



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

December 16, 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 [November 18, 2025 Meeting Minutes](#)
- B. Approval of [November 2025 Payment Vouchers](#)
- C. Unfinished Business
 - 1. [HVAC Projects](#): Discussion
 - 2. [Levy Lid Lift Update](#): Discussion
 - 3. [2025 Work Plan – Year in Review](#)
- D. New Business
 - 1. [2026 Work Plan](#)
 - 2. [2026 Meeting Content Review](#)
 - 3. [2026 Board of Trustees Officers Election](#): Action Required
 - 4. [Public Comment at Board Meetings Policy](#): 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.

December 16, 2025

BOARD OF TRUSTEES MEETING MINUTES: November 18, 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, November 18, 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), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Jason Link (Finance Director), Kristy Bateman (Operations Manager), Emily Greene (Administrative Service Manager), and seven (7) 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 Ellen Clark 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
October 21, 2025
Regular Meeting
Minutes
(Item IV.A)**

Chair Hanson called for any corrections to the October 21, 2025 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of
October 2025
Payment Vouchers
(Item IV.B)**

Vice Chair Job Klapp moved and Trustee Paull seconded the approval of the October 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
October – GF	0063888 – 0063989 and W001781 – W001799	\$760,480.10
	PR10102025 and PR10242025	\$539,187.774
	Total	\$1,299,667.84

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

Executive Director Patrick Roewe presented an update to the board about the Airway Heights Interlocal Agreement Amendment. Discussion ensued about next steps for the amendment process.

There was no further discussion.

**Unfinished
Business**
HVAC Projects
(Item IV.C.2)

Finance Director Jason Link gave an update to the Board about the Argonne and Deer Park HVAC Projects. Discussion ensued about the contract negotiation, including separating the Argonne lobby for employee-only access during construction, an estimate for closure times, and anticipated start date.

There was no further discussion.

**Unfinished
Business**
HR20 Infants at
Work (IAW) Pilot
Program
(Item IV.C.3)

Human Resources Director Toni Carnell presented the updated proposal for the HR20 Infants at Work Pilot Program. Updates included a December 2026 end date unless there is action from the Board, and plans to present usage and feedback results by November 2026. Trustee Paull moved and Trustee Clark seconded the approval of the Infants at Work pilot program.

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

**Unfinished
Business**
Levy Lid Lift Update
(Item IV.C.4)

Executive Director Roewe presented a PowerPoint of information regarding the planned upcoming Levy Lid Lift. Discussion ensued about an overview of information already covered in previous meetings, a review of the main focuses of the levy lid lift, and an overview of an informational campaign timeline.

There was no further discussion.

New Business
2026 Budget:
Adopting a 2026
Final Budget and
Certifying it to the
Board of County
Commissioners
(Resolution 25-04)
(Item IV.D.1.a)

Finance Director Link presented a PowerPoint reviewing the revenues and expenditures for the proposed 2026 budget. Discussion ensued about a decrease in total revenue and reallocations in the expenditures to keep the net amount the same. Trustee Paull moved and Trustee Stauffer seconded that Resolution 25-04 Adopting the 2026 Budget and Certifying to the Board of County Commissioners be approved.

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

The motion was unanimously approved.

New Business
2026 Budget:
Authorizing 2025
Property Tax Levy
Increase for
Collection in 2026
(Resolution 25-05)
(Item IV.D.1.b)

Discussion ensued about a change from the October preliminary budget that accounts for anticipated delays in receiving all assessed property taxes revenue in 2026 due to delinquent payments. Discussion also ensued about what would happen if unpaid taxes became permanently delinquent. Vice Chair Jon Klapp moved and Trustee Clark seconded that Resolution 25-05 Authorizing 2025 Property Tax Levy Increase for Collection in 2026 be adopted.

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.

The motion was unanimously approved.

New Business
2026 Budget:
Levying the Regular
Property Taxes for
SCLD for Collection
in 2026 (Resolution
25-06)
(Item IV.D.1.c)

Trustee Clark moved and Trustee Paull seconded that Resolution 25-06 Levying the Regular Property Taxes for SCLD for Collection in 2026 be adopted.

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.

The motion was unanimously approved.

New Business
2026 Budget:
Direction to Staff
(Item IV.D.1.d)

Executive Director Roewe informed the Board that certified copies of the resolutions would be sent to the Board of County Commissioners and the Spokane County Auditor's Office.

There was no further discussion.

New Business
2026 Board
Meeting Schedule
(Resolution 25-07)
(Item IV.D.2)

Executive Director Roewe informed the Board that the meeting schedule was presented earlier in the year than previously done in order to help with program and event scheduling. Discussion ensued about the addition of the Service Center as a meeting location and reasoning behind placements of other locations. Trustee Paull moved and Trustee Clark

seconded that Resolution 25-07 2026 Board Meeting Schedule be adopted.

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.

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

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

Chair Hanson called for any suggestions or questions on the future Board meeting agenda items. Discussion ensued about waiting for delayed statewide usage statistical reports for post-pandemic usage analysis and the January agenda having few items at present.

There was no further discussion.

Trustee Reports
(Item VI.A)

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that the District hosted had a customer appreciation celebration at the Deer Park Library to show gratitude to the community for their patience and support during the unexpected HVAC closure earlier in the year.

There was no further discussion.

Operations Report
(Item VI.C)

In addition to the report provided prior to the meeting, Operations Director Doug Stumbough provided the Board with information regarding usage of Hoopla and Overdrive, as well as the number of Non-Resident cards that have been purchased.

There was no further discussion.

Fiscal Report
(Item VI.D)

Finance Director Link informed the board that there was a revision to the fiscal report provided prior to the meeting that corrected assignment errors in several expense categories. Discussion ensued about the change correcting line item assignments with no change to the bottom line amount of expenditures.

There was no further discussion.

Chair Hanson 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)

The Board went into a closed session 5:50pm with an estimated time to return at 6:35pm. The Board returned to regular session at 6:35pm. There was no action taken.



**Adjournment
(Item VIII)**

Chair Hanson adjourned the meeting at 6:36pm. The next Board Meeting is scheduled for Tuesday, December 16, 2025 at the Spokane Valley Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

NOVEMBER 2025 PAYMENT VOUCHERS

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 November 30, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,364,666.78 for the general fund, \$59,063.86 for the capital projects fund, and \$143,000.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	November 30, 2025		
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063990	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	5,452.04
0000063991	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,120.22
0000063992	CINTAS CORP	JANITORIAL SUPPLIES	4,266.14
0000063993	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	462.95
0000063994	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	503.74
0000063995	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,121.07
0000063996	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	821.13
0000063997	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	698.28
0000063998	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,363.97
0000063999	BETH NORTH	LIBRARY PROGRAMS	300.00
0000064000	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,493.77
0000064001	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	73.63
0000064002	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,762.06
0000064003	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	116.90
0000064004	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	343.04
0000064005	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	375.17
0000064006	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	7,935.00
0000064007	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	30,589.35
0000064008	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,603.75
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064010	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	356.87
0000064011	BRAIN FUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
0000064012	CENGAGE LEARNING INC	LIBRARY MATERIALS	236.84
0000064013	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000064014	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	79.52
0000064015	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	2,052.00
0000064016	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	288.75
0000064017	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.34
0000064018	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000064019	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	14,948.47
0000064020	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,764.18
0000064021	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	2,683.95
0000064022	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	450.00
0000064023	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	87.00
0000064024	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	18,339.36
0000064025	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000064026	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	326.69
0000064027	SPRINGSHARE LLC	PRINCIPAL - SBITA PATRON POINT SUBSCRIPTION	2,975.00
0000064028	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,527.44
0000064029	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,835.17
0000064030	WICK ENTERPRIZES, LLC	ADVERTISING	3,762.00
0000064031	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	289.17
0000064032	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,090.27
0000064033	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	933.00
0000064034	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	3,325.64
0000064035	ByWATER SOLUTIONS	SOFTWARE SUPPORT	17,850.00
0000064036	CAMBRIDGE PACIFIC	OFFICE/LIBRARY SUPPLIES	727.00
0000064037	CENGAGE LEARNING INC	LIBRARY MATERIALS	676.03
0000064038	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,142.21

000064039	EDNETICS	SOFTWARE SUPPORT, TELEPHONE MANAGED VOICE SERVICES	20,287.08
000064040	FOREST GROVE CITY LIBRARY	ILL LOAN FEE	14.99
000064041	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	913.46
000064042	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	49.60
000064043	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
000064044	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,265.85
000064045	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	867.60
000064046	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,191.73
000064047	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	85.08
000064048	OTIS HARDWARE	MAINTENANCE SUPPLIES	39.26
000064049	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	24,009.13
000064050	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	646.36
000064051	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	979.75
000064052	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	852.80
000064053	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,362.27
000064054	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,749.35
000064055	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,035.60
000064056	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	25.00
000064057	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	490.57
000064058	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
000064059	SPOKANE SCORE 0180	LIBRARY PROGRAMS	800.00
000064060	SUNBELT RENTALS INC	EQUIPMENT RENTAL	436.32
000064061	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	699.55
000064062	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	824.50
000064063	VALLEY GLASS (CRJW)	BUILDING REPAIR & MAINTENANCE	462.83
000064064	KATHY WILKERSON	LIBRARY PROGRAMS	300.00
000064065	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	154.00
000064066	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,426.63
000064067	AVISTA UTILITIES	MONTHLY UTILITIES	10,124.63
000064068	CONSOLIDATED IRRIGATION DIST19	WATER - OT	134.08
000064069	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,573.62
000064070	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	775.80
000064071	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	798.33
000064072	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	189.33
000064073	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,566.00
000064074	TACOMA PUBLIC LIBRARY - ILL	ILL LOAN FEE	29.99
000064075	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,702.76
000064076	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	500.64
000064077	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,164.68
000064078	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,295.39
000064079	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,617.58
W000001800	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	91,340.91
W000001801	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,396.40
W000001802	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,617.58
W000001803	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,145.09
W000001804	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	154.99
W000001805	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	282.87
W000001806	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,320.51
W000001807	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,313.52
W000001808	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	80,760.92
W000001809	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,194.37
W000001810	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,397.58
W000001811	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,061.28
W000001812	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001813	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,901.28
W000001814	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	25.61
W000001815	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	121.21
W000001820	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	113.90
Total Non-Payroll General Operating Fund			\$ 817,700.99
PAYROLL VOUCHERS			
11102025 PP21	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #21	\$ 287,282.57
11252025 PP22	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #22	259,683.20
Total Payroll General Operating Fund			\$ 546,965.77
TOTAL GENERAL OPERATING FUND			\$ 1,364,666.76
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009773	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE, DISTRICT-WIDE FACILITIES ASSESSMENT	\$ 59,063.86
TOTAL CAPITAL PROJECT FUND			\$ 59,063.86
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
12012025	STATE OF WASHINGTON	2025 DECEMBER DEBT SERVICE PAYMENT	143,000.00
TOTAL DEBT SERVICE FUND			\$ 143,000.00

October 2025 / November 2025			
Paid in November 2025			
64032			
Card Category			Amount
General Purchases			\$ 7,185.00
Maintenance			\$ 2,963.05
Travel			\$ 2,147.41
Acquisitions			\$ 1,203.79
Information Technology			\$ 1,151.69
Mobile Services			\$ 439.33
	General Fund Purchases		\$ 15,090.27
<u><i>Top Individual Charges</i></u>			
Amazon	IT hardware		1,089.00
Mercedes-Benz of Spokane	Vehicle Maintenance - Sprinter Van		2,048.41
Home Depot	Building Maintenance		1,444.41
Costco	Programming Supplies		1,202.29

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. The contract has been signed, and the scheduling of work is now being done. Replacement of the electrical panel is scheduled to begin in December 2025. Most of the work will be completed in the middle of February to the end of April 2026. During this period of time, the Argonne building will be closed to the public and to the majority of employees.

The ten-week closure is necessary because all of the HVAC equipment is located in the “mezzanine” above the central lobby. In order to access and replace the equipment, they will be opening the exposed walls above the lobby and using lifts and other heavy equipment. The lobby therefore needs to be closed for the safety of customers and employees. All of the work will be happening overhead in the lobby, and the footprint of the space is insufficient from a safety perspective to maintain protected public access without inhibiting contractor working space. Since there is no ADA accessible alternative entry into the library/restroom access for the public, the District is not able to get a temporary occupancy permit for the public during the closure, however a minimal employee presence during the closure is permitted.

Plans for some curbside service days and LINC visits are being determined in collaboration with employees but are not finalized at present. More information about the closure and related operational adjustments will be provided as plans are fine-tuned and codified.

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 the first week of January. The District anticipates the award of the contract will appear on the February 2026 board agenda.

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.

POTENTIAL LEVY LID LIFT ELECTION: DISCUSSION

Following the discussion of specific priority items that the District could consider as part of a potential levy lid lift from the November 2025 meeting, staff met with representatives from Integrus Architecture to review a draft of the facilities needs assessments that they are presently finalizing. This needs assessment report, which will be presented to the Board in January 2026, will help identify maintenance funding priorities for a potential levy lid lift.

Executive Director Patrick Roewe will be available to answer questions.

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

2025 WORK PLAN IN REVIEW

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities, typically focused on significant organizational and/or capital projects.

Similar to previous years, the work plan for 2025 was divided into four key areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Support and Continuity:** Internal-focused initiatives that undergird District operations by streamlining processes, upgrading hardware and software, encouraging staff engagement and retention, and ensuring that contracted services are efficient, cost-effective, and meet District needs.
- **Customer Experience:** Projects that focus on improving the ways in which customers interact and utilize District services and resources.
- **Facility Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and systems therein.

With these priorities in mind, the Leadership Team focused resources on the following in 2025:

Strategic Initiatives:

- **Community Engagement Plan:** Staff continued to implement established priorities and assess related impact. Work on the Realignment Plan and the Process Evaluation framework continued, both with the overarching goal to create organizational capacity in order to respond to future customer interests and needs without further straining resources (time, talent, treasure).
- **Facilities Master Plan:** In order to better prepare for long term facilities needs and potential future capital expenditures in support of District maintenance and operations, District leadership worked with Integrus Architecture to prepare a facilities plan with formal action steps and prioritization of work, which is slated to be completed in December 2025. This plan should lead to fewer emergencies, less disruption, more straightforward repairs, and a consistent budgeting process.
- **Airway Heights Interlocal Agreement Amendment Implementation:** Staff worked with the City of Airway Heights and the District's legal counsel to finalize the actions memorialized in the amendment, including but not limited to the title transfer of the property, the District's right of first offer regarding the vacant parcel, and the resolution to the remaining elements of the interlocal agreement still in effect. It is anticipated that the Board of Trustees will take action on the amendment in 2026.
- **Levy Lid Lift Analysis:** Staff conducted a financial forecast of anticipated revenues and expenses, and a maintenance and operational needs analysis for the coming 5-year period

in order to finalize plans for a potential levy lid lift election. Recommendations will be presented in January 2026.

- **Procedure Overhaul Project:** Staff will have completed a comprehensive review and revision of District procedures by the end of December. Procedures are staff-oriented internal documentation of instructions and/or guidance on routine internal processes or protocols required for day-to-day operation of the District. Procedures typically provide instruction and/or guidance for the application/implementation of Board of Trustees-approved policies, though not all policies require a procedure. Procedures may also address operational topics not covered by a policy.

Operational Support and Continuity:

- **Service Contracts:** Staff initiated a Request for Proposal (RFP) process for one important contracted-provided service in 2025. This process involved issuing the RFP, evaluating proposals received, and recommending that a contract be awarded by the Board of Trustees. These contracts are typically five years in length: awarded initially on an annual basis with the opportunity for four annual extensions:
 - Non-Exclusive Provider of Print Materials
- **Project Contracts:** In addition to the Argonne HVAC project detailed below, staff initiated a Request for Proposal (RFP) process for E-Rate in 2025. This RFP is to replace the Wi-Fi infrastructure hardware in the facilities. The RFP will close at the end of 2025, and the contract award and project work is anticipated in 2026.
- **Technology Replacement:** In 2024, staff completed an assessment of needs and a replacement of staff and public computers based on priority, budget, and impact. This first phase of replacement hardware was received in 2024, and implementation was completed in 2025. Equipment is currently being procured for the next phase, with implementation planned for 2026. It is expected that all phases of the replacement plan will take place over the course of two to three years.
- **Investigation of options for Enterprise Resource Planning (ERP) software:** ERP software manages business functions such as human resources, accounts receivable, accounts payable, payroll, timekeeping, and other related purposes. The current configuration of software is comprised of disparate systems from various vendors that do not communicate with each other in an efficient manner. In addition, at least one of these systems is no longer supported by the vendor. Leadership reviewed the current systems and identified several areas where improvements can be made. Based upon the scope and goals of an ERP implementation project, staff anticipates that the purchase and implementation of an ERP platform would cost around \$500,000 initially, with an ongoing annual subscription/maintenance costs. Given the estimated initial cost, additional revenue would be needed to proceed with selection and implementation of an ERP platform.
- **Service Center Transition:** Staff completed an analysis of the building's long-term viability. Additional use options were examined, informed in part by the next phase of the Facilities

Master Plan. The primary use of the building in the future will be to move administrative and support functions to the Service Center if and when the need to create additional public space at the Argonne Library becomes necessary. Investment in the roof, HVAC and other infrastructure improvements are needed to continue to use the building. In addition, Leadership, with input from employees, developed a short-term plan for using the building as temporary space for Administrative Offices activities and employees necessitated due to the planned HVAC replace at Argonne/Administration, which will be utilized in 2026.

Customer Experience:

- **Patron Point:** In 2025, phase two of the implementation of Patron Point, a marketing platform specifically designed for libraries to enhance digital marketing, was under way with the addition of a bi-monthly Kids & Families eNewsletter and annual birthday greetings to customers. A substantial amount of progress was made toward migrating the ILS notices to Patron Point, which is expected to be completed in early 2026.
- **Website Launch:** Staff completed the organization of information and navigation for the website. However, an unforeseen platform migration and issues with coding created delays. The functional requirements and design are near completion, and the content edits and updates are in progress. User testing is expected to take place this winter and launch to the public in the first half of 2026.

Facility Updates and Upgrades:

- **Energy Management Plan /Operations Management Plan:** As part of the Clean Building Act, the District is required to evaluate its buildings over 20,000 square feet (Spokane Valley and the Service Center). The District recently completed an initial review of both of those buildings receiving: Energy Management Plans and Operations Maintenance Plans. In 2025, the District began to utilize this information along with additional information to be received in the facilities assessment to work with our architectural/engineering firm and HVAC maintenance provider to create a District-wide plan to standardize energy management and maintenance. The District has been converting facilities to LED lighting in coordination with developing the plan documents.
- **HVAC:** As part of the levy funding priorities, the next phase of HVAC-related improvements included several location-based projects:
 - **HVAC Controls:** Upgrade control systems at District facilities to allow for remote management of the systems by the Facilities team. Based on timing and cost, upgraded control systems were added at the following facilities: Argonne, Deer Park, Moran Prairie, North Spokane, Service Center and Fairfield. The control system upgrades have been designed into the Argonne and Deer Park HVAC replacements in Phase 2.
 - **HVAC Replacement, Phase 2:** The facilities selected for phase 2 of the HVAC systems upgrade or replacement are Argonne and Deer Park. These two facilities are next in line based on age and need, and work commenced in replacing both in 2025.

Replacement HVAC systems have been designed at both facilities. The Argonne facility HVAC system is under contract and the project was started in 2025. The Deer Park facility HVAC system has completed the design phase, and the RFP will be issued in early January 2026. Both facilities are expected to be completed by the end of the second quarter of 2026.

- **Service Continuity Planning:** Staff are continuing to work with both the on-call architecture and engineering firm, as well as future contractors, to collaborate on an approach that will minimize disruptions to public service and staff functions for the Argonne and Deer Park projects.
- **Ballot Drop Box Location Review:** In collaboration with the Spokane County Elections Department (Elections), District facilities have served as ballot drop box locations for 17 years. Given that usage and related traffic have increased over that time, Leadership and building supervisors worked with Elections to evaluate the drop box locations in order to improve public access and minimize library service disruption where possible. As a result, walk-up ballot boxes were installed at Moran Prairie, North Spokane, and Spokane Valley, and additional signage was provided for several locations.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2026 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities, typically focused on significant organizational and/or capital projects.

Similar to previous years, the work plan for 2026 is divided into four key areas:

- **Organizational Priorities:** Key projects and initiatives focused on the future stability and success of the District in executing its mission.
- **Operational Support and Continuity:** Internal-focused initiatives that undergird District operations by streamlining processes, upgrading hardware and software, encouraging staff engagement and retention, and ensuring that contracted services are efficient, cost-effective, and meet District needs.
- **Customer Experience:** Projects that focus on improving the ways in which customers interact and utilize District services and resources.
- **Facility Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and systems therein.

With these priorities in mind, the Leadership Team will focus resources on the following in 2026:

Organizational Priorities:

- **Facilities Master Plan Report:** In order to better prepare for long term facilities needs and potential future capital expenditures in support of District maintenance and operations, District leadership worked with Integrus Architecture to prepare a plan with formal action steps and prioritization of work, which will be completed in December 2025. The report version of this plan will be shared in early 2026 and will inform maintenance needs for a potential 2026 levy lid lift election.
- **Airway Heights Interlocal Agreement Amendment (ILA) Implementation:** Staff anticipate working with the City of Airway Heights to finalize the amendment, which would include a Real Estate Purchase and Sale Agreement (PSA). The PSA will complete the real estate transaction memorialized in the ILA. Pending finalization, that agreement will contain three exhibits: a certification for the Boundary Line Adjustment, the Right of First Option to Purchase, and a Statutory Warranty Deed. The Board of Trustees will take action on this amendment in 2026.
- **Potential Levy Lid Lift 2026:** The District will make a final determination to place a levy lid lift election on the August 2026 ballot and execute accordingly. Closely linked to that determination is the need to finalize and launch the associated public information campaign.
- **Labor Relations:** Negotiate contracts with each of the District's interim-certified bargaining units.

Operational Support and Continuity:

- **Service Contracts:** Staff will initiate a Request for Proposal (RFP) process for one contracted-provided service in 2026. This process will involve issuing the RFP, evaluating proposals received, and recommending that a contract be awarded by the Board of Trustees. Service contracts are typically five years in length: awarded initially on an annual basis with the opportunity for four annual extensions:
 - Janitorial Services
- **Project Contracts:** In addition to the Deer Park HVAC project detailed below, staff plan to initiate a Request for Proposal (RFP) process for a replacement of the Moran Prairie Library roof, with a contract to be awarded in 2026.
- **Technology Replacement:** In 2026, staff will focus on replacement and refreshes for the editing hardware in the Studio, self-checkout stations at each library, and the District laptop labs. There will also be upgrades to the security of the network and staff workstations through multifactor authentication (MFA) enhancements, and Wi-Fi for both public and staff will be boosted with the installation of new wireless access points.

Customer Experience:

- **Patron Point:** Following the implementation of the bi-monthly Kids & Families eNewsletter and annual birthday greetings to customers, a substantial amount of progress was made toward migrating the ILS notices to Patron Point in 2025, the migration is expected to be completed in early 2026 for all customer notifications.
- **Website Launch:** The final phase of website development will be completed, with user testing expected to take place in the first quarter of 2026 and launch to the public in the second quarter of 2026.

Facility Updates and Upgrades:

- **Energy Management Plan /Operations Management Plan:** As part of the Clean Building Act, the District is required to evaluate its buildings over 20,000 square feet (Spokane Valley and the Service Center). In 2026, the District will continue to utilize information to work with our architectural/engineering firm and HVAC maintenance provider to create a District-wide plan to standardize energy management and maintenance.
- **HVAC:** As part of the levy funding priorities, the final phase of HVAC-related improvements include several location-based projects:
 - **HVAC Replacement, Final Phase:** The Argonne facility HVAC system is under contract and the project started in late 2025. The Deer Park facility HVAC system has completed the design phase, and the RFP will be issued in early January 2026. Both facilities are expected to be completed by the end of the second quarter 2026.
 - **Service Continuity Planning:** Staff will continue to work with both the on-call architecture and engineering firm, as well as contractors, to collaborate on an

approach that will minimize disruptions to public service and staff functions for these projects.

Recommended Action: This item is for Board of Trustee information and discussion, with no formal action required at this time.

2026 BOARD MEETING CONTENT SCHEDULE

Background

The following schedule provides the policy review and overview/spotlight schedule for regular meetings in 2026.

The overviews focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history and include recommendations from Leadership on topics of potential informational value, as well as requests from Trustees.

As per District practice, policy reviews typically occur on an ongoing biennial schedule.

Meeting agendas in the last quarter of the year typically include limited or no policy reviews and overviews in order to better focus on budget discussions and other essential business matters.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest. Two months have been left open for Board-requested overview topics for that purpose, but requests to cover specific topics are welcome at any time of the year with sufficient notice to place the item on a future agenda.

What follows is the 2026 Board of Trustees' Meeting Schedule (includes Location, Policy Review, and Overview for each meeting.) Please note that the content schedule is subject to change in response to emergent needs, so the schedule is not final.

See next page for table.

Date	Location - Library	Policy Review	Overview
January 20	Argonne	Library Meeting Room Use	Argonne / Post Pandemic Trend Analysis (tentative)
February 17	North Spokane	Facility Use for Political Purposes: Public Records	North Spokane
March 17	Medical Lake		Open
April 21	Cheney	Access to Library Services; Collection Development; Intellectual Freedom	PDC compliance for public agencies; Cheney
May 19	Fairfield	Partnership & Sponsorship; Volunteer Program	Open
June 16	Otis Orchards	Annexation of Cities & Towns to the Library District; Filming and Photography; Social Media	Overdue Fines long term analysis
July 21	Deer Park	None	Deer Park
August 18	Spokane Valley	Friends of the Library	Spokane Valley
September 15	Moran Prairie	Gifts; Naming & Recognition	Moran Prairie & Fairfield
October 20	Argonne	None	None
November 17	Airway Heights	None	None
December 15	Service Center	None	None

Important Dates for 2026:

May 1 District Training Day

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2026 BOARD OF TRUSTEES OFFICER ELECTION**Background**

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Newly elected officers assume their duties January 1 of the following year and serve through December 31.

The officer election process requires the following steps for each officer position: The Board Chair will call for nominations at the meeting. A motion, second, and vote to approve the motion is required for election.

Required Actions:

- A nomination, motion, second, and vote for Chair to serve January 1 through December 31, 2026.
- A nomination, motion, second, and vote for Vice Chair to serve January 1 through December 31, 2026.

PUBLIC COMMENT AT BOARD MEETINGS POLICY

Governed by the Washington State Open Public Meetings Act (RCW 42.30), a policy establishing parameters and expectations for public comment periods is a common tool for both library district boards of trustees and governing bodies of other public agencies.

The purpose of such a policy is to better ensure the orderly conduct of public comment so that the governing body may more effectively accomplish the public business of their agency.

This policy was first implemented in 2023 with assistance from District legal counsel.

Staff are not recommending any revisions at this time. A reaffirmation date will be added to the policy, as demonstrated via underline in the accompanying draft.

Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Board motion to reaffirm the Public Comment at Board Meetings policy.

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	Public Comment at Board Meetings		
Approval Date	October 17, 2023	Reaffirmation Date	December 16, 2025
Related Policies	Code of Conduct		
Statutory Reference	RCW 42.30		
Purpose	In compliance with Washington state law, this policy establishes the rules and expectations for the public’s participation at its meetings in order to ensure a fair, equitable, and consistent means for any individual to address the Board of Trustees (the “Board”) of the Spokane County Library District (District).		

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, Spokane County Library District 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.

Policy:

Meetings of the Board of Trustees of the Spokane County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30).

The public is not normally invited to participate or contribute to discussion of District business on the agenda, except when specifically invited to speak, make a presentation, or provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise determined by the presiding officer of the Board.

Generally, the meeting minutes will record only the name(s) of public commenters, and written public comments and/or materials presented to the Board will be retained in the District’s records rather than included in the meeting minutes.

Public Comment

Public comments may be made in person or virtually, or may be submitted in writing [see “Written Public Comment” section below]. Individuals wishing to address the Board during the public comment period will be asked to provide their full name, address, and any relevant group affiliation.

Individuals are allowed a maximum of three (3) minutes to address the Board and may comment only once at a meeting. The presiding officer of the Board shall have the discretion to modify this time limit. The Secretary of the Board will invite individuals to speak on a first-come, first-served basis.

Comments will be directed to the Board as a whole, not to individual trustees, and will be relevant to District matters.

The Board does not engage in discussion or debate with commenters during the public comment period or business portion of its meetings, though they may ask clarifying questions.

All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at a future meeting.

Public Conduct

Respectful and courteous behavior and language is expected of all participants. The District's Code of Conduct Policy applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the presiding officer deems the conduct of a commenter to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) determined by the presiding officer to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by law enforcement. In the event that any meeting is interrupted by a person, group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050.

Comments in Public Hearings

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Written Public Comment

Members of the public may submit written comment to the Board at any time via regular mail or hand delivery, email, or through an online form:

Mail or hand delivery:

Board of Trustees
Spokane County Library District
4322 North Argonne Road
Spokane, WA 99212

Email:

trustees@sclld.org

Online Form:

<https://www.sclld.org/connect/ask-board-of-trustees/>

The deadline for submitting written public comment for a specific meeting will be stated in that meeting's agenda posted on the District's website and at all District library locations.

Written public comment received before a meeting's deadline will be distributed to the Board at that meeting. Otherwise, it will be distributed to the Board at the next meeting.

Request for Accommodation

Requests for interpreter assistance or accommodation may be made to District Administration. Whenever possible, 72 hours' notice is advised.

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.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY – FEBRUARY 2026**January 20, 2026: Argonne Library – 4pm**

- Library Meeting Room Use Policy: Approval Recommendation
- Overview: Post-Pandemic Usage Trend Analysis, Part II (tentative)
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

February 17, 2026: North Spokane Library – 4pm

- Facility Use for Political Purposes Policy: Approval Recommendation
- Public Records Policy: Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)
- Award of contract for Deer Park HVAC Replacement Project

Special Meetings/Activities

- May 1, 2026 – District Training Day

TRUSTEE NOVEMBER 2025 REPORTS FOR DECEMBER 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.

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

The total general fund operating expenses before (85.58%) or after (85.34%) transfers remain well aligned with the total projected budget expenditure of 91.70%. 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 and the District-wide facilities needs assessment for November from the Capital Project Fund. There was one expenditure from the Debt Service Fund for the December interest payment on the loan to the State of Washington for construction of the Spokane Valley Library.

Facilities Report

Maintenance staff have been completing routine maintenance projects at the facilities in November.

The facilities needs assessment by Integrus Architecture is in process. The walk-through portion of the assessment and the building scans are complete at all facilities. Management is working with Integrus to complete the cost and estimated timing portions of the assessment.

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:

- Collection Services Technician
- Customer Services Manager

Communication & Development – Jane Baker**Communication**

In November, the Communication team met to review and discuss the expectations and goals of the SCLD's communication in the event of a crisis. Similar to a fire drill, this tabletop exercise served as a refresher of the roles department members have as individuals and as a team.

Since creating the Kids & Families eNewsletter a year ago, the bi-monthly email continues to show that customers are opening, reading, and responding to the newsletter. Four versions of the newsletter, divided by region, are sent every other week with a feature article and listing of upcoming events at the customer's home library and two other nearby libraries in their geographic area. The Kids & Families eNewsletter will continue in 2026.

Development

The Library Foundation of Spokane County Directors held their Q4 meeting and approved 6 funding requests of \$26,514. Funding requests included the books for Summer Reading, Poetry Slam prizes, the 2026 Mobius, Museum of Arts & Culture, United Soccer League passes, and partial funding to introduce passes to The Civic Theatre.

Library Foundation Local Grant Awards

Recognizing that helping people see better with reading glasses promotes community wellness, Better Health Together awarded a \$5000 grant to the Library Foundation to fund the District's Readers for Readers initiative. Funds will purchase District-branded reading glasses to distribute to customers at District facilities, and at events where District employees are likely to connect with adult populations who may need them, such as the Homeless Connect and Spokane Valley Connect. Glasses will be available beginning in January.

The Library Foundation was also awarded an Avista Foundation Grant for \$5,500 in support of the Museum and Cultural Passes program mentioned above. These funds will help the Foundation purchase MAC and Civic Theater tickets for another year. Community Engagement Manager Aileen Luppert applied for both of these grants in partnership with the Library Foundation.

Operations – Doug Stumbough

For the month of November, a total of 79,323 physical items were borrowed by customers in the libraries, down from 81,230 borrowed in the same month last year. The total number of customers visiting our libraries this month was 57,212, slightly more than 56,829 last year.

Positive Interaction Reports

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

A Deer Park customer mentioned to Public Services Associate Matthew how she had recently used Book Butler for the first time and discovered some really great books. She said her family regretted not using it sooner and thought it was such a great service that the library provides.

Holding up an copy of Engage, a customer at North Spokane shared that she had just gone to the grocery store to pick up a few ingredients so she would be ready for the Ethiopian and Korean

cooking classes she registered for - she said she is new to the area and moved in across the street, so she's happy to have the library so close by and will keep an eye out for future Engage magazines.

A Spokane Valley customer shared their experience checking out the *No Thank You Evil!* game, part of the Library of Things collection. The mom said she should have videotaped the session. Each of the family members dressed up as the character they chose, and her husband was the robot. He wore a colander on top of his head and had oven mitts on his hands.

A customer at Moran Prairie asked Library Supervisor Caitlin for help navigating the Medicare site because she hadn't received a paper packet of options at her home yet. Caitlin told her about the Medicare Open Enrollment one-on-one Book-a-Librarian sessions offered by the library, and she immediately became animated: "REALLY?" She said she had had difficulty finding anyone who could help her and was incredibly pleased to learn that the library offered her ideal option (a one-on-one), which she had given up on finding.

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 November:
 - **Audiobook checkouts:**
 - *The Intruder* by Freida McFadden (203)
 - *The Housemaid's Secret* by Freida McFadden (157)
 - *The Housemaid* by Freida McFadden (147)
 - **Ebook checkouts:**
 - *Great Big Beautiful Life* by Emily Henry (110)
 - *The Widow* by John Grisham (82)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (75)
 - **Audiobook holds** as of December 1:
 - *My Friends* by Fredrik Backman (215)
 - *Gone Before Goodbye* by Reese Witherspoon and Harlan Coben (189)
 - *The Correspondent: A Novel* by Virginia Evans (182)
 - **Ebook holds** as of December 1:
 - *The Widow* by John Grisham (217)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (199)
 - *My Friends* by Fredrik Backman (161)
- Popular **Adult Physical Book** titles November:
 - Checkouts:
 - *Regretting You* by Colleen Hoover (44)
 - *The Reformatory: A Novel* by Tananarive Due (41)
 - *The Impossible Fortune* by Richard Osman (32)

- Holds:
 - *The Widow* by John Grisham (61)
 - *The Correspondent: A Novel* by Virginia Evans (38)
 - *Exit Strategy* by Lee Child and Andrew Child (31)

COLLECTION MONTHLY REPORT NOVEMBER 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	50,244	54,883	-8%
Interlibrary Loan Total	6,165	6,678	-8%
Overdrive			
Total Checkouts	1,045,159	979,466	7%
Total Holds	382,565	347,823	10%
hoopla			
Total Checkouts	74,022	57,446	29%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	303,119	306,514	-1%
Nonprint	64,621	73,532	-12%
Overdrive	295,300	251,425	17%
Grand Total	663,040	631,471	5%

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

Executive Director – Patrick Roewe

2026 Budget Final Steps

Pursuant to RCW 27.12.210(4), RCW 84.52.020, and RCW 84.52.070, certified copies of the District's three 2026 budget resolutions (25-04, 25-05, 25-06) were submitted to and confirmed received by the Board of County Commissioners Office and the Spokane County Auditor's Office on November 26, 2025. The statutory deadline for submission is November 30th.

Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Update

No update for November. 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.

Trustee Hanson Reappointment Request Update

Staff were informed that the Spokane County Board of Commissioners planned to take action at their December 16, 2025 meeting on the Board of Trustees' recommendation that Trustee Jessica Hanson be reappointed for a second term. Staff will provide additional updates at the December meeting.

Liberty Lake TIF Update

In October, the Board approved Resolution 25-03, agreeing that the District will participate in the Second Amended And Restated Community Revitalization Financing And Tax Increment Area Agreement. This agreement allows for the continuation of a portion of the tax increment revenue in the Liberty Lake TIF area to be directed to infrastructure improvements. All four parties in the agreement, the District, Spokane County, the City of Liberty Lake, and the Spokane Valley Fire Department, have now approved the amended agreement, extending the Liberty Lake TIF through June 2034.

Customer Appreciation Day at Deer Park Library

The District hosted a Customer Appreciation Day at Deer Park Library on November 15, 2025 in order to thank our customers for their patience and understanding during our summer closure. Customers had the opportunity to interact with staff and enjoy some music and snacks. I heard from several customers how much they missed the library during the closure and how much they appreciated the celebration. Thank you to the employees who worked behind the scenes and at the event.

Authorized by the Board of Trustees, certificates of appreciation were sent to all District employees who worked shifts at DP or otherwise assisted with the efforts during the closure. Thank you all!

OPERATIONS REPORT NOVEMBER 2025

Doug Stumbough and Kristy Bateman

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

- 315 people attended 38 adult programs. Highlights this month included 24 individuals logging into the online *World Cooking: Columbian Food* program, a combined 44 attendees for the four *Lost Apples of the Palouse* programs, and 18 participants in the *Dreams, Lies & Wishes Poetry Workshop*.
- I am happy to report that we had another Excel High School participant earning their diploma in November, bringing our total to six graduates!

Youth Services (Mary Ellen Braks)

- We provided 61 storytimes this month with an attendance of 1,662. We also had a special *Spokane Symphony Storytime* at Deer Park, Cheney, and Medical Lake which drew in a bigger crowd than our usual storytimes.
- Mobile Services visited 22 childcare centers, providing 47 storytimes for 627 children and caregivers.
- We had 18 youth programs with 391 attendees. Programs included weekly programs at North Spokane, Spokane Valley, and Medical Lake, and a monthly Homeschool STEAM Program at Deer Park. Other programs include *Choose Your Own Adventure*, *Tin Foil Art*, *Games and Crafts Around the World*, *Teen Tabletop Role Playing Game*, and *Teen STEAM Program*.
- We offered 39 *Lego Free Play* activities for families with a total attendance of 214.
- We had five school visits and library tours for 306 students.

Cross Disciplinary (Gwendolyn Haley)

- November programs in the Lab and Studio included: *Glowforge Ornaments and Awkward Family Photos*, *3D Family Printing*, *Lego Movie Making*, *Digitizing Home Movies* and *Lab Open Hours*. Staff provided one-on-one assistance with 14 appointments, and four community bookings.
- *Cultural Passes*: 150 pass reservations were placed with a combined value of \$5,273 in savings to the customers. The District launched the new *Cat Tales Pass*. The Foundation approved funding for 2026 Mobius, MAC, and Civic Theatre passes, as well as USL soccer passes continuing. They had already funded the 2025-2026 Symphony season.
- We added 22 tabletop board games to the library's collection for circulation.
- Online Author Series: 282 individuals viewed our online author series talks this month:
 - *Unlock the Secret Language of Connection with Supercommunicator Charles Duhigg*
 - *The Search for Truth and the Persistence of Love Across Time* with Novelist Amanda Peters
 - *Community, Power, and the Search for Indigenous Identity* with Award-Winning Journalist Joseph Lee

Digital Projects and Resources (Carlie Hoffman)

- We continued to test the new Library of Things software. Staff training materials were created and assigned to staff. The new software will be available to customers in early December.
- Work with our website vendor continued. We verified the functional requirements.

Mobile Services (Brianna Rukes)

- Caroline, our storytime specialist, has received feedback from the childcare facilities we are visiting about the topics their kids are learning, and she has been dedicating time to tailor her storytimes for each facility, so they connect directly to what the kids are studying.
- This month, Ian, our Mobile Services Specialist, built a puppet theater from scratch and designed a variety of puppets—including a knight, ghost, animals, and more—for visitors to enjoy. They were able to create their own stories and reenact them using the puppets.
- LINC also attended a school event at Sunset Elementary in Airway Heights and the Medical Lake Silver Café, where visitors enjoyed the puppet theater and additional activities.

Library Reports**Airway Heights: Lesa Arrison**

- We have many families who participate in passive crafts in the library. This month we had the choice of a barn or fall tree with leaves, many of which were displayed on the art wall.
- 22 community members participated in the *Jigsaw Puzzle & Board Game Swap*.

Argonne: Stacy Mills

- Customers were able to share what they are thankful for on a feather and add it to the turkey display we had in the library.
- We had a family of four attend the *Choose Your Own Adventure: Crafts & Activities* program, they had fun sharing with staff how their adventure ended.

Cheney: Jonathan Melcher

- Members of the Spokane Symphony came to *Preschool Storytime*. They read from the *Nutcracker* and played some pieces from it. 73 people attended.
- One of our regular customers had her 5th birthday and got to plan her day. Her second stop was at the Cheney library.
- WIN Academy asked Librarian Crystal Miller to do an overview of the non-fiction books available at the library. She pulled a selection of books and created short overviews of each, then showed the students where the non-fiction sections were in the library and helped them find books.

Deer Park: Shannon McMinn

- Storytime goers enjoyed the presentation by the Spokane Symphony during a recent *Preschool Storytime*. The 64 people in attendance were delighted to hear Symphony members read a story, play music, and even give the children a chance to explore some of the instruments up close.

- The Deer Park Celebration was held at the library on Saturday, November 15th. Customers were pleased to be recognized for their patience and understanding during the summer HVAC closure. Everyone enjoyed snacks, cake, and music by *Plaid Cat*.

Medical Lake: Myles Cunningham

- During *Intro to Quilting: Potholders*, adult participants got a hands-on introduction to quilting basics. At the end of the class, several participants proudly showed off their potholders and expressed appreciation to the staff for providing the program.
- We had a packed house for *Storytime with the Spokane Symphony*. Symphony musicians read the Nutcracker and played musical passages. Afterwards, musicians invited children to hold the violins and showed them how the bow and strings make sounds.
- Librarian Christie Onzay hosted an Early Childhood Education and Assistance Program (ECEAP) class tour of the library, including a storytime and a look behind the scenes. Flyers with information on how to get a library card and copies of Engage for each family were sent home with the teachers to be distributed to families.

Moran Prairie and Fairfield: Caitlin Wheeler

- Kids and their parents enjoyed playing and creating during the *Games and Crafts from Around the World* program. Bolero de Copa, a ball-and-cup game from Mexico, was voted the favorite by the program's participants.
- Storytime participants learned about Tlingit berry-picking from Michaela Goade's picture book *Berry Song* and shared their favorite foods in a food-themed *Family Storytime* at Moran Prairie.
- Seven customers attended *Lost Apples of the Palouse* at the Fairfield Library.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display of mixed-media art by local artist Tracy Poindexter-Canton.
- We had 74 community members participating in our *Jigsaw Puzzle & Board Game Swap*.

Otis Orchards: Maggie Montreuil

- The passive STEM box activity for November was extremely popular. The activity was creating paper turkeys using geometric shapes. Dozens of turkeys were created here at Otis.

Spokane Valley: Danielle Milton

- This month we had a large Gratitude Tree on our bulletin board near the children's area. Customers were encouraged to write what they were thankful for on colorful leaves. By the end of the month, the tree was full of leaves of gratitude.
- Our storytimes continue to be popular and averaged 46 attendees over the month of November, with multiple days cresting over 60. Kudos to library staff for managing such large crowds regularly.

District-wide Information

Public Use Measures
November 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	153890	143601		7%
Door count	57212	56829	626134	-9%
Items Borrowed				
• Airway Heights	2,137	2,504	24,336	-11%
• Argonne	4,990	5,674	61,181	-13%
• Cheney	5,411	5,961	63,389	-12%
• Deer Park	6,106	6,144	55,295	-23%
• Fairfield	388	630	5,480	-25%
• Medical Lake	2,436	1,843	21,261	-4%
• Mobile Services	2,030	1,916	22,185	3%
• Moran Prairie	10,484	10,176	115,054	-6%
• North Spokane	19,148	20,422	233,980	-6%
• Otis Orchards	2,881	2,876	33,596	3%
• Spokane Valley	23,312	23,084	24,336	-6%
• Digital	101,102	95,065	1,125,290	8%
• Totals	181,109	177,202	2,0428,77	0%
Programs				
• Number	256	53	3321	-3%
• Attendance	3616	4495	62255	-8%
Internet Station Use (%)	32.7%	26.6%	31.7%	
Meeting room bookings	743	707	8543	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*

FISCAL REPORT

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Eleven Months Ended November 30, 2025

			Target 91.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 18,288,990	\$ 18,354,000	99.65%	\$ 65,010
CONTRACT CITIES - SPOKANE	110,681	111,000	99.71%	319
FINES & FEES	46,624	45,000	103.61%	(1,624)
GRANTS & DONATIONS	71,397	53,000	134.71%	(18,397)
E-RATE REIMBURSEMENTS	228,311	269,000	84.87%	40,689
LEASEHOLD & TIMBER TAX, REBATES, OTH	36,936	38,000	97.20%	1,064
INTEREST REVENUES	247,718	190,000	130.38%	(57,718)
TOTAL REVENUES	\$ 19,030,657	\$ 19,060,000	99.85%	\$ 29,343
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 19,030,657	\$ 19,060,000	99.85%	\$ 29,343
EXPENSES				
SALARIES	\$ 7,994,145	\$ 9,110,000	87.75%	\$ 1,115,855
FRINGE BENEFITS	2,573,797	3,257,000	79.02%	683,203
SUPPLIES	175,761	204,000	86.16%	28,239
UTILITIES	553,198	640,000	86.44%	86,802
SERVICES	1,419,797	1,519,000	93.47%	99,203
INSURANCE	103,832	106,000	97.95%	2,168
CAPITAL EQUIPMENT	76,007	220,000	34.55%	143,993
LIBRARY MATERIALS	1,988,439	2,285,000	87.02%	296,561
ELECTRONIC LIBRARY MATERIALS	252,290	300,000	84.10%	47,710
LIBRARY PROGRAMS	101,394	191,000	53.09%	89,606
DEBT SERVICE	247,046	264,000	93.58%	16,954
TOTAL EXPENSES	\$ 15,485,706	\$ 18,096,000	85.58%	\$ 2,610,294
TRANSFERS OUT	902,000	1,106,000	81.56%	204,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 16,387,706	\$ 19,202,000	85.34%	\$ 2,814,294
Net Excess of Revenues Over/(Under) Expenses	\$ 2,642,951	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	2,642,951			
ENDING CASH	\$ 11,766,312			

Number of months cash on hand 7.8

**PLANNING THE STRATEGY OR POSITION TO BE TAKEN DURING THE COURSE OF
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)).