



June 10, 2026

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, June 16, 2026, at 4:00 p.m., at the Otis Orchards Library Public Meeting Room, 22324 E Wellesley Ave, Otis Orchards 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

June 16, 2026 4:00 p.m.

22324 E Wellesley Ave, Otis Orchards, WA

### PRELIMINARY 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 [May 19, 2026 Meeting Minutes](#)

B. Approval of [May 2026 Payment Vouchers](#)

C. Unfinished Business

1. [HVAC Projects](#): Discussion

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

3. [2026 Budget Amendment \(Resolution No. 26-03\)](#): Approval Recommendation

D. New Business

1. [Annexation of Cities & Towns to the Library District Policy](#): Approval Recommendation

2. [Filming and Photography Policy](#): Approval Recommendation

3. [Social Media 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.***

June 16, 2026

## **BOARD OF TRUSTEES MEETING MINUTES: May 19, 2026**

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 Fairfield Library, Tuesday, May 19, 2026, at 4:00pm.

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

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), Vinnie Davi (Video Production Specialist), 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 4pm.

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

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

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

**Approval of April 21, 2026 Regular Meeting Minutes (Item IV.A)** Chair Hanson called for any corrections to the April 21, 2026 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of April 2026 Payment Vouchers (Item IV.B)** A revised version of the May 2026 Payment vouchers were handed to the Board prior to the meeting. Finance Director Jason Link informed the board that the amounts were correct on the previous version, but the descriptions were incorrect. Discussion ensued about the increased landscape maintenance fees due to the time of year. Trustee Paull moved and Trustee Patti Stauffer approved the payment vouchers as follows:

<b>Fund</b>	<b>Voucher/Payroll Numbers</b>	<b>Subtotal</b>
May - GF	0064501 – 0064595 and W001882 – W001900	\$883,425.57
	PR04102026 and PR04242026	\$560,018.58
	<b>Total</b>	<b>\$1,443,471.15</b>
CPF	009786 Apex Mechanical	\$29,963.43
	009787 Integrus Architecture	\$12,585.00
	009788 Testcomm	\$900.00
	009789 Mckinstry	519,546.22
	<b>Total</b>	<b>\$562,994.65</b>

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

**Unfinished Business**  
HVAC Projects  
**(Item IV.C.1)**

Finance Director Jason Link informed the Board of the Argonne HVAC project continuing towards completion, with the Deer Park project scheduled to start on May 26<sup>th</sup>.

There was no further discussion.

**Unfinished Business**  
Levy Lid Lift Update  
**(Item IV.C.2)**

Executive Director Patrick Roewe informed the Board regarding potential election contingency plans. Discussion ensued about next steps if the levy fails and the status of other library levies in the state. By consensus, the Board directed staff to conduct additional analysis of recent elections regarding contingency actions by other government entities.

There was no further discussion.

**New Business**  
Partnership & Sponsorship Policy  
**(Item IV.D.1)**

Executive Director Roewe and Communication and Development Director Jane Baker informed the Board of minor edits to the Partnership & Sponsorship Policy. Discussion ensued about what sponsorships the District currently has in place. Trustee Stauffer moved and Trustee Clark seconded the approval of the policy as revised.

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

**New Business**  
Volunteer Program Policy  
**(Item IV.D.2)**

Executive Director Roewe informed the Board of changes to the Volunteer Program policy. Changes included clarification of the process to match current practices and general references to policy and procedure updates. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

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

**New Business**  
Public Records Policy  
**(Item IV.D.3)**

Executive Director Roewe and Administrative Services Manager Emily Greene presented the revised Public Records policy. Revisions included clarifications and references to RCW. Discussion ensued about the policy also being reviewed by legal counsel and the nature and number of

requests the District receives. Trustee Clark moved and Trustee Stauffer seconded the approval of the policy as revised.

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

**New Business**  
Summer Meeting  
Schedule  
**(Item IV.D.4)**

Discussion ensued about past practice of cancelling a summer meeting due to conflicting schedules. Discussion also ensued that due to the levy election, the recommendation is to not cancel a meeting this year.

Following discussion, there was no action taken.

**New Business**  
Overview: Levy  
Election Public  
Engagement  
Training  
**(Item IV.D.5)**

Training Manager Amber Williams provided a presentation to the Board regarding public engagement training for the upcoming election. Discussion ensued about similar training being rolled out to employees and the differences between activities permitted for both work time and personal time. Discussion also ensued about upcoming events and open houses in which the District will be participating to inform the public about the levy.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions to the future board meeting agenda items. There were no questions or suggestions.

There was no further discussion.

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

Chair Hanson complimented the District as a whole with everything employees do for the community, as well as the design and layout of the Spokane Valley Library and outreach services that LINC provides.

There was no further discussion.

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

Executive Director Roewe provided a report prior to the meeting.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Operations Director Doug Stumbough called out the annual numbers for AARP tax assistance and certain libraries serving as information centers but not shelters during planned Avista outages as agreed in a MOU.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Finance Director Link congratulated Communication and Development Director Jane Baker on the Library Foundation of Spokane County reaching their fundraising goal.

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 at 5:22pm with an estimated time to return at 5:45pm

The Board returned to a regular session at 5:45pm.

There was no final action taken.

**Adjournment  
(Item VIII)**

Chair Hanson adjourned the meeting at 5:45pm. The next Board Meeting is scheduled for Tuesday, June 16<sup>th</sup> at the Otis Orchards Library.



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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees

## MAY 2026 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 May 31, 2026, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,383,479.87 for the general fund, \$133,822.45 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	May 31, 2026		
SIGNED:			SIGNED: 
TITLE:	Finance Director		TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000064596	ABM INDUSTRIES INC	MONTHLY CUSTODIAL SERVICES	\$ 24,504.40
0000064597	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	4,110.57
0000064598	AVISTA UTILITIES	MONTHLY UTILITIES	9,290.24
0000064599	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,475.01
0000064600	COMIC BOOK SHOP	LIBRARY MATERIALS	43.84
0000064601	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	212.12
0000064602	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	65.15
0000064603	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	570.96
0000064604	EBSCO INDUSTRIES INC	LIBRARY MATERIALS - SUBSCRIPTIONS	11,102.00
0000064605	EDNETICS	IT CAPITAL PROJECTS - EDPROJECT	108.30
0000064606	EMPIRE DISPOSAL INC	MONTHLY SOLID WASTE - FF	49.66
0000064607	E-RATE EXPERTISE INC	E-RATE CONSULTING SERVICES	5,896.50
0000064608	FATBEAM LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,456.29
0000064609	THE FIG TREE	LIBRARY MATERIALS	150.00
0000064610	GREENLEAF LANDSCAPING INC	GROUNDS MAINTENANCE	11,275.27
0000064611	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	33,065.82
0000064612	INLAND PUBLICATIONS INC	LIBRARY PROGRAMS ADVERTISING	2,549.00
0000064613	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	552.05
0000064614	KENT ADHESIVE PRODUCTS CO	OFFICE/LIBRARY SUPPLIES	698.28
0000064615	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	919.12
0000064616	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,995.40
0000064617	OTIS HARDWARE	MAINTENANCE SUPPLIES	266.93
0000064618	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	36,450.66
0000064619	PRISMHR INC	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000064620	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	551.47
0000064621	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	346.65
0000064622	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	640.33
0000064623	STATE PROTECTION SERVICE INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,833.23
0000064623	STATE PROTECTION SERVICE INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	(3,833.23)
0000064624	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,198.85
0000064625	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,945.10
0000064626	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,963.27
0000064627	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	35.12
0000064628	JEREMY WHITTINGTON	LIBRARY PROGRAMS	490.50
0000064629	WICK ENTERPRIZES LLC	ADVERTISING	1,881.00
0000064630	WITHERSPOON BRAJICICH MCPHEE PLLC	LEGAL SERVICES, GENERAL COUNSEL	18,570.00
0000064631	LES SCHWAB	VEHICLE MAINTENANCE	810.88
0000064632	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	4,319.12
0000064633	A TO Z RENTAL AND SALES	EQUIPMENT RENTAL	152.60
0000064634	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000064635	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	81.72
0000064636	CINTAS CORP	JANITORIAL SUPPLIES	2,934.12
0000064637	DELL MARKETING LP	IT HARDWARE / PERIPHERALS	39,701.85
0000064638	EBSCO INDUSTRIES INC	LIBRARY MATERIALS - SUBSCRIPTIONS	15,470.42
0000064639	THE FIG TREE	LIBRARY MATERIALS	295.00
0000064640	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	5,044.51
0000064641	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	911.89
0000064642	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	1,543.28
0000064643	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,895.49
0000064644	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	21.61



PAYROLL VOUCHERS			
05082026 PP09	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #09	\$ 270,075.33
05222026 PP10	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #10	273,696.96
<b>Total Payroll General Operating Fund</b>			\$ 543,772.29
<b>TOTAL GENERAL OPERATING FUND</b>			\$ 1,383,479.87
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009790	AIR REPS LLC	RENOVATION - DEER PARK	\$ 92,985.93
0000009791	APEX MECHANICAL LLC	RENOVATION - DEER PARK	\$ 28,108.93
0000009792	RHODES CRANE & RIGGING INC	RENOVATION - ARGONNE	3,629.09
0000009793	TESTCOMM LLC	RENOVATION - ARGONNE	3,200.00
0000009794	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE & DEER PARK, DISTRICT-WIDE PLANNING	5,898.50
<b>TOTAL CAPITAL PROJECT FUND</b>			\$ 133,822.45
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
<b>TOTAL DEBT SERVICE FUND</b>			\$ -

VISA REPORT

April 2026 / May 2026  
 Paid in May 2026  
 64653

Card Category	Amount
General Purchases	\$ 6,004.40
Maintenance	\$ 5,771.73
Travel	\$ 4,118.87
Acquisitions	\$ 292.12
Information Technology	\$ 190.27
Mobile Services	\$ 1,280.23
<b>General Fund Purchases</b>	<b>\$ 17,657.62</b>

Top Individual Charges

Home Depot	Building Maintenance	4,455.87
JCLC Inc	Education - Public Services	1,355.00
Hilton	Education - Human Resources & Finance	1,570.36
Costco	Snack Program	1,210.58

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## HVAC PROJECTS UPDATE: DISCUSSION

### Argonne/Administration

The last day of regular services for the library was Saturday, February 28<sup>th</sup>, and construction started on March 2<sup>nd</sup>. Collection Services Department relocated to the Service Center so that the processing and distribution of library materials to District facilities and customers continued as per normal. A minimal number of employees remained onsite throughout the project to maintain building-dependent business functions. Other employees had been assigned to other work locations. As previously reported, Curbside service days and LINC visits have been provided throughout the project.

### Construction update:

- Construction achieved substantial completion by May 29, 2026, in compliance with the contract terms.
- The punch list of items is being completed and inspections are scheduled.
- Testing and balancing are scheduled for June 8-10.

The project was delayed due to issues with the startup of the boiler and chiller. The District is planning for the facility to reopen in early June.

### Deer Park

Construction is scheduled to start June 8, 2026, with a substantial completion date of July 1, 2026. The District worked with the contractor on a method to provide alternative cooling for the building. The alternative cooling is anticipated to be up and running on June 8, 2026 with the start of construction. The goal is to keep the building open to customers and employees during construction with no heat-related closures. While the building remains open, there will be limited access to various portions of the building as the contractor needs access. In addition, portions of the parking lot are being designated to support construction, reducing the available parking for customers and employees. The Deer Park Clinic (our neighbors to the west) have graciously agreed to allow our employees to park in the parking lot directly south of our property during construction.

### Procurement Updates:

- The chiller has been ordered and arrived in April 2026.
- The boiler has been ordered and arrived in March 2026.

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

### Questions

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

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

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**LEVY LID LIFT ELECTION: DISCUSSION****Review of August Ballot Measures:**

At the May 19, 2026 meeting, the Board of Trustees (Board) reviewed the other measures that will be on the ballot for Spokane County Library District voters, including a sales tax measure from Spokane Transit Authority, a utility tax measure from the City of Cheney, and an Aquifer Protection Act measure from Spokane County.

**Election Contingency Discussion:**

Also at the May 19, 2026 meeting, the Board discussed the District's option to adopt a resolution placing the levy on the November ballot as a contingency plan. Pending the outcome of the August election, the District would need to rescind the November ballot resolution via Board action by August 20, 2026. By consensus, the Board directed staff to conduct additional analysis of recent elections regarding similar contingency actions by other government entities.

**Public Information Materials**

This month, the Communication department finalized designs for the levy public information materials and were distributing them to District facilities as they were produced. The plan is for all levy information materials (flyers, bookmarks, foam boards, etc.) to be distributed by early June.

**Next Steps:**

This month, staff will provide additional analysis of recent elections in order to continue the election contingency discussion.

Executive Director Patrick Roewe will be available to answer questions.

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

**RESOLUTION 26-03 2026 BUDGET AMENDMENT**

**Background**

Budget Authorization

Resolution No. 25-04 established the budget for the year 2026 for the General Fund. The grand total expenses and transfers out established by this resolution, in accordance with RCW 27.12.240, cannot be exceeded without prior approval of the Board of Trustees, generally in the form of a budget amendment.

General Fund Budget Amendment

In the 2026 Adopted Budget for the General Fund, \$718,000 was included in the Operating Contingency category for certain anticipated expenditures but unknown as to which category of expenditure they would be expended from. The category of expenditure has been identified for a portion of the Operating Contingency based on direction from the Board of Trustees. The District desires to reallocate amounts from Operating Contingency to the categories directed by the Board of Trustees to provide a clearer picture of the District’s 2026 budgeted expenditures.

Budget Category	Adopted	Amended	Change
Compensation	\$9,082,000	\$9,313,000	\$231,000
Payroll Taxes and Benefits	\$3,284,000	\$3,308,000	\$24,000
Services	\$1,910,000	\$2,075,000	\$165,000
Operating Contingency	\$718,000	\$298,000	(\$420,000)
<b>NET CHANGE</b>			<b>\$0</b>

The change in Compensation, Payroll Taxes and Benefits reflects the cost of the Cost of Living Adjustment (COLA) approved by the Board of Trustees on January 20, 2026. The change in Services reflects anticipated costs for the Levy Lid Lift election and related information campaign approved by the Board of Trustees on April 21, 2026.

**Recommended Action:** Board motion to approve Resolution No. 26-03, Amending the 2026 Budget.

**RESOLUTION NO. 26-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING AN AMENDMENT THE 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, the Board of Trustees adopted the General Fund budget for 2026 through Resolution 2025-04;

WHEREAS, the General Fund is responsible for the general operations of the District, and the District desires to reallocate amounts budgeted in Operating Contingency to other expenditure categories for anticipated expenditures based on direction from the Board of Trustees.

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

**Section 1: AMENDMENT OF 2026 BUDGET**

The Board hereby amends the 2026 Budget (attached as Exhibit A) resulting in the revised appropriated expenditures amount by fund of:

General Operating Fund (001-661):	\$ 20,292,000
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**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 16<sup>th</sup> day of June 2026.

SPOKANE COUNTY LIBRARY DISTRICT

Spokane County, Washington

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Jessica Hanson, Chair

Board of Trustees

ATTEST

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Patrick Roewe

Secretary to the Board of Trustees

**Spokane County Library District  
2026 General Operating Fund Budget**

**REVENUES**

PROPERTY TAXES	\$	19,221,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(245,000)
LESS: REFUNDS AND ADJUSTMENTS		(176,000)
CONTRACT CITIES - SPOKANE		113,000
FINES & FEES		42,000
E-RATE REIMBURSEMENTS		278,000
GRANTS & DONATIONS		73,000
INTEREST REVENUES AND OTHER		223,000
<b>TOTAL REVENUES BEFORE TRANSFERS</b>		<b>19,529,000</b>

TRANSFERS IN

<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$</b>	<b>19,529,000</b>
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**EXPENSES**

COMPENSATION	\$	9,313,000
PAYROLL TAXES & BENEFITS		3,308,000
SUPPLIES		215,000
UTILITIES		591,000
SERVICES		2,075,000
LIBRARY MATERIALS		2,648,000
LIBRARY PROGRAMS		154,000
DEBT SERVICE EXPENDITURES		255,000
CAPITAL EXPENDITURES		330,000
OPERATING CONTINGENCY		298,000
<b>TOTAL EXPENSES BEFORE TRANSFERS</b>		<b>19,187,000</b>

TRANSFER TO DEBT SERVICE FUND 1,105,000

TRANSFER TO CAPITAL PROJECTS FUND -

<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$</b>	<b>20,292,000</b>
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<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$</b>	<b>(763,000)</b>
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Estimated Beginning Fund Balance: January 1, 2026 \$ 10,500,000

Net Excess of Revenues over Expenses (763,000)

Estimated Ending Fund Balance: December 31, 2026 \$ 9,737,000

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## ANNEXATION OF CITIES AND TOWNS POLICY

### Background

The purpose of the Annexation of Cities and Towns to the Library District Policy is to set conditions under which the Spokane County Library District may consider a request for annexation into the District by a municipality in Spokane County.

At present, there are only two cities/towns remaining in Spokane County that are not annexed into the District, both of which have their own libraries: Spokane and Liberty Lake.

Staff are not recommending any revisions to the policy as written. As part of the biennial review process for policies, staff recommend policies that are not revised are instead reaffirmed by the Board of Trustees. An updated reaffirmation date would be added to the policy, as indicated via strikethrough and underline in the following draft.

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

**Recommended Action:** Board Motion to reaffirm the Annexation of Cities and Towns to the Library District 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

<b>Policy Title</b>	Annexation of Cities and Towns to the Library District		
<b>Approval Date</b>	June 17, 1982	<b>Revision or Reaffirmation Date</b>	June <del>21</del> 16, <del>2022</del> 2026
<b>Reaffirmation Date</b>	<del>June 19, 2024</del>		
<b>Statutory References</b>	RCW 27.12.360 through RCW 27.12.395 RCW 35.13.270 RCW 35A.14.801		
<b>Purpose</b>	Describes the process by which a city or town located in Spokane County may request to be annexed into the Spokane County Library 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:**

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

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.

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

<b>Policy Title</b>	Annexation of Cities and Towns to the Library District		
<b>Approval Date</b>	June 17, 1982	<b>Revision or Reaffirmation Date</b>	June 16, 2026
<b>Statutory References</b>	RCW 27.12.360 through RCW 27.12.395 RCW 35.13.270 RCW 35A.14.801		
<b>Purpose</b>	Describes the process by which a city or town located in Spokane County may request to be annexed into the Spokane County Library 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:**

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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

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

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## FILMING AND PHOTOGRAPHY POLICY

### Background

The purpose of the Filming and Photography policy is to ensure that filming and photography in District facilities is consistent with the District's mission, does not interfere with the public's use of the facilities, the delivery of library services, or an individual's expectation of privacy in a public space.

Revisions are primarily for update and improved clarity purposes, including updating position titles and use of preferred nomenclature. For the sake of operational continuity, approval authority has been expanded to include a "designee" in the rare instances where both the Communication and Development Director and Executive Director are unavailable.

The policy revisions has been reviewed by the District's legal counsel.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy revisions.

**Recommended Action:** Board Motion to approve revisions to the Filming and Photography 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

<b>Policy Title</b>	Filming and Photography Policy		
<b>Approval Date</b>	June 18, 2024	<b>Revision or Reaffirmation Date</b>	<u>June 16, 2026</u>
<b>Related Policy</b>	Confidentiality of Library Records Code of Conduct Library Meeting Room Use		
<b>Purpose</b>	<del>To ensure the public's</del> <u>Provides guidelines for</u> filming and photography in Spokane County Library District facilities <del>does in order to</del> not interfere with the public's use of the facilities or delivery of library services.		

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:**

***Definitions***

Facility: All buildings, properties, and vehicles owned and/or managed by the District.

Filming and Photography: The act of recording photographs and/or videos that can be taken with multiple types of devices including, but not limited to: cameras, video recorders, cellular devices, phones, tablets, and computers.

***General Policy***

This policy applies to all individuals and entities seeking to film or photograph in District facilities. This includes news media, documentary, research, amateur, and commercial photography or videography, as well as groups and non-library events in meeting rooms not sponsored by the District.

The District is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible and defined below.

Filming and photography are allowed in District facilities only to the extent that it does not interfere with the public's use of District facilities, the delivery of library services, and/or an individual's expectation of privacy in a public space.

All parties involved in filming and photography are expected to follow the Code of Conduct Policy.

The District is not responsible for filming or photography of library customers or visitors by any third-party. However, for the safety and privacy of customers using District facilities, any third-

party filming or photography inside the facilities has sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed. The District undertakes no responsibility for obtaining these releases and is not liable for how any photos or videos are used by any third-party.

Only handheld cameras and devices may be used. Due to safety, liability, and other concerns, the use of additional equipment, such as tripods and/or lighting, is not permitted without prior approval from the District's Communication and Development Director or Executive Director, or their designee.

District Staff employees may temporarily or permanently stop any filming or photography session that goes against/violates the Code of Conduct or other District policy, interferes with the public's use of the facilities or delivery of library services, or appears to compromise public safety or security.

### ***News Media Photography and Videography***

The District has an open-door policy for news media photographers and reporters who are doing stories or articles that directly involve the District and its programs, resources, and services. Advance authorization should be obtained from the District's Communication and Development Director or Executive Director, or their designee.

### ***Documentary Photography for Publication or Broadcast***

The District permits photography of its premises and activities when the use of the photographs involves the District directly, such as books, articles, or videos about the District itself or ~~as a learning destination~~ the services and resources the District provides to the public. Authorization must be obtained in advance from the District's Communication and Development Director or Executive Director, or their designee.

### ***Research Photography***

The District permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in District facilities. Due to complex copyright issues, permission to reproduce some materials may be denied. Advance authorization may be required for some materials.

### ***Amateur Photography and Videography***

Casual amateur photography and videotaping in public areas is permitted, however, photographs and/or recordings that violate confidentiality of library records and/or are taken in nonpublic areas of District facilities are not allowed.

### ***Commercial Photography and Videography or Major Projects***

The District will permit use of its facilities for commercial photography or filming entertainment and educational projects requiring a library setting if the project does not interfere with the District's mission and is in accordance with the rest of this policy. To avoid disruption of service to library customers, such use must take place only when the facility is closed. Fees will be charged to offset costs incurred by the District to provide access to the facility. Base fee rates vary by time and location requested and are subject to change. Authorization must be obtained in advance from the District's Communication and Development Director or Executive Director, or their designee.

***Photography and Videography for Groups and Non-Library Events in Meeting Rooms***

Customers utilizing District meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the customer and may not take place in other areas of the facility. Use of the meeting room must comply with the Library Meeting Room Use Policy.

***Photography and Videography for District Purposes***

The District may photograph or film individuals and activities in District facilities and/or at District-sponsored events for District promotional purposes. Depending on how the film or photographs may be used, the District will use one or both of the following methods to obtain permission to use the film or photographs:

1. Post a sign at the entrance to the facility informing individuals that the photography or filming is taking place, and their presence is their consent to be photographed or filmed.
2. Obtain signed Photo & Video Release Authorization from individuals who are filmed or photographed.

The District's Communication and Development Director or Executive Director, or their designee shall determine which method is to be used.

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

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

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

<b>Policy Title</b>	Filming and Photography Policy		
<b>Approval Date</b>	June 18, 2024	<b>Revision or Reaffirmation Date</b>	June 16, 2026
<b>Related Policy</b>	Confidentiality of Library Records Code of Conduct Library Meeting Room Use		
<b>Purpose</b>	Provides guidelines for filming and photography in Spokane County Library District facilities in order to not interfere with the public’s use of the facilities or delivery of library services.		

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:**

***Definitions***

*Facility:* All buildings, properties, and vehicles owned and/or managed by the District.

*Filming and Photography:* The act of recording photographs and/or videos that can be taken with multiple types of devices including, but not limited to: cameras, video recorders, cellular devices, phones, tablets, and computers.

***General Policy***

This policy applies to all individuals and entities seeking to film or photograph in District facilities. This includes news media, documentary, research, amateur, and commercial photography or videography, as well as groups and non-library events in meeting rooms not sponsored by the District.

The District is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible and defined below.

Filming and photography are allowed in District facilities only to the extent that it does not interfere with the public’s use of District facilities, the delivery of library services, and/or an individual’s expectation of privacy in a public space.

All parties involved in filming and photography are expected to follow the Code of Conduct Policy.

The District is not responsible for filming or photography of library customers or visitors by any third-party. However, for the safety and privacy of customers using District facilities, any third-party filming or photography inside the facilities has sole responsibility for obtaining all necessary

releases and permissions from persons who are filmed or photographed. The District undertakes no responsibility for obtaining these releases and is not liable for how any photos or videos are used by any third-party.

Only handheld cameras and devices may be used. Due to safety, liability, and other concerns, the use of additional equipment, such as tripods and/or lighting, is not permitted without prior approval from the District's Communication and Development Director or Executive Director, or their designee.

District employees may temporarily or permanently stop any filming or photography session that violates the Code of Conduct or other District policy, interferes with the public's use of the facilities or delivery of library services, or appears to compromise public safety or security.

### ***News Media Photography and Videography***

The District has an open-door policy for news media photographers and reporters who are doing stories or articles that directly involve the District and its programs, resources, and services. Advance authorization should be obtained from the District's Communication and Development Director or Executive Director, or their designee.

### ***Documentary Photography for Publication or Broadcast***

The District permits photography of its premises and activities when the use of the photographs involves the District directly, such as books, articles, or videos about the District itself or the services and resources the District provides to the public. Authorization must be obtained in advance from the District's Communication and Development Director or Executive Director, or their designee.

### ***Research Photography***

The District permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in District facilities. Due to complex copyright issues, permission to reproduce some materials may be denied. Advance authorization may be required for some materials.

### ***Amateur Photography and Videography***

Casual amateur photography and videotaping in public areas is permitted, however, photographs and/or recordings that violate confidentiality of library records and/or are taken in nonpublic areas of District facilities are not allowed.

### ***Commercial Photography and Videography or Major Projects***

The District will permit use of its facilities for commercial photography or filming entertainment and educational projects requiring a library setting if the project does not interfere with the District's mission and is in accordance with the rest of this policy. To avoid disruption of service to library customers, such use must take place only when the facility is closed. Fees will be charged to offset costs incurred by the District to provide access to the facility. Base fee rates vary by time and location requested and are subject to change. Authorization must be obtained in advance from the District's Communication and Development Director or Executive Director, or their designee.

### ***Photography and Videography for Groups and Non-Library Events in Meeting Rooms***

Customers utilizing District meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the customer and may not take place in other areas of the facility. Use of the meeting room must comply with the Library Meeting Room Use Policy.

***Photography and Videography for District Purposes***

The District may photograph or film individuals and activities in District facilities and/or at District-sponsored events for District promotional purposes. Depending on how the film or photographs may be used, the District will use one or both of the following methods to obtain permission to use the film or photographs:

1. Post a sign at the entrance to the facility informing individuals that the photography or filming is taking place, and their presence is their consent to be photographed or filmed.
2. Obtain signed Photo & Video Release Authorization from individuals who are filmed or photographed.

The District's Communication and Development Director or Executive Director, or their designee shall determine which method is to be used.

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

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

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## SOCIAL MEDIA POLICY

### Background

The purpose of the Social Media policy is to provide guidelines for the use of social media as an important enhancement to communication, collaboration, and information exchange among District employees, library customers, and the public at large.

Key Revisions include the removal of specific examples of social media platforms from the definition given the ubiquity and general awareness of what the term means, and general updates for clarity and use of preferred nomenclature.

The policy revisions have been reviewed by the District's legal counsel.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy revisions.

Following is an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

**Recommended Action:** Board Motion to approve revisions to the Social Media 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

<b>Policy Title</b>	Social Media		
<b>Approval Date</b>	November 20, 2012	<b>Revision or Reaffirmation Date</b>	June <del>18</del> 16, <del>2024</del> 2026
<b>Related Policies</b>	Access to Library Services Confidentiality of Library Records Code of Conduct Facility Use for Political Purposes <a href="#">Computer, Wireless Network, and Internet Use</a>		
<b>Statutory Reference</b>	RCW 42.52.180		
<b>Related Statement</b>	Privacy Notice ( <a href="http://www.sclcd.org">Website available at www.sclcd.org</a> )		
<b>Purpose</b>	Defines the terms of use for social media platforms managed by the Spokane County Library District (District) in order to facilitate a welcoming and inviting online space for District <del>residents</del> <a href="#">customers</a> to find and share District-related information.		

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:**

***Definition***

Social media includes all means of communicating or posting information or content of any sort via digital application or on the Internet, including any social network, blog, podcast, journal or diary, personal website, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. ~~The most common forms of social media include, but are not limited to, Facebook, X (formally Twitter), Instagram, TikTok, Pinterest, YouTube, LinkedIn, Google, SnapChat, Twitch, Discord, and Reddit.~~

***General Policy***

Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District employees, customers, and the public. Social media use by the District can provide streamlined, cost-effective marketing and customer service, deliver online programming, foster a sense of community between the District and its customers, and present interesting, relevant content to various audiences, just as in other District curatorial efforts.

Social media tools employed by the District are selected to enhance the District’s mission and present related content such as:

- A curated online space where customers will find and share useful, interesting, entertaining, and relevant library-related information
- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Readers' advisory services
- Information and reference services
- Book discussion groups
- Education readiness activities for pre-school children
- Reading incentive programs for all ages
- Cultural and educational programming
- Advertisement of volunteer and employment opportunities available at the District
- Support and interaction with community partners and events

Additional library-related uses that may be explored or expanded upon as deemed reasonable by District administration.

### ***Terms of Use***

This policy applies to all persons, whether members of the public or District employee. Those who repeatedly violate these terms may be barred from further postings on District-managed platforms.

Comments are moderated by the District and the District reserves the right to not post or to remove comments that are unlawful or violate the terms of this policy as determined in its sole discretion.

By choosing to comment on District social media sites, including the District website, users agree that posts may be removed for reasons which include, but are not limited to:

- Plagiarized material
- Comments unrelated to the District or District's mission
- Commercial material, spam, and solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information or any content that reveals private information without permission
- Profanity
- Use in violation of RCW 42.52.180, as amended
- Any efforts to intimidate, harass, personally attack, or defraud another person
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage, or otherwise express bias against any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law
- Posts that violate brand trademarks or copyrights
- Information that may compromise the safety or security of the public and/or District employees
- Executable programs or files
- Information or photos about member-customer interactions without their permission

- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District employees or customers
- Any contests or promotions directed toward customers or District employees that are not approved by the Communication & Development Director or designee
- Content that violates applicable law
- Information that may tend to compromise the safety or security of ~~the public or the~~ District's public network, computer, and/or operational systems

All comments are potential public records, and as such, may be subject to Washington State public records laws and records retention schedules.

### ***Additional Terms of Use for District employees***

District employees are encouraged to share District events, services, and community information on their personal social accounts under the following conditions:

- Refrain from identifying themselves as a spokesperson or representing the District and/or the District's views, unless they are authorized to do so
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's
- Avoid using any logos, trademarks, or copyrighted materials without permission.
- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, community partners, or suppliers
- Refrain from posting anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law

### ***No Advertisement Affiliation***

The District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss topics related to libraries, the District, and our community.

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

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

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

<b>Policy Title</b>	Social Media		
<b>Approval Date</b>	November 20, 2012	<b>Revision or Reaffirmation Date</b>	June 16, 2026
<b>Related Policies</b>	Access to Library Services Confidentiality of Library Records Code of Conduct Facility Use for Political Purposes Computer, Wireless Network, and Internet Use		
<b>Statutory Reference</b>	RCW 42.52.180		
<b>Related Statement</b>	Privacy Notice (available at <a href="http://www.sclcd.org">www.sclcd.org</a> )		
<b>Purpose</b>	Defines the terms of use for social media platforms managed by the Spokane County Library District (District) in order to facilitate a welcoming and inviting online space for District customers to find and share District-related information.		

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:**

***Definition***

Social media includes all means of communicating or posting information or content of any sort via digital application or on the Internet, including any social network, blog, podcast, journal or diary, personal website, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

***General Policy***

Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District employees, customers, and the public. Social media use by the District can provide streamlined, cost-effective marketing and customer service, deliver online programming, foster a sense of community between the District and its customers, and present interesting, relevant content to various audiences, just as in other District curatorial efforts.

Social media tools employed by the District are selected to enhance the District’s mission and present related content such as:

- A curated online space where customers will find and share useful, interesting, entertaining, and relevant library-related information
- Community outreach, marketing, and publicity
- Education of the community in the use of library resources

- Readers' advisory services
- Information and reference services
- Book discussion groups
- Education readiness activities for pre-school children
- Reading incentive programs for all ages
- Cultural and educational programming
- Advertisement of volunteer and employment opportunities available at the District
- Support and interaction with community partners and events

Additional library-related uses that may be explored or expanded upon as deemed reasonable by District administration.

### ***Terms of Use***

This policy applies to all persons, whether members of the public or District employee. Those who repeatedly violate these terms may be barred from further postings on District-managed platforms.

Comments are moderated by the District and the District reserves the right to not post or to remove comments that are unlawful or violate the terms of this policy as determined in its sole discretion.

By choosing to comment on District social media sites, including the District website, users agree that posts may be removed for reasons which include, but are not limited to:

- Plagiarized material
- Comments unrelated to the District or District's mission
- Commercial material, spam, and solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information or any content that reveals private information without permission
- Profanity
- Use in violation of RCW 42.52.180, as amended
- Any efforts to intimidate, harass, personally attack, or defraud another person
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage, or otherwise express bias against any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law
- Posts that violate brand trademarks or copyrights
- Information that may compromise the safety or security of the public and/or District employees
- Executable programs or files
- Information or photos about customer interactions without their permission
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District employees or customers
- Any contests or promotions directed toward customers or District employees that are not approved by the Communication & Development Director or designee

- Content that violates applicable law
- Information that may tend to compromise the safety or security of the District's network, computer, and/or operational systems

All comments are potential public records, and as such, may be subject to Washington State public records laws and records retention schedules.

***Additional Terms of Use for District employees***

District employees are encouraged to share District events, services, and community information on their personal social accounts under the following conditions:

- Refrain from identifying themselves as a spokesperson or representing the District and/or the District's views, unless they are authorized to do so
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's
- Avoid using any logos, trademarks, or copyrighted materials without permission.
- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, community partners, or suppliers
- Refrain from posting anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law

***No Advertisement Affiliation***

The District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss topics related to libraries, the District, and our community.

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

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

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY – AUGUST 2026****July 21, 2026: Deer Park Library – 4pm**

- Levy Lid Lift Update: Discussion
- HVAC Updates: Discussion
- Overview: Deer Park Library
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

**August 18, 2026: Spokane Valley Library – 4pm**

- Levy Lid Lift Update: Discussion
- HVAC Updates: Discussion
- Friends of the Library Policy: Approval Recommendation
- Overview: Spokane Valley Library
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

## **TRUSTEE MAY 2026 REPORTS**

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

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**DIRECTOR'S REPORT MAY 2026****Finance – Jason Link****General Fund**

The total general fund operating expenses before (39.05%) or after (41.76%) transfers remain aligned with the total projected budget expenditure of 41.70%. 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 were five expenditures for the Argonne & Deer Park HVAC projects, and the District-wide facilities needs assessment for May from the Capital Project Fund. There were no expenditures from the Debt Service Fund.

**Facilities Report**

Facilities employees have completed routine maintenance projects at the District facilities in May. The spring start-up is continuing with work on sprinklers and landscaping work.

The roof on Moran Prairie was identified as needing significant repairs and replacement. Repairs to prevent water from leaking into the building were completed in January. The District contracted with Jimmy's Roofing to overlay a new roof over the existing roof. The work was completed in March. The inspection by the Spokane County Building Department was completed in May. The project is waiting on the inspection by the roofing manufacturer. This inspection is scheduled for June.

The District was contacted by Avista with the opportunity to install manual transfer switches at Moran Prairie and Otis Orchards. The switches will allow for an external generator to power the facility in the event of a power outage. Avista has agreed to provide most of the funding for these projects in exchange for a modification to the Community Resource Agreements. The District has completed the contracting phase of this with agreements planned with Avista, Power City Electric, and Integrus Architecture for the installation of these switches. Equipment has been ordered for these projects. The shipping dates for the equipment are in late July and early August. Work is anticipated in August.

The District is in the process of completing an evaluation of fire prevention and response within District facilities. This evaluation may result in repairs or alterations to planned responses to be in compliance with building codes. The District is working with Integrus Architecture and Johnson Controls to determine solutions to the identified deficiencies. Major repair work will be completed at North Spokane, Spokane Valley and Service Center. No building closures are anticipated with this work.

Facilities is working on preparing the Clean Buildings Reports for Spokane Valley and Service Center. These reports are due to the Washington State Department of Commerce by July 1, 2027. The District plans to implement an organization-wide plan consistent with these requirements. The District has contracted with L&S Engineering to complete the audit and submission portion of

these reports. The review of the District's plans and reporting is underway. The District has received comments from L&S Engineering and anticipates responding to the comments next month.

### **Human Resources – Toni Carnell**

#### **Employee updates:**

New hires:

- N/A

Promotions:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- N/A

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

#### **Communication**

A press release with the headline, Library District seeks levy restoration for maintenance and operations, was sent to area media on Tuesday, May 5. Reporters from four media outlets contacted the District for interviews and further information ahead of posting the following stories:

- May 5 – *KXLY.com* - Local libraries seek voter approval for more maintenance-related funding
- May 5 – *Fox 28* – Local libraries seek voter approval for more maintenance-related funding
- May 6 – *The Spokesman-Review* – Spokane County voters will be asked to pay more taxes to keep small town libraries afloat
- May 8 – *NonStop Local KHQ* – Spokane County libraries ask voters to weigh August tax levy
- May 8 – *Seattle Red* – Spokane voters want out, but first they'll be asked to foot a higher library tax bill
- May 19 – *The Center Square* – Spokane County libraries eye tax hike as reserves grow despite falling levy rate

The District's weekly eNewsletter was sent to customers on Thursday, May 14, featuring the top story, Library Levy on the Ballot This August. Analytics showed more than 100 recipients clicked in to view the Levy post on the District's website.

#### **Development**

The Library Foundation of Spokane County has partnered with Cars Helping Charities, a national car donation program that benefits nonprofits. Cars Helping Charities facilitates all aspects of car donation for a donor. By partnering, the Library Foundation is listed as one of the qualifying nonprofits that donors can choose to receive proceeds from the sale of the vehicle. Information about vehicle donation through Cars Helping Charities will be added to the Library Foundation's website soon.

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### Operations – Doug Stumbough

For the month of May, a total of 74,537 physical items were borrowed by customers in the libraries, down from 77,667 borrowed in same month last year. The total number of customers visiting our libraries this month was 55,362, up compared to 54,851 last year during the same month. Note that Argonne was limited to curbside only service for the month during the HVAC replacement project.

### 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:

A Spokane Valley customer came up to the desk with a large box of Hostess Cupcakes with a card attached to it. He smiled and said that this was for "all the librarians" because they're always so helpful. The attached note read: "Dear librarians, Thank you for your constant help, patience, and friendliness. All the Inter-Library Loans, help with the computer, and putting up with my questions - it means a lot. Indispensable. I call it."

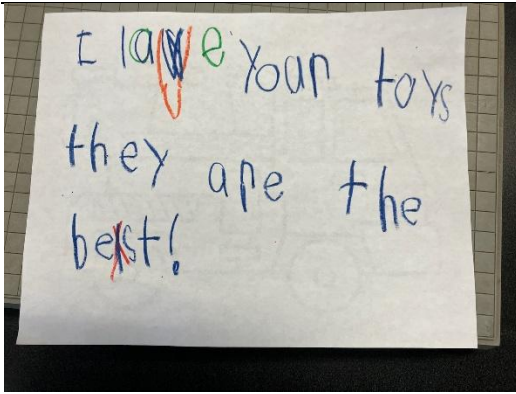
Two women came to the North Spokane desk after speaking with Public Services Specialist Don to let them know that he was "absolutely wonderful" and that the staff are all very kind and the library is a special place, but that Don especially had made her day.

Before storytime on morning at Deer Park, a grandmother came in holding the hand of her young grandchild, excitedly leading them over to the stained glass windows and said "All of these are so beautiful, but this one is my favorite" indicating the window with the cats on a bookshelf. The pair happily admired the windows for a little while before excitedly heading to storytime.

A message from a Spokane Valley user included this about the seed library: "Also, I wanted to share a quick personal thank you. I passed along the wildflower seed packet to my teen, and they were so excited about it. They are now planning to start cultivating seeds and bring some in to share now that they know the Spokane Valley Library has a seed library. We are excited to learn you offer this and appreciate you taking the time to show us."

A man approached Taylor, Melissa, and Hannah S. at the Spokane Valley front desk and shared what a great job he thought they were doing. He specifically was thankful for the community in the SV building as well as for the kids book bags.

A young Deer Park customer left this note in the book drop:



A long-time North Spokane customer, who has been experiencing homelessness for several years, came in to share that after Customer Connection Specialist Bear gave him some information regarding housing contacts, he was put on a list and was now in his own apartment. He said he feels safe, happy, and wanted to express his thanks for the help in connecting him to local resources.

A few weeks ago, a woman came into Cheney to inquire about reserving a meeting room and a Chromebook for an upcoming job interview. She confided to staff there that she was very excited as well as nervous, because this was her dream job, in a field where she hoped to establish a career, and which provided a schedule that would give her much more time with her son than what her current job involved. She set up a reservation and had the interview a couple of weeks ago. On the night of May 20th, she came up to the desk with her son and revealed that she had gotten the job. She and her son thanked staff profusely for providing the room and equipment, and they left the library beaming.

A kid came into North Spokane with his dad to get his own library card. After checking out, he was looking for a bookmark to use, preferably a “plain” one. Public Services Specialist Katie offered up our hours and location bookmarks and after inspecting it for a moment, he said “it’s long, it’s tall... it’s perfect!”

From a Moran Prairie user: “We just had the best experience at the Moran Prairie Library. (Public Services Float) Grace, who works at various branches, was so helpful in assisting my wife and myself with downloading and printing some important rental documents. She was so helpful in assisting us with all aspects. I’m almost certain I could not do it on my own. The Moran Prairie Library has always been our favorite library to go to since we moved to the lower South Hill. The people are wonderful, and Grace, really shined. Well done Grace and MP!!!”

### **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 May:

- **Audiobook checkouts:**
  - *The Correspondent: A Novel* by Virginia Evans (173)
  - *Dear Debbie* by Freida McFadden (145)
  - *Theo of Golden: A Novel* by Allen Levi (142)
- **Ebook checkouts:**
  - *The Calamity Club* by Kathryn Stockett (125)
  - *The Correspondent: A Novel* by Virginia Evans (123)
  - *Theo of Golden: A Novel* by Allen Levi (119)
- **Audiobook holds as of June 1:**
  - *Theo of Golden: A Novel* by Allen Levi (600)
  - *The Correspondent: A Novel* by Virginia Evans (516)
  - *Yesteryear: A Novel* by Caro Claire Burke (406)
- **Ebook holds as of June 1:**
  - *Project Hail Mary* by Andy Weir (474)
  - *Theo of Golden: A Novel* by Allen Levi (367)
  - *Yesteryear: A Novel* by Caro Claire Burke (321)
- Popular **Adult Physical Book** titles May:
  - Checkouts:
    - *Theo of Golden: A Novel* by Allen Levi (64)
    - *Project Hail Mary* by Andy Weir (62)
    - *Remarkably Bright Creatures* by Shelby Van Pelt (48)
  - Holds:
    - *Yesteryear: A Novel* by Caro Claire Burke (107)
    - *Remarkably Bright Creatures* by Shelby Van Pelt (64)
    - *Theo of Golden: A Novel* by Allen Levi (59)

**COLLECTION MONTHLY REPORT  
MAY 2026**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>CHANGE</b>
Items Processed	23,363	23,113	1%
Interlibrary Loan Total	2,500	2,866	-13%
<b>Overdrive</b>			
Total Checkouts	496,992	465,450	7%
Total Holds	186,385	170,590	9%
<b>hoopla</b>			
Total Checkouts	33,049	33,905	-3%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>CHANGE</b>
Print	299,981	307,336	-2%
Nonprint	61,875	68,877	-10%
Overdrive	310,027	276,737	12%
<b>Grand Total</b>	<b>671,883</b>	<b>652,950</b>	<b>3%</b>

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

**Executive Director – Patrick Roewe**

**Otis Days Parade**

I had the privilege of carrying the banner for the District’s Book Cart Drill Team at the Otis Days festivities in Otis Orchards on May 23<sup>rd</sup>. Kudos to our Drill Team, which always receives positive attention at these events. And thanks as well to the employees who staffed the District info booth at the event.

**Felts Field Neighbor Day**

Along with Collection Development Director Andrea Sharps, Communication and Development Director Jane Baker, and Operations Director Doug Stumbough, I worked the District’s table at the Felts Field Neighbor Day event on Saturday May 30<sup>th</sup>. We handed out Engage with an emphasis on Summer Reading, levy information, and the ever popular color changing pencils. Along with summer activity options, we had frequent questions about when the Argonne Library would be reopening. We were happy to report that opening was only a week away on June 6<sup>th</sup>.

**Levy Election: Guidelines & Public Engagement Training**

Along with Training Manager Amber Williams, I am co-presenting a training for all District employees on the upcoming elections. We conducted four in-person trainings at libraries throughout the District in May, with another ten scheduled throughout June.

**One Book, One Coast**

As previously reported, Spokane County Library District is one of the 194 public libraries in California, Oregon and Washington participating in the “largest book club” on the West Coast this Spring, One Book, One Coast is a shared community reading program that celebrates literacy, learning, community, and civil discourse. The book selection is *They Called Us Enemy* by George Takei. The program culminated with an author’s presentation streaming live on Sunday May 31<sup>st</sup>.

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**OPERATIONS REPORT MAY 2026**

Doug Stumbough and Kristy Bateman

**Across the District**

May saw 411 attendees across 27 adult programs events. *Swap* programs continued to be popular, with 170 participants in the five *Starter Plant Swap*. Other outdoor and nature related programs continued to be a success with 33 individuals taking part in the two *Birding Walk with the Spokane Audubon Society* programs, and 37 participants at the two *Arranging Hanging Baskets with Annuals* sessions. 21 people logged into SCORE's *AI Tools for Your Small Business* online workshop,

The month also had 2,015 children and caregivers attended 68 storytimes across the libraries.

**Mobile Services** expanded the impact with 51 additional storytimes at 21 childcares reaching and additional 740 children and caregivers.

We presented 14 youth programs engaging 325 attendees across a wide range of offerings including weekly programs at **North Spokane** and **Medical Lake**, and a monthly Homeschool STEAM Program at **Deer Park**. Other programs include *Create Symmetrical Butterfly Art*, *Children's Games: Then and Now*. Librarians across the District were busy with the annual *Teen Poetry Grand Slam*, which brought in an attendance of 36. Librarians visited many elementary schools to promote *Summer Reading*.

The *Lab at North Spokane* and the *STCU Studio at Spokane Valley* had 21 customers participating in programs and drop-in hours. Lab, STCU Studio, and 3D printing staff assisted customers with 36 appointments this month. Customers checked out a combined 197 passes and items from the *Library of Things*. *Prime Time Family Reading* with South Pines Elementary school wrapped up; 11 families participated in the entire program. The end of the school year saw Reading Buddies ending, with the first two celebrations taking place at the end of May.

The Digital Projects team continues to focus on the new SCLD website, with styling pages, adding, and editing content, and making design adjustments.

**Library Highlights**

Across the District, May brought a wide range of programs, community engagement moments, creative activities, and resource use. The following highlights how customers interacted with our libraries this month.

With the arrival of spring, **LINC** connected with customers at the Airway Heights Farmers Market and Fairwood Farmers Market. **LINC** also made stops at Progress Elementary Community Night, and Ponderosa Elementary Carnival Night. During **Mobile Services'** last visits of the 25-26 school year, staff handed out flyers promoting the Summer Reading Challenge and take-home activity kits to students.

In **Airway Heights**, Librarian Christie attended Career Night at Sunset Elementary. She was able to talk to 88 families about what it is like to work in the library field and the upcoming summer programming. At **Argonne** librarians Janet and Tammy attended the West Valley Block Party and

shared information about the summer reading program. In **Cheney** Mayfest had the most vendors and car show entries on record for this event. Christie and Crystal talked to 292 people, and tons of kids enjoyed the Big Blue Blocks that they brought. In **Medical Lake** librarian Christie attended Donuts with Grownups at Hallett Elementary to promote the summer reading program to parents. She also attended the Medical Lake Parks & Rec after school program at Hallett Elementary to provide a STEM program for 25 kids. At **Moran Prairie** librarian Danielle connected over dinosaur bone puzzles with 201 attendees at the Fire Station 81 Open House. **Otis Orchards** librarian Janet attended Otis Days and spoke with 61 attendees about the library and Summer Reading.

Through a connection with the City of Spokane Valley's Homeless Outreach team, **Spokane Valley** began offering Homeless Outreach Drop-In Hours on Wednesdays and Fridays. Their team provides resources for customers needing access to housing services.

The *WSU Extension Master Gardeners Plant Clinic* started at **Cheney** for the year. **Deer Park** held the last Homeschool *Hodgepodge: STEAM Activities* program for the 2025-2026 school year where the kids learned about kaleidoscopes and noisemakers. **North Spokane** continued to see high attendance at their weekly *Terrific Tuesdays* and *Memory Cafe* programs.

**FISCAL REPORT**

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Five Months Ended May 31, 2026**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 41.7%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 10,325,963	\$ 18,800,000	54.93%	\$ 8,474,037
CONTRACT CITIES - SPOKANE	55,388	113,000	49.02%	57,612
FINES & FEES	19,613	42,000	46.70%	22,387
GRANTS & DONATIONS	54,117	73,000	74.13%	18,883
E-RATE REIMBURSEMENTS	89,057	278,000	32.03%	188,943
LEASEHOLD & TIMBER TAX, REBATES, OTH	18,504	33,000	56.07%	14,496
INTEREST REVENUES	134,940	190,000	71.02%	55,060
<b>TOTAL REVENUES</b>	<b>\$ 10,697,581</b>	<b>\$ 19,529,000</b>	<b>54.78%</b>	<b>\$ 8,831,419</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,697,581</b>	<b>\$ 19,529,000</b>	<b>54.78%</b>	<b>\$ 8,831,419</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,701,357	\$ 9,082,000	40.75%	\$ 5,380,643
FRINGE BENEFITS	1,155,688	3,284,000	35.19%	2,128,312
SUPPLIES	107,307	215,000	49.91%	107,693
UTILITIES	238,634	625,000	38.18%	386,366
SERVICES	596,519	1,796,000	33.21%	1,199,481
INSURANCE	111,063	114,000	97.42%	2,937
CAPITAL EQUIPMENT	92,461	330,000	28.02%	237,539
LIBRARY MATERIALS	1,013,236	2,283,000	44.38%	1,269,764
ELECTRONIC LIBRARY MATERIALS	169,032	300,000	56.34%	130,968
LIBRARY PROGRAMS	53,756	185,000	29.06%	131,244
DEBT SERVICE	252,740	255,000	99.11%	2,260
OPERATING CONTINGENCY	0	718,000	0.00%	718,000
<b>TOTAL EXPENSES</b>	<b>\$ 7,491,792</b>	<b>\$ 19,187,000</b>	<b>39.05%</b>	<b>\$ 11,695,208</b>
TRANSFERS OUT	983,000	1,105,000	88.96%	122,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 8,474,792</b>	<b>\$ 20,292,000</b>	<b>41.76%</b>	<b>\$ 11,817,208</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 2,222,789</b>	<b>\$ (763,000)</b>		
BEGINNING CASH	10,537,901			
NET FROM ABOVE	2,222,789			
ENDING CASH	<b>\$ 12,760,690</b>			

**Number of months cash on hand 8.0**

**Spokane County Library District  
Summary of Revenues & Expenses CIP - (Cash Basis)  
For the Five Months Ended May 31, 2026**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Target 41.7%</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>					
GRANTS & DONATIONS	\$ -	\$ 100,000		0.00%	\$ 100,000
INTEREST REVENUES	68,994	100,000		68.99%	31,006
<b>TOTAL REVENUES</b>	<b>\$ 68,994</b>	<b>\$ 200,000</b>		<b>34.50%</b>	<b>\$ 131,006</b>
TRANSFERS IN	-	0		0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 68,994</b>	<b>\$ 200,000</b>		<b>34.50%</b>	<b>\$ 131,006</b>
<b>EXPENSES</b>					
SERVICES	\$ 545	\$ -		0.00%	\$ (545)
CAPITAL - FFE	-	-		0.00%	-
CAPITAL - CONSTRUCTION	1,224,412	2,300,000		53.24%	1,075,588
<b>TOTAL EXPENSES</b>	<b>\$ 1,224,957</b>	<b>\$ 2,300,000</b>		<b>53.26%</b>	<b>\$ 1,075,043</b>
TRANSFERS OUT	-	-		0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,224,957</b>	<b>\$ 2,300,000</b>		<b>53.26%</b>	<b>\$ 1,075,043</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (1,155,963)</b>	<b>\$ (2,100,000)</b>			
BEGINNING CASH	4,804,611				
NET FROM ABOVE	<span style="color: red;">(1,155,963)</span>				
<b>ENDING CASH</b>	<b>\$ 3,648,648</b>				

**Spokane County Library District  
Summary of Revenues & Expenses Debt - (Cash Basis)  
For the Five Months Ended May 31, 2026**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Target 41.7%</b> </div> Percent Used	Balance Remaining
<b>REVENUES</b>				
INTEREST REVENUES	\$ 631	\$ -	0.00%	\$ (631)
<b>TOTAL REVENUES</b>	<b>\$ 631</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (631)</b>
TRANSFERS IN	983,000	1,105,000	88.96%	122,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 983,631</b>	<b>\$ 1,105,000</b>	<b>89.02%</b>	<b>\$ 121,369</b>
<b>EXPENSES</b>				
DEBT - PRINCIPAL	\$ -	\$ 840,000	0.00%	\$ 840,000
DEBT - INTEREST	-	265,000	0.00%	265,000
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 1,105,000</b>	<b>0.00%</b>	<b>\$ 1,105,000</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ -</b>	<b>\$ 1,105,000</b>	<b>0.00%</b>	<b>\$ 1,105,000</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 983,631</b>	<b>\$ -</b>		
BEGINNING CASH	87			
NET FROM ABOVE	983,631			
<b>ENDING CASH</b>	<b>\$ 983,718</b>			

**Number of months cash on hand**

**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)).