moved and Vice Chair Klapp seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2026 General Operating Fund budget. Discussion ensued about two new memberships which replaced one previous one.

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

New Business
2026 Budget:
Board Direction to
Staff
(Item IV.D.2.iv)

By consensus, Trustees directed staff to go forward planning and completing the final 2026 General Operating and Capital Projects Funds budgets, including following legal counsel recommendation regarding a cost of living adjustment determination. The finalized budget will be presented to the board in November for approval.

There was no further discussion.

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

Chair Hanson reviewed the future agenda items. Discussion ensued about the November and December board meetings being held at the Spokane Valley Library and the request to see impact on item return rates following the cancellation of overdue fees.

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull expressed appreciation to staff at the Spokane Valley Library for helping him scan photographs in the past month.

Executive Director
Report
(Item VI.B)

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the new EV Charging Station had accrued \$92 in revenue thus far. Discussion ensued about an Avista grant for the North Spokane Library to be a location for an electric vehicle borrowing program and the District's appreciation of the Deer Park community's patience and understanding during the library closure necessitated by the HVAC failure in the summer.

There was no further discussion.

Operations Report
(Item VI.C)

In addition to the report provided prior to the meeting, Operations Director Stumbough informed the Board that with its reopening, the Deer Park Library is once again reporting usage statistics in the Public Use Measures table.

There was no further discussion.

Fiscal Report
(Item VI.D)

Finance Director Link provided a report of revenues and expenditures for September 2026 prior to the meeting.

There was no further discussion.

The Chair called for a 5 minute recess.

Closed Session

Planning the
strategy or position
to be taken during
collective
bargaining (RCW
42.30.140(4))
(Item VII.A)

The Board went into an executive session at 5:35pm with an estimated time to return at 6:20pm. The Board returned to regular session at 6:21pm. There was no action taken.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 6:22pm. The next Board Meeting is scheduled for Tuesday, November 18, 2025 at the Spokane Valley Library.

Jessica Hanson, Chair

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 October 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,299,667.84 for the general fund, \$2,955.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: October 31, 2025

SIGNED: 
TITLE: Finance Director

SIGNED: 
TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063888	MARTI BARRETT	REFUND FOR LOST ITEM	28.00
0000063889	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	3,876.08
0000063890	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
0000063891	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	577.03
0000063892	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	212.25
0000063893	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	39,268.78
0000063894	EDNETICS	HARDWARE LICENSES AND SUPPORT - IT	7,707.33
0000063895	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063896	THE FIG TREE	LIBRARY MATERIALS	150.00
0000063897	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,692.62
0000063898	MELANIE HEWITT	LIBRARY PROGRAMS	600.00
0000063899	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	457.85
0000063900	SAFEGUARD BUSINESS SYSTEMS	BANK DEPOSIT SLIPS	320.35
0000063901	SimplyAnalytics, INC	ELECTRONIC LIBRARY SERVICES	12,273.00
0000063902	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063903	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,379.50
0000063904	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	116.90
0000063905	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,850.39
0000063906	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	436.47
0000063907	WITHERSPOON BRAJICHP MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	4,436.00
0000063908	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	910.08
0000063909	CENGAGE LEARNING INC	LIBRARY MATERIALS	958.40
0000063910	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000063911	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	70.00
0000063912	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,477.30
0000063913	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,558.57
0000063914	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,746.09
0000063915	PRECISION DOOR SERVICE	BUILDING REPAIR & MAINTENANCE	2,571.24
0000063916	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063917	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	374.31
0000063918	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	4,057.74
0000063919	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER MANAGEMENT SOFTWARE SUBSCRIPTION	797.00
0000063920	CINTAS CORP	JANITORIAL SUPPLIES	3,083.43
0000063921	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	19,798.05
0000063922	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063923	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	5,365.48
0000063924	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	226.00
0000063925	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	41.99
0000063926	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	84.00
0000063927	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	645.07
0000063928	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	1,321.45
0000063929	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,205.28
0000063930	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	855.62
0000063931	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	95.88
0000063932	CENGAGE LEARNING INC	LIBRARY MATERIALS	180.41
0000063933	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,561.56
0000063934	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	979.92
0000063935	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	16,042.54
0000063936	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	727.46
0000063937	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,548.27
0000063938	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	725.00
0000063939	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,074.64
0000063940	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	259.92
0000063941	CENGAGE LEARNING INC	LIBRARY MATERIALS	742.41
0000063942	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	44.73
0000063943	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	85.52
0000063944	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	54.29
0000063945	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	690.92
0000063946	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,218.79
0000063947	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,913.16
0000063948	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	845.50
0000063949	INSIGHT PUBLIC SECTOR, INC	SOFTWARE SUPPORT	10,773.70

0000063950	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	2,591.92
0000063951	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,963.11
0000063952	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	209.35
0000063953	OTIS HARDWARE	MAINTENANCE SUPPLIES	14.34
0000063954	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	16,666.19
0000063955	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063956	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	766.12
0000063957	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	342.13
0000063958	JENNIFER SHERMAN	LIBRARY PROGRAMS	130.40
0000063959	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	629.97
0000063960	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,958.68
0000063961	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	3,060.58
0000063962	CENGAGE LEARNING INC	LIBRARY MATERIALS	799.58
0000063963	EVCO SOUND & ELECTRONICS, INC	BUILDING REPAIR & MAINTENANCE	385.52
0000063964	EVERGREEN PHOTO SOLUTIONS	LIBRARY PROGRAMS	300.00
0000063965	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,610.49
0000063966	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,297.46
0000063967	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,009.74
0000063968	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,749.35
0000063969	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,035.60
0000063970	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	25.00
0000063971	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	490.57
0000063972	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000063973	SPOKANE SCORE 0180	LIBRARY PROGRAMS	800.00
0000063974	SUNBELT RENTALS INC	EQUIPMENT RENTAL	436.32
0000063975	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	699.55
0000063976	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	824.50
0000063977	VALLEY GLASS (CRJW)	BUILDING REPAIR & MAINTENANCE	462.83
0000063978	KATHY WILKERSON	LIBRARY PROGRAMS	300.00
0000063979	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	154.00
0000063980	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,426.63
0000063981	AVISTA UTILITIES	MONTHLY UTILITIES	10,124.63
0000063982	CONSOLIDATED IRRIGATION DIST19	WATER - OT	134.08
0000063983	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,573.62
0000063984	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	775.80
0000063985	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	798.33
0000063986	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	189.33
0000063987	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,566.00
0000063988	TACOMA PUBLIC LIBRARY - ILL	ILL LOAN FEE	29.99
0000063989	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,702.76
W000001781	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	500.64
W000001786	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,164.68
W000001787	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,295.39
W000001788	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,617.58
W000001789	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	43,299.76
W000001790	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	58.28
W000001791	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	116,594.77
W000001792	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	294.02
W000001793	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,992.44
W000001794	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,295.39
W000001795	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,617.58
W000001796	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	43,634.15
W000001797	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	264.59
W000001798	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	316.65
W000001799	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00

Total Non-Payroll General Operating Fund \$ 760,480.10

PAYROLL VOUCHERS			
10102025 PP19	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 269,365.67
10242025 PP20	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	269,822.07

Total Payroll General Operating Fund \$ 539,187.74

TOTAL GENERAL OPERATING FUND \$ 1,299,667.84

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009772	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE	\$ 2,955.00
TOTAL CAPITAL PROJECT FUND			\$ 2,955.00
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

September 2025 / October 2025

Paid in October 2025

63937

Card Category	Amount
General Purchases	\$ 11,521.12
Maintenance	\$ 2,894.01
Travel	\$ 1,058.00
Acquisitions	\$ 237.97
Information Technology	\$ 741.06
Mobile Services	\$ 1,096.11
General Fund Purchases	\$ 17,548.27

Top Individual Charges

Lakeshore Learning Mater	Furniture for AR funded by AR Friends	3,500.32
	Commercial Rug Cleaner (2, stationed at NS and SV),	
Zoro Tools Inc	Key boxes for all facilities	2,089.13
Home Depot	Building Maintenance	1,046.06

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.

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

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 1st quarter of 2026 due to lead times on materials. Engineering design work from Integrus and MW Engineers is being updated for changes identified in the walk-through with the contractor.

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.

PERSONNEL POLICY: HR20 INFANTS AT WORK PILOT PROGRAM

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.

At their October 2025 meeting, Trustees by consensus directed staff to modify the policy as a pilot program so that its impact could be evaluated prior to the Board taking any action to make the policy permanent. Staff consequently revised the policy as a roughly year-long pilot program which would terminate December 31, 2026 and would require additional action by the Board to revise, extend, or otherwise continue the policy. The pilot program would include a program evaluation and a potential future recommendation to make it permanent, as applicable. The revisions are marked via underline in the following draft policy.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed pilot program policy.

Recommended Action: Board motion to approve the new policy HR20 Infants at Work as a pilot program.

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

Policy Title	HR20 Infants at Work Pilot Program		
Approval Date	November 18, 2025	Termination Date	<u>December 31, 2026</u>
Related	HR05 – Leave HR06 – Employee Conduct HR11 – Workplace Safety HR14 – Rest Periods, Meal Periods & Break Times for Nursing Employees		
Purpose	To set forth the Spokane County Library District's (District) policies for eligible employees to bring their infants to work		
Scope	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.

Pilot Program

This policy is approved by the Board of Trustees as a pilot program. This policy will be in effect from its approval date of November 18, 2025 to its termination date of December 31, 2026.

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 or take the infant(s) home or 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 is 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 infant simultaneously.
- An individual ACP may provide alternate care for generally no more than 1 hour per four-hour period. 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.

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.

POTENTIAL LEVY LID LIFT ELECTION: DISCUSSION

Following the discussion on the funding priorities that the District would consider as part of a potential levy lid lift from the September 2025 meeting, this month's discussion will focus on presenting specific priority items that the District could consider as part of a potential levy lid lift for review and feedback. The three priorities identified previously are operational and financial sustainability, facility maintenance needs, and library service enhancements.

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

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

2026 FINAL BUDGET UPDATE**Recommended Actions**

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- a. Board motion to adopt Resolution No. 25-04 - Adopting the 2026 Final Budget and Certifying It to the Board of County Commissioners.
- b. Board motion to adopt Resolution No. 25-05 - Authorizing 2025 Property Tax Levy Increase for Collection in 2026.
- c. Board motion to adopt Resolution No. 25-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2026.

General Background

As stipulated by RCW 84.52.070 (2), it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2025.

Specific Background and Recommended Action by Item**Item IV.D.1.a: Adopting a 2026 Budget and Certifying it to the Board of County Commissioners (Resolution No. 25-04): Approval Recommendation.****Background**

The General Fund Budget, Exhibit A to Resolution No. 25-04, has changed from the initial budget presented in October as follows:

GENERAL FUND	November Final Budget	October Preliminary Budget	Variance
REVENUES			
PROPERTY TAXES	19,219,000	19,091,000	128,000
LESS TIF ALLOCATIONS	(245,000)	(231,000)	(14,000)
LESS REFUNDS AND ADJUSTMENTS	(174,000)	-	(174,000)
CONTRACT CITIES	113,000	113,000	-
FINES & FEES	42,000	42,000	-
E-RATE REIMBURSEMENTS	278,000	278,000	-
GRANTS & DONATIONS	73,000	53,000	20,000
INTEREST REVENUES AND OTHER	223,000	223,000	-
	<u>19,529,000</u>	<u>19,569,000</u>	<u>(40,000)</u>
EXPENSES			
COMPENSATION	9,082,000	9,079,000	3,000
PAYROLL TAXES & BENEFITS	3,284,000	3,282,000	2,000
SUPPLIES	215,000	215,000	-
UTILITIES	591,000	591,000	-
SERVICES	1,910,000	1,910,000	-
LIBRARY MATERIALS	2,648,000	2,656,000	(8,000)
LIBRARY PROGRAMS	154,000	154,000	-
DEBT SERVICE	255,000	255,000	-
CAPITAL EXPENDITURES	330,000	350,000	(20,000)
OPERATING CONTINGENCY	718,000	735,000	(17,000)
TRANSFERS OUT	1,105,000	1,105,000	-
	<u>20,292,000</u>	<u>20,332,000</u>	<u>(40,000)</u>

Comments on the variances from the preliminary budget presentation at the October meeting are as follows:

REVENUES

PROPERTY TAXES

The estimated property tax amount—before accounting for TIF (Tax Increment Financing), refunds and adjustment allocations—has increased compared to the initial budget. This is due to updated estimates for refunds, state-assessed property values, and new construction.

The District is still waiting to receive updated values for state-assessed properties, which are a key part of the 2026 tax levy. As shown in the table, the amount of tax revenue from these properties is still “to be determined.”

The estimate for TIF allocations has also gone up to reflect changes in property value estimates, including state-assessed properties.

		New Construction Values	New State Assessed Values
Report "A"	7/22/2025	326,000	-
Report "B"	9/17/2025	314,000	-
Report "C"	10/1/2025	313,000	-
Final	Jan-26	to be determined	to be determined

For 2026, there is a new estimate for refunds and adjustments. This estimate accounts for the difference between the net property tax originally assessed in the budget and the amount the District expects to actually receive. The County Assessor will finalize the calculations and set the amount of tax assessed. Property owners are required to pay it, but not all taxes are collected in the same year that they are assessed. Over the past several years, the District has collected less tax than the amount budgeted and calculated by the Assessor. While the District expects to ultimately receive the uncollected taxes in future years, staff felt it prudent to account for the variation in the 2026 budget.

Year	Net Tax Assessed (Budget)	Net Tax Assessed (Actual)	Tax Collected (Actual)	Tax Collected Difference (Budget / Actual)	Tax Collected Difference (Assessed / Actual)
2021	15,840,000	15,861,491	16,191,071	351,071	329,580
2022	16,429,500	16,447,797	16,453,179	23,679	5,382
2023	17,050,000	17,052,240	16,971,013	(78,987)	(81,227)
2024	17,540,000	17,508,982	17,446,681	(93,319)	(62,301)

The October 1 is the last communication received from the County. The District does expect to receive another communication from the County Assessor before the budget and levy request is due. If there is additional information that necessitates a change in the budget these will be communicated to the Board which may include changes to the budget. Accompanying the message was the standard comment about the potential for future changes.

Please remember that the assessed values WILL change due to:

- Processing of exemptions
- Tax appeals
- Corrections

Lastly, these changes could be either increases or decreases, and there are provisions in the estimates used for the budget to address either result.

ALL OTHER REVENUES

Donation revenues increased due to recognition of the sponsorship agreement with STCU related to Mobile Services (LINC).

EXPENSES

COMPENSATION: Vacant positions were combined, which changed the FTE by restoring 0.1 FTE to the October preliminary budget.

	2025 Budget	October Preliminary Budget	November Final Budget
Total Compensation	9,110,000	9,079,000	9,082,000
FTE's	138.5	137.4	137.5
Change in FTE's			-0.7%
Change in Total Compensation			-0.3%

PAYROLL TAXES AND BENEFITS: See the table below for the major components of payroll taxes and employee benefits and changes in budget.

	November Final Budget	October Preliminary Budget	Change
FICA	696,000	695,000	1,000
Medical, Dental, Vision	1,849,000	1,848,000	1,000
Retirement	498,000	498,000	-
Paid Family Medical Leave	104,000	104,000	-
All Others	137,000	137,000	-
Total	3,284,000	3,282,000	2,000

FICA taxes and Medical benefits were increased as a result in the position changes identified in Compensation above.

LIBRARY MATERIALS: Library materials are 14% of total tax revenues and the decrease is due to the recalculation using the very latest estimates for property tax revenues.

CAPITAL EXPENDITURES: Total capital expenditures were decreased for District-wide furniture, fixtures, and equipment. The table below shows the items included in the capital budget.

OPERATING CONTINGENCY: Total operating contingency was revised based on updated estimates.

The Capital Project Fund Budget, Exhibit B to Resolution No. 25-04, has changed from the initial budget presented in October as follows:

CAPITAL PROJECT FUND	November Final Budget	October Preliminary Budget	Variance
REVENUES			
GRANTS & DONATIONS	100,000	100,000	-
INTEREST REVENUES AND OTHER	100,000	100,000	-
TRANSFERS IN	-	-	-
	<u>200,000</u>	<u>200,000</u>	<u>-</u>
EXPENSES			
SUPPLIES	200,000	200,000	-
CAPITAL EXPENDITURES	<u>2,100,000</u>	<u>1,100,000</u>	<u>1,000,000</u>
	<u>2,300,000</u>	<u>1,300,000</u>	<u>1,000,000</u>

The Capital Projects Fund exists to account for the financial resources that are restricted, committed, or assigned for the construction of capital facilities or other related capital assets.

The budget contains \$2.3 million in authorized expenditures with the identified projects. There is capacity for unplanned expenditures in the budget if required. The table below shows the items included in the capital budget.

	2025 November Budget
CAPITAL EXPENSES	
AR HVAC REPLACEMENT	1,400,000
DP HVAC REPLACEMENT	700,000
EQUIPMENT REPLACEMENT	<u>200,000</u>
	<u>2,300,000</u>

The change in capital expenditures recognizes the continuation of the Argonne HVAC Replacement Project from 2025 to 2026. The project was initially estimated to be completed in 2025.

The Debt Service Fund Budget, Exhibit C to Resolution No. 25-04, has changed from the initial budget presented in October as follows:

DEBT SERVICE FUND	November Final Budget	October Preliminary Budget	Variance
REVENUES			
INTEREST REVENUES AND OTHER	-	-	-
TRANSFERS IN	1,105,000	1,105,000	-
	<u>1,105,000</u>	<u>1,105,000</u>	<u>-</u>
 DEBT SERVICE	 1,105,000	 1,105,000	 -
	<u>1,105,000</u>	<u>1,105,000</u>	<u>-</u>

The Debt Service Fund exists to account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

The Debt Service Fund, accounts for the required principal and interest payments for the State of Washington Certificates of Participation, Series 2022B – the loan through the LOCAL program used to finance the Spokane Valley Library. Payment amounts are predetermined for this loan and are made twice a year: principal and interest payment on June 1, and interest only payment on December 1.

The full text of the resolution follows at the end of this agenda item (attachment #1).

Recommended action:

- Board motion to approve Resolution No. 25-04 - Adopting a 2026 Budget and Certifying It to the Board of County Commissioners.

Item IV.D.1.b: Authorizing 2025 Property Tax Levy Increase for Collection in 2026 (Resolution No. 25-05): Approval Recommendation.

Background

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item (attachment #2).

Recommended action:

- Board motion to approve Resolution No. 25-05 - Authorizing 2025 Property Tax Levy Increase for Collection in 2026.

Item IV.D.1.c: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2026 (Resolution No. 25-06): Approval Recommendation.

Background

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2026. A Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item (attachment #3).

Recommended action:

- Board motion to approve Resolution No. 25-06 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2026.

Attachment #1:

RESOLUTION NO. 25-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2026 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2026 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2026 maintenance and operation of the District, which is reflected in the 2026 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2026 Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2026 BUDGET

The Board adopts 2026 Budgets as follows:

General Operating Fund (001-661):	\$ 20,292,000
Capital Projects Fund (008-661):	\$ 2,300,000
Debt Service Fund (005-661)	\$ 1,105,000

Section 2: CERTIFICATION OF 2025 BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2026 Budget (a copy of which is attached hereto as Exhibit A, B and C, and incorporated herein by reference), which includes estimates of the 2026 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 18th day of November 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jessica Hanson, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A

Spokane County Library District 2026 General Operating Fund Budget

REVENUES

PROPERTY TAXES	\$	19,219,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(245,000)
LESS: REFUNDS AND ADJUSTMENTS		(174,000)
CONTRACT CITIES - SPOKANE		113,000
FINES & FEES		42,000
E-RATE REIMBURSEMENTS		278,000
GRANTS & DONATIONS		73,000
INTEREST REVENUES AND OTHER		223,000
TOTAL REVENUES BEFORE TRANSFERS		<u>19,529,000</u>

TRANSFERS IN

-

TOTAL REVENUES & TRANSFERS IN

\$ 19,529,000

EXPENSES

COMPENSATION	\$	9,082,000
PAYROLL TAXES & BENEFITS		3,284,000
SUPPLIES		215,000
UTILITIES		591,000
SERVICES		1,910,000
LIBRARY MATERIALS		2,648,000
LIBRARY PROGRAMS		154,000
DEBT SERVICE EXPENDITURES		255,000
CAPITAL EXPENDITURES		330,000
OPERATING CONTINGENCY		718,000
TOTAL EXPENSES BEFORE TRANSFERS		<u>19,187,000</u>

TRANSFER TO DEBT SERVICE FUND

1,105,000

TRANSFER TO CAPITAL PROJECTS FUND

-

TOTAL EXPENSES & TRANSFERS OUT

\$ 20,292,000

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

\$ (763,000)

Estimated Beginning Fund Balance: January 1, 2026

\$ 9,000,000

Net Excess of Revenues over Expenses

(763,000)

Estimated Ending Fund Balance: December 31, 2026

\$ 8,237,000

Exhibit B

Spokane County Library District 2026 Capital Projects Fund Budget

REVENUES

PROCEEDS FROM CAPITAL CAMPAIGN DONATIONS	\$	100,000
INTEREST INCOME		100,000
TOTAL REVENUES BEFORE TRANSFERS		200,000

TRANSFERS IN FROM GENERAL FUND

-

TOTAL REVENUES & TRANSFERS IN

\$ 200,000

EXPENSES

CONSTRUCTION COSTS, INCLUDING SALES TAX	\$	2,100,000
FURNITURE, FIXTURES AND EQUIPMENT		200,000

TOTAL EXPENSES

\$ 2,300,000

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

\$ (2,100,000)

Estimated Beginning Fund Balance: January 1, 2026

\$ 4,030,000

Net Excess of Revenues over (under) Expenses

(2,100,000)

Estimated Ending Fund Balance: December 31, 2026

\$ 1,930,000

Exhibit C

Spokane County Library District 2026 Debt Service Fund Budget

REVENUES

INTEREST INCOME	\$ -
TOTAL REVENUES BEFORE TRANSFERS	-

TRANSFERS IN FROM GENERAL FUND	1,105,000
TOTAL REVENUES & TRANSFERS IN	\$ 1,105,000

EXPENSES

STATE OF WASHINGTON CERTIFICATES OF PARTICIPATION, SERIES 2022B

PAYMENTS OF PRINCIPAL	\$ 840,000
PAYMENTS OF INTEREST	265,000
TOTAL EXPENSES	\$ 1,105,000

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ -
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Estimated Beginning Fund Balance: January 1, 2026	\$ -
Net Excess of Revenues over (under) Expenses	-
Estimated Ending Fund Balance: December 31, 2026	\$ -

Attachment #2:

RESOLUTION NO. 25-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2025 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2026 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the Board of Trustees of the District has met and considered its budget for the calendar year 2026; and,

WHEREAS, the Districts actual property tax levy amount from the previous year was \$18,610,392; and,

WHEREAS, the population of the District is more than 10,000; and

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

Be it resolved by the by the Board of Trustees of the District that an increase in the regular property tax levy is hereby authorized for levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$204,104, which is a percentage increase of 1.097% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

Section 2: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 18th day of November 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jessica Hanson, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Attachment #3:

RESOLUTION NO. 25-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2026 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2026 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2026 maintenance and operation of the District, which is reflected in the 2026 Budget adopted by Resolution No 25-04;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 21, 2025, to consider the District's revenue sources for the 2026 current expense budget, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE
2026 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2025 property tax levy for collection in 2026 in the amount of \$19,219,000.

Section 2: CERTIFICATION OF 2025 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2025 property tax levy for collection in 2026. A copy of the District's Levy Certification Form for 2026 is attached hereto as Exhibit A, and incorporated herein by reference.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 18th day of November 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jessica Hanson, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A



Form 64 0100

Reset form

Levy Certification

Submit this document, or something similar, to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Patrick Roewe (Name),
Executive Director (Title), for Spokane County Library District (District name),
do hereby certify to the Spokane (Name of county) County legislative authority
that the Board of Trustees (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 10/21/2025 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	<u>19,219,000.00</u>	<u> </u>
Administrative refund amount	<u>66,638.03</u>	<u> </u>
Non-voted bond debt amount	<u> </u>	<u> </u>
Other* <u> </u>	<u> </u>	<u> </u>

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Administrative refund amount	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other* <u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ Date: _____

Print form

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

2026 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 25-07)**Background**

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via resolution. Based upon prior Board direction, the schedule includes meetings at all libraries. This rotating schedule provides local communities a more convenient opportunity to attend Board meetings in-person.

Proposed 2026 Regular Meeting Schedule

The proposed 2026 schedule follows, with regular meetings scheduled in a similar manner to prior years. By consensus, Trustees may amend the proposed meeting locations if they so choose.

DATE	LOCATION
January 20, 2026	Argonne Library, 4322 N. Argonne Rd., Spokane
February 17, 2026	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 17, 2026	Medical Lake Library, 321 E Herb St., Medical Lake
April 21, 2026	Cheney Library, 610 1st St., Cheney
May 19, 2026	Fairfield Library, 305 E. Main St., Fairfield
June 16, 2026	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
July 21, 2026	Deer Park, 208 S. Forest Ave., Deer Park
August 18, 2026	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
September 15, 2026	Moran Prairie Library, 6004 S Regal St., Spokane
October 20, 2026	Argonne Library, 4322 N. Argonne Rd., Spokane
November 17, 2026	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
December 15, 2026	Service Center, 12004 E Main Ave., Spokane Valley

Attached is Resolution 25-07, which sets forth the schedule and meeting locations for 2026.

Recommended Action: Board motion to approve Resolution No. 25-07, which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2026.

RESOLUTION NO. 25-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2026 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

SPOKANE COUNTY LIBRARY DISTRICT Spokane, Washington

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the “District”) is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees (the “Board”) of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board’s regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, the Board has determined that conducting regular meetings at different District facilities provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR 2026.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the calendar year of 2026 follows.

DATE	LOCATION
January 20, 2026	Argonne Library, 4322 N. Argonne Rd., Spokane
February 17, 2026	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 17, 2026	Medical Lake Library, 321 E Herb St., Medical Lake
April 21, 2026	Cheney Library, 610 1st St., Cheney
May 19, 2026	Fairfield Library, 305 E. Main St., Fairfield
June 16, 2026	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
July 21, 2026	Deer Park, 208 S. Forest Ave., Deer Park
August 18, 2026	Spokane Valley Library, 22 N. Herald Rd., Spokane Valley
September 15, 2026	Moran Prairie Library, 6004 S Regal St., Spokane
October 20, 2026	Argonne Library, 4322 N. Argonne Rd., Spokane
November 17, 2026	Airway Heights Library, 1213 S Lundstrom St, Airway Heights
December 15, 2026	Service Center, 12004 E Main Ave., Spokane Valley

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 18th day of November 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jessica Hanson, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2025 – JANUARY 2025

December 16, 2025: Spokane Valley Library – 4pm

- 2025 Work Plan – Year in Review
- 2026 Work Plan
- 2026 Meeting Content Review
- 2026 Board of Trustees Officers Election: Action Required
- Personnel Policies: Approval Recommendation (tentative)
- Public Comment at Board Meetings Policy: Approval Recommendation
- Overview: Post-Pandemic Usage Trend Analysis, Part II
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

January 20, 2026: Argonne Library – 4pm

- Library Meeting Room Use Policy: Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

Special Meetings/Activities

- None

TRUSTEE OCTOBER 2025 REPORTS FOR NOVEMBER 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.

OCTOBER 2025 DIRECTOR'S REPORT**Finance – Jason Link****General Fund**

The total general fund operating expenses before (78.23%) or after (77.70%) transfers remain well aligned with the total projected budget expenditure of 83.33%. 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 HVAC project for October from the Capital Project Fund and no expenditures from the Debt Service Fund.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities in October. Winter preparation of the District's buildings was completed by Facilities employees and contractors.

The vehicle wrap on LINC was replaced to reflect the sponsorship from STCU.

The facilities needs assessment by Integrus Architecture is in process. The walk-through portion of the assessment was done at Argonne, Otis Orchards, Spokane Valley, Service Center, Moran Prairie, and Fairfield. The building scan portion of the assessment for these facilities was at all facilities except Argonne and North Spokane. These scans will be completed in November.

Human Resources – Toni Carnell**Training**

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:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- N/A

Communication & Development – Jane Baker**Communication**

In early October SCLD was contacted by an independent film company, Gravitational Wave Pictures, requesting the use of the Airway Heights Library to film scenes in a movie that would take place in a library. In meeting the requirements of SCLD's Filming and Photography Policy, the use of the facility was scheduled for Monday, October 27, a day that the library was closed. The film company was professional, the filming went well, and the library was returned to excellent condition after they finished. The working title of the film is Supermassive, with no information available yet on a release date.

Development

In the Development arena, preparation is underway for the Q4 meeting of the Library Foundation Directors. The Directors will be considering 6 requests from SCLD totaling over \$33,000. Most of the requests are related to the Cultural Pass program.

Operations – Doug Stumbough

For the month of October, a total of 83,748 physical items were borrowed by customers in the libraries, down from 89,671 borrowed in the same month last year. The total number of customers visiting our libraries this month was 65,927, on par with 65,322 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:

Librarian Janet attended a Millwood History Enthusiasts meeting at Hutton Settlement and heard from their Director of Community Engagement & Stewardship, who related a recent experience she had heard about, involving a mother and son trying to get a library card. The son lives at Hutton, but the mom lives out of state. The Director told them to go to the library and they will help you out. As she was telling this story, Janet asked if it was a few months ago, as she realized she had worked with the family at Argonne. Mom was able to sign the application for her son but was worried about the address verification since she didn't live here. Janet told her that if he was able to receive mail at Hutton, he would be able to get a card. He was happy to be able to check out three items when he got his card and said that he would be in later with the mail and to get more items.

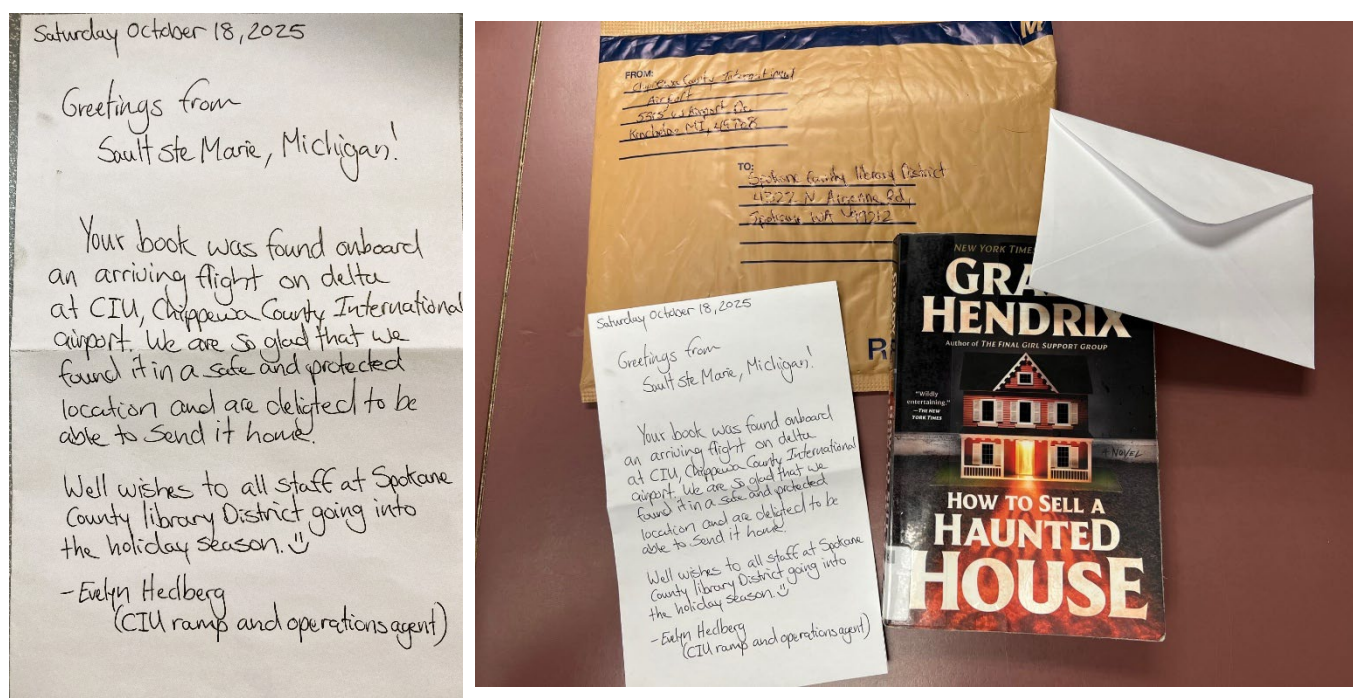
After observing Public Services Associate Erica handle a customer who was experiencing a medical incident, a Moran Prairie customer came to the front desk to tell staff "you guys handled that really well, especially that young lady right over there". He shared that he was a veteran and he often observes that people ignore or walk away from an emergency, but he appreciated how Erica didn't shy from it. He had considered jumping in to help, but he saw that staff had a handle on it and had observed and commended her attentiveness and level head. "You guys know more than just books."

Overheard at Spokane Valley: A grandmother commenting to her daughter about the October crafts; "They always have great crafts here. You can change them if you want."

At North Spokane, a customer checking out some books at the kiosk said that staff in our libraries are "the best staff of any company" the customer has experienced.

At Cheney Toddler Storytime, a grandma let Librarian Crystal know that her granddaughter now regularly pretends to be "Ms. Crystal" at home and reads books to her baby sibling. She said that she looks forward to story time all week.

Recently, a package with a "lost" book was received in Collection Services, along with an accompanying note:



A customer came into Moran Prairie needing a renewal, and she commented on how friendly and helpful staff always are, saying she "loves coming to Moran Prairie."

At North Spokane, Public Services Specialist Katie helped a customer to find a few books to bring to a friend who had recently become homebound and used to enjoy visiting the library. While they were picking out some items from the stacks, she said, "I love that the library has something for everyone."

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 October:
 - **Audiobook checkouts:**
 - *The Housemaid* by Freida McFadden (265)
 - *The Intruder* by Freida McFadden (209)
 - *The Housemaid's Secret* by Freida McFadden (178)
 - **Ebook checkouts:**
 - *Sunrise on the Reaping* by Suzanne Collins (77)
 - *Great Big Beautiful Life* by Emily Henry (74)
 - *Nightshade* by Michael Connelly (67)
 - **Audiobook holds** as of November 4:
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (181)
 - *Atmosphere* by Taylor Jenkins Reid (173)
 - *My Friends* by Fredrik Backman (171)
 - **Ebook holds** as of November 4:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (204)
 - *My Friends* by Fredrik Backman (162)
 - *The Widow* by John Grisham (162)
- Popular **Adult Physical Book** titles October:
 - Checkouts:
 - *The Reformatory: A Novel* by Tananarive Due (70)
 - *Out of the Woods: A Girl, a Killer, and a Lifelong Struggle to Find the Way Home* by Gregg Olsen (36)
 - *The Tenant* by Freida McFadden (35)
 - Holds:
 - *The Widow* by John Grisham (64)
 - *Nobody's Girl: A Memoir of Surviving Abuse and Fighting for Justice* by Virginia Roberts Giuffre (56)
 - *Gone Before Goodbye* by Reese Witherspoon and Harlan Coben (37)

Spokane Is Reading Presents Tananarive Due

The 2025 Spokane Is Reading title selection was *The Reformatory: A Novel* by the award-winning author Tananarive Due. *The Reformatory* won the Bram Stoker Award for Best Novel and was named a *New York Times* Notable Book. The novel is a blend of historical fiction and horror based on a true story from Due's family history regarding Florida's infamous Dozier School for Boys and a deeply wronged ancestor. Two free Spokane Is Reading presentations were held on Thursday, October 23. The author was going to appear in person, but as a result of unforeseen circumstances, the presentations were done remotely with Due speaking to the audiences from her home in California. The 1pm presentation at the Spokane Valley Library had 40 people in attendance, and the 7pm presentation at Spokane Public Library's Central Library saw an in-person audience of 66, with 89 others viewing the livestreamed presentation. The author was very engaging, and both presentations were well received with audience members asking good

questions. The book is available in physical and digital formats with District customers availing themselves of these options. *The Reformatory: A Novel* was the District's most checked out adult physical book in October with 70 checkouts recorded. The Spokane Valley Library presentation was filmed by the District's Video Production Specialist and can be found on the District's YouTube channel. Links to both the afternoon and evening presentations can be found on Spokane Is Reading's website at <https://spokaneisreading.org> with the recorded presentations being available to view through November 23, 2025. This annual one-book, one-community reading program was made possible by financial support from the Friends of the Spokane Public Library, Friends of the Moran Prairie Library, Friends of the Cheney Library, Spokane Arts, the Washington State Arts Commission (ArtsWA), and donations from community members. The Simon & Schuster Speakers Bureau represents Tananarive Due.

COLLECTION MONTHLY REPORT OCTOBER 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	47,118	51,246	-8%
Interlibrary Loan Total	5,798	6,119	-5%
Overdrive			
Total Checkouts	951,139	890,481	7%
Total Holds	348,984	317,420	10%
hoopla			
Total Checkouts	67,394	51,887	30%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	303,213	309,905	-2%
Nonprint	64,723	70,509	-8%
Overdrive	292,618	243,490	20%
Grand Total	660,554	623,904	6%

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

Executive Director – Patrick Roewe

Trustee Clark Reappointment Request Update

The Board of Trustees' motion to recommend that Trustee Jessica Hanson be reappointed for a second term was submitted to the Spokane County Board of Commissioners via a letter from Vice Chair Jon Klapp. Along with the recommendation, Trustee Hanson also submitted a personal letter and application.

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 them on a biennial basis going forward.

Parkside Books Season Update (Amber Williams)

Mobile Services staff collected District materials from Parkside Books at Liberty Lake Regional Park in October. Along with help from Park staff, the space has been closed down for winter and will reopen next spring.

This is the third year Parkside Books has been available for park goers. After last year's park closures we were pleased to see usage numbers jump. On paper, 112 items were "checked out" by 38 visitors. We believe more items were in use at any given time than what the paper reflects because Mobile Services staff needed to refresh the collection in mid-July after park staff let us know most shelves were bare.

Most visitors shared local zip codes, but some users were from as far away as Arizona, Minnesota, and even Florida. Notes left in the comments section were all positive with many variations of "thanks!" and one "Wow this is cool! Library in our swimsuits???"

Parkside Books is a joint endeavor by the District and Spokane County Parks, Recreation and Golf. Liberty Lake Regional Park hosts the seasonal walk-in lending library in the park office, and the District provides materials. This is the third of the four summers of the pilot program.

OPERATIONS REPORT OCTOBER 2025

Doug Stumbough and Kristy Bateman

Service Priority Teams

Adult Services (Stacey Goddard)

- 491 people attended 46 adult programs during October. Almost 20 percent of this came from the two *Spokane is Reading* programs, which had a combined attendance of 96 individuals.
- Other highlights this month included 56 participants for the three *Homebuyer Education Seminar* programs, 29 individuals for the two *How to Make Your Vote Count* programs, and 17 attendees for the two *Racial Restrictive Property Covenants* workshops.
- I represented the District at WorkSource's Access Spokane Job Fair. This event focuses on helping veterans and individuals with disabilities find employment and resources to help them be successful. I spoke with 38 people about our services and resources for job seekers and signed several people up for job alerts.

Youth Services (Mary Ellen Braks)

- We provided 86 storytimes this month with an attendance of 2,233.
- Mobile Services visited 25 childcare centers, providing 63 storytimes for 879 children and caregivers.
- We had 21 youth programs with 571 attendees including weekly programs at North Spokane, Spokane Valley, and Medical Lake. We had an additional program called *Games and Crafts from Around the World* at North Spokane, Cheney, and Spokane Valley. We also offered *Tin Foil Art* at Medical Lake, *Create Fall Yarn Art* at Deer Park, *The Case of the Missing Book* at Moran Prairie, *Spooktacular Storytime* at North Spokane, and Spokane Valley and a *Homeschool STEAM* program at Deer Park.
- We offered 38 *Lego Free Play* activities for families.
- We had eight school visits and library tours for 263 students.

Cross Disciplinary (Gwendolyn Haley)

- October was a busy time in our creative spaces with 22 *Lab*, *STCU Studio*, and *3D printing* appointments. 10 customers booked the *STCU Studio* for their individual use. Programs in these spaces included *Veterans History Project: Interview Training for Volunteers* (21 participants), *3D Printed Toothpaste Pushers* (10) and *Take it Apart Saturday* (42) where families happily took apart our collection of old, donated electronics.
- 21 people participate in our *Ciencia en Español: Programación / Science in Spanish: Coding* program at the North Spokane Library.
- 112 customers reserved *Museum or Cultural Passes*, representing \$4,642 in savings for our customers. We are testing and developing staff training for the new Library of Things platform, *Lending Key*, and will soon be offering a Cat Tales pass along with existing passes.
- The Online Author Series featured 38 authors in 2025 that customers have viewed 11,322 times. Our October featured authors, viewed a total of 407 times, included:
 - *Courtly Intrigue and Whispers as Weapons* with Historical Fiction Queen Philippa Gregory

- *Finding My Way* with Nobel Peace Prize Laureate Malala Yousafzai
- *10 Years of Daring Heists and Lovable Outcasts* in YA Fantasy with Leigh Bardugo
- *Nuestra América: Stories of 30 Inspiring Latinas/Latinos Who Have Shaped the United States* with Smithsonian Educators

Digital Projects and Resources (Carlie Hoffman)

- Customers are now able to book a session for 3D printing.
- A great deal of work has been done on setting up and testing the new Library of Things software. The training will be completed by staff in November.
- Editing and updating web pages for the redesign continues.

Information Technology (Patrick Hakes)

- Various District IT maintenance tasks and trouble tickets resolved.
- Continued work on security projects.
- Annual staff cybersecurity training has been completed by most employees

Mobile Services (Brianna Rukes)

- Caroline started a new storytime at Pioneer School, whose staff mentioned they learned about our storytime services at the monthly board meeting!
- LINC received a new wrap this month to reflect the STCU sponsorship.
- All our school visits for *Storytime* and LINC have resumed, including a new visit at Three Springs High School in Cheney for LINC.
- LINC also attended a new community event in Spokane Valley in partnership with Spokane Valley Parks and Recreation — *the MiraBOO! Trick-or-Treat event at Mirabeau Park* — where we welcomed 278 visitors who received library services and had the option to take home an activity kit.

Library Reports**Airway Heights: Lesa Arrison**

- Crystal Miller hosted the *Fire Prevention Week: Touch a Fire Truck & Fire Safety House* program with 72 attending.
- Crystal Miller and Lesa met Chief Mike Makala with the Fire Department for a Community Interview.
- Airway Heights Library was used for the movie *Supermassive* by Gravitational Wave Pictures LLC, a local filming company.

Argonne: Stacy Mills

- The Friends of the Argonne Library hosted a successful book sale.
- The Argonne library collaborated with Flight 509 and had a scavenger hunt where kids could come in and find free passes to the family fun center hidden in certain sections of the library.
- The program *Introduction to Quilting: Basic Techniques* had an attendance of five and the program *Ideas for Preserving Photo Memories* had an attendance of six.

Cheney: Jonathan Melcher

- The Cheney Fire Department visited for storytime. They read books and showed their fire gear. There were 37 people in attendance.
- Jonathan and Crystal were at the CMA Trunk-or-Treat event at EWU and interacted with more than 650 people.
- Katy staffed the Cheney Trick-or-Treat Trail in partnership with Cheney Parks and Rec. She read stories to 102 attendees.

Deer Park: Shannon McMinn

- Librarians Alison and Rachel attended Deer Park's 29th Annual Pumpkin Lane, a fun and safe trick-or-treating local businesses event. They connected with over 3,000 people and handed out pencils and stickers to the children, many of whom were in costume.
- The *Mend-It Café* was well received with organizers reporting that just under 24 pounds of textiles were saved from the landfill and 23 items were given a new life.

Medical Lake: Myles Cunningham

- Four first-grade classes from Hallett Elementary visited the library this month. Students got a tour, a book-themed storytime, and practiced checking in and returning books.
- Christie represented the library at the Re*Imagine Medical Lake Fall Festival, sharing program information and offering crafts and activities for kids.

Moran Prairie and Fairfield: Caitlin Wheeler

- 17 adults attended the *Homebuyer's Educational* seminar, and there is a steady attendance for the *Matter of Balance* health and wellness series.
- Caitlin and Danielle hosted 93 first grade students and teachers from Mullan Road Elementary for tours of the library and fun activities. Children's programs this month included *The Case of the Missing Book*. The library also maintains a passive craft table aimed at elementary and middle school children. This month's crafts produced some fun and entertaining mask creations.
- Fairfield children enjoyed exploring and making their own tangrams at the passive STEM Box.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display of graphic design work by local artist Aries Maier.
- Our *Terrific Tuesdays* children's program continued to be popular this month, with an average of 50 children and caregivers attending each week for various crafts and STEM activities.

Otis Orchards: Maggie Montreuil

- Approximately 50 students from Otis Elementary toured the library, resulting in 36 new student cards.
- Over 45 people of all ages decorated a paper pumpkin for our Fall display in the Teen Section.

Spokane Valley: Danielle Milton

- We have transitioned to an appointment-based model for 3D printing, in addition to our monthly programs. Most of the available time slots filled up quickly and continue to be popular.
- In partnership with Spokane Zero Waste and Waste Management, a new program called *Mend-It Café*, brought in 19 people with textile items to be repaired and saved from being tossed away to a landfill.

District-wide Information

Public Use Measures October 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	153080	142759		7%
Door count	65927	65322	568922	-10%
Items Borrowed	217508	215807	2135754	0%
• Airway Heights	2567	2864	22199	-11%
• Argonne	5244	6108	56191	-13%
• Cheney	5720	6287	57978	-12%
• Deer Park	5925	6809	49189	-25%
• Fairfield	410	724	5092	-24%
• Medical Lake	1885	2021	18825	-7%
• Mobile Services	2146	2278	120155	3%
• Moran Prairie	10536	10831	104570	-7%
• North Spokane	21676	21883	214830	-6%
• Otis Orchards	3014	3526	30715	4%
• Spokane Valley	24625	26340	249309	-7%
• Digital	102191	94872	1024188	8%
• Totals	186790	185763	1861768	-9%
Programs				
• Number	380	315	2747	-13%
• Attendance	5710	10721	52376	-17%
Internet Station Use (%)	33.8%	28.4%	31.6%	
Meeting room bookings	834	785	7800	-3%

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.*

OCTOBER FISCAL REPORT FOR NOVEMBER

Spokane County Library District Summary of Revenues & Expenses - (Cash Basis) For the Ten Months Ended October 31, 2025

	Y-T-D Actual	Annual Budget	Target 83.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 17,315,049	\$ 18,354,000	94.34%	\$ 1,038,951
CONTRACT CITIES - SPOKANE	55,340	111,000	49.86%	55,660
FINES & FEES	42,227	45,000	93.84%	2,773
GRANTS & DONATIONS	69,010	53,000	130.21%	(16,010)
E-RATE REIMBURSEMENTS	210,500	269,000	78.25%	58,501
LEASEHOLD & TIMBER TAX, REBATES, OTH	35,626	38,000	93.75%	2,374
INTEREST REVENUES	215,975	190,000	113.67%	(25,975)
TOTAL REVENUES	\$ 17,943,727	\$ 19,060,000	94.14%	\$ 1,116,273
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,943,727	\$ 19,060,000	94.14%	\$ 1,116,273
EXPENSES				
SALARIES	\$ 7,258,231	\$ 9,110,000	79.67%	\$ 1,851,769
FRINGE BENEFITS	2,356,830	3,257,000	72.36%	900,170
SUPPLIES	167,265	204,000	81.99%	36,735
UTILITIES	507,765	640,000	79.34%	132,235
SERVICES	1,273,071	1,519,000	83.81%	245,929
INSURANCE	103,832	106,000	97.95%	2,168
CAPITAL EQUIPMENT	76,007	220,000	34.55%	143,993
LIBRARY MATERIALS	1,842,945	2,285,000	80.65%	442,055
ELECTRONIC LIBRARY MATERIALS	229,790	300,000	76.60%	70,210
LIBRARY PROGRAMS	93,279	191,000	48.84%	97,721
DEBT SERVICE	247,046	264,000	93.58%	16,954
TOTAL EXPENSES	\$ 14,156,061	\$ 18,096,000	78.23%	\$ 3,939,939
TRANSFERS OUT	763,000	1,106,000	68.99%	343,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 14,919,061	\$ 19,202,000	77.70%	\$ 4,282,939
Net Excess of Revenues Over/(Under) Expenses	\$ 3,024,666	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	3,024,666			
ENDING CASH	\$ 12,148,027			

Number of months cash on hand

8.1

**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)).