SPOKANE COUNTY LIBRARY DISTRICT

Board of Trustees Regular Meeting

October 20, 2026 4:00 p.m.
4322 N Argonne Rd, Spokane, WA

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: https://scld-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.scld.org/connect/ask-board-of-trustees/.

I. **CALL TO ORDER**

II. **AGENDA APPROVAL**

III. **PUBLIC COMMENT**

IV. **ACTION ITEMS**

A. Approval of September 15, 2026 Meeting Minutes
B. Approval of September 2026 Payment Vouchers
C. Unfinished Business
    1. HVAC Projects: Discussion
D. New Business
    1. 2027 Budget:
        a) Public Hearing on Authorized Revenue Sources
        b) 2027 Preliminary Budget Presentation
        c) Organizational Memberships: Approval Recommendation
        d) Board Direction to Staff
    2. Trustee Reappointment Recommendation: Approval Recommendation
    3. Resolution 26-06: Recognition of Retiring Collection Services Director Andrea Sharps
    4. Overview: Interlocal Agreements

V. **DISCUSSION ITEMS, POSSIBLE ACTION**

A. Future Board Meeting Agenda Items

VI. REPORTS

A. Trustees
B. Executive Director
C. Operations
D. Fiscal

VII. CLOSED SESSION:

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

VIII. ADJOURNMENT

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

October 20, 2026

BOARD OF TRUSTEES MEETING MINUTES: September 15, 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 Moran Prairie Library, Tuesday, September 15, 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), Jason Link (Finance Director), Vinnie Davi (Video Production Specialist), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Caitlin Wheeler (Library Supervisor), Dana Manino (Librarian), Danielle Marcy (Librarian), Janet Hacker-Brumley (Librarian), Tammy Henry (Librarian), Emily Greene (Administrative Services Manager), and six (6) members of the public.

Call to Order (Item I)	Chair Jessica Hanson called the meeting to order at 4:00pm.
Agenda Approval (Item II)	Vice Chair Jon Klapp moved and Trustee Ellen Clark 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 September 15, 2026 Regular Meeting Minutes **(Item IV.A)**	Chair Hanson called for any corrections to the September 15, 2026 regular meeting minutes. There were no corrections, the minutes stand as written. There was no further discussion.
Approval of September 2026 Payment Vouchers **(Item IV.B)**	Discussion ensued about invoices for specific vendors, fire code charges, and a sidewalk bond.

Fund	Voucher/Payroll Numbers	Subtotal
GF - Sep	0064921 – 0065008 and W001949 – W001963	$833,997.53
	PR08102026 and PR08252026	$568,445.68
	Total	$1,402,443.21
CPF	009807 Integrus Architecture	$1,820.00
	009808 Sunbelt Rentals	$7,216.92
	Total	$9,036.92

Vice Chair Klapp moved and Trustee Patti Stauffer seconded the approval of the September 2026 payment vouchers.

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 statuses of the HVAC projects in the District. Discussion ensued about the different statuses of the Argonne Library, the Deer Park Library, and the city of Medical Lake procurement process.

There was no further discussion.

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

Executive Director Patrick Roewe informed the Board of the final election results, that the District's Levy Proposition 1 passed, and that the Spokane County Canvassing Board certified the August 4, 2026 election on August 18, 2026. Operations Director Doug Stumbough presented the statistics of the votes and a comparison to the statistics of the last levy election.

There was no further discussion.

New Business
Gifts Policy
(Item IV.D.1)

Executive Director Roewe informed the Board of updates to the Gifts policy for improved clarity. Trustee Clark moved and Vice Chair Klapp seconded the approval of the Gifts policy as revised.

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

New Business
Public Art in District Facilities Policy
(Item IV.D.2)

Executive Director Roewe informed the Board of updates to the Public Art in District Facilities policy. Updates included changes for clarity and other additions for compliance with trustee bylaws. Trustee Stauffer moved and Trustee Robert Paull seconded the approval of the Public Art in District Facilities policy as revised.

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

New Business
Naming & Recognition Policy
(Item IV.D.3)

Executive Director Roewe informed the Board of updates to the Naming & Recognition policy. Updates included changes for clarity, compliance with trustee bylaws, and language to codify existing practice. Vice Chair Klapp

	moved and Trustee Paull seconded the approval of the Naming & Recognition policy as revised. The motion was unanimously approved. There was no further discussion.
New Business Overview: Overdue Fines Long Term Analysis **(Item IV.D.4)**	Operations Direction Doug Stumbough reviewed the history and impact of removing late fees for materials. Discussion ensued about the history of overdue fines in the District as well as a comparison of fine revenue. There was no further discussion.
New Business Overview: Moran Prairie Library & Fairfield Library **(Item IV.D.5)**	Library Supervisor Caitlin Wheeler and Librarians Danielle Marcy, Dana Mannino, Janet Hacker Brumley, and Tammy Henry provided an overview of the Moran Prairie and Fairfield Libraries, their programs, and how they serve the community. There was no further discussion.
Discussion Items Future Board Meeting Agenda Items **(Item V.A)**	Chair Hanson reviewed future agenda items for upcoming Board Meetings which will primarily consist of budgetary items. There was no further discussion.
Trustee Reports (Item VI.A)	Trustee Paull proposed that the Board consider adopting a resolution recognizing retiring Collection Services Director Andrea Sharps. By consensus, the Board directed staff to prepare such a resolution for the October meeting. There was no further discussion.
Executive Director Report (Item VI.B)	In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board that past chair John Craig had reached out to congratulate the District on the successful levy. There was no further discussion.
Operations Report (Item VI.C)	In addition to the report provided prior to the meeting, Operations Director Stumbough informed the Board of collection agency referrals in 2025 compared to 2022 as a follow up to a question posed during the earlier Overdue Fines presentation. There was no further discussion.
Fiscal Report (Item VI.D)	In addition to the report provided prior to the meeting, Finance Director Jason Link informed the Board that the manual transfer switches for generator power had been installed at Moran Prairie and Otis Orchards.

	Discussion also ensued about the status of the janitorial services transfer, and the clean buildings report. 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.A)**	The Board went into a closed session at 5:25pm with an estimated time to return at 5:40pm. The Board returned to a regular session at 5:40pm. There was no final action taken.
Executive Session Review the Performance of a Public Employee (RCW 42.30.110(1)(g)) **(Item VIII.A)**	The Board went into a closed session at 5:40pm with an estimated time to return at 6:10pm. The Board returned to a regular session at 6:30pm. There was no final action taken.
Adjournment **(Item VII)**	Chair Hanson adjourned the meeting at 6:30pm. The next Board Meeting is scheduled for Tuesday, October 20, at the Argonne Library.

_____

Jessica Hanson, Chair

_____

Patrick Roewe, Secretary to the Board of Trustees

SEPTEMBER 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 September 30, 2026, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $1,589,626.35 for the general fund, $20,417.65 for the capital projects fund, and $0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: September 30, 2026

SIGNED: _____ SIGNED: _____

TITLE: Finance Director TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000065001	MERCEDES-BENZ OF SPOKANE	CAPITAL PROJECT: MAINTENANCE VEHICLE REPLACEMENT	$ 79,555.03
0000065009	A2Z INTERPRETING LLC	PROFESSIONAL SERVICES - ADMIN	635.50
0000065010	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,410.85
0000065011	AVISTA UTILITIES	MONTHLY UTILITIES	7,685.59
0000065012	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,860.35
0000065013	CENGAGE LEARNING INC	LIBRARY MATERIALS	4,612.85
0000065014	COMIC BOOK SHOP	LIBRARY MATERIALS	187.36
0000065015	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	394.40
0000065016	COMMUNITY LIBRARY NETWORK	INTERLIBRARY LOAN FEES	18.00
0000065017	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	77.33
0000065018	EBSCO INDUSTRIES INC	LIBRARY MATERIALS - SUBSCRIPTIONS	273.00
0000065019	JULIE ANN EDWARDS	LIBRARY PROGRAMS	950.00
0000065020	EMPIRE DISPOSAL INC	MONTHLY SOLID WASTE - FF	53.20
0000065021	FIREDOG, LLC	CAPITAL PROJECT: WEBSITE REDESIGN	2,190.96
0000065022	MELANIE HEWITT	LIBRARY PROGRAMS	75.00
0000065023	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	14,041.67
0000065024	INLAND PUBLICATIONS INC	LIBRARY PROGRAMS ADVERTISING	1,512.00
0000065025	LINEA JANTZ	LIBRARY PROGRAMS	150.00
0000065026	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	3,512.00
0000065027	JOURNAL OF BUSINESS	LIBRARY MATERIALS	99.95
0000065028	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,347.66
0000065029	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	21,526.52
0000065030	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	19,387.62
0000065031	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	541.69
0000065032	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	738.40
0000065033	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	333.31
0000065034	SSO/FOX	LIBRARY OF THINGS	2,316.00
0000065035	SPOKANE CIVIC THEATRE, INC	LIBRARY OF THINGS	5,920.00
0000065036	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
0000065037	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	689.99
0000065038	STATE PROTECTION SERVICE INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	7,731.02
0000065039	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	659.96
0000065040	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	134.13
0000065041	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,951.61
0000065042	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,983.70
0000065043	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	446.95
0000065044	WICK ENTERPRIZES LLC	ADVERTISING	1,921.00
0000065045	WITHERSPOON BRAJCICH MCPHEE PLLC	LEGAL SERVICES, GENERAL COUNSEL	448.50
0000065046	JULIE ZINK	LIBRARY PROGRAMS	150.00
0000065047	A2Z INTERPRETING LLC	PROFESSIONAL SERVICES - ADMIN	294.31
0000065048	ABM INDUSTRIES INC	MONTHLY CUSTODIAL SERVICES	24,504.40
0000065049	ALLIED FIRE & SECURITY	QUARTERLY ALARM MONITORING	2,600.20
0000065050	AL'S LOCKSMITH INC	BUILDING REPAIR & MAINTENANCE	261.60
0000065051	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	6,862.42
0000065052	APS INC	POSTAGE METER SUPPLIES & REPAIRS	190.75
0000065053	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	494.14
0000065054	CARAHSOFT TECHNOLOGY CORPORATION	SOFTWARE SUPPORT	4,287.94
0000065055	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000065056	CENGAGE LEARNING INC	LIBRARY MATERIALS	5,997.27
0000065057	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000065058	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	82.58
0000065059	CINTAS CORP	JANITORIAL SUPPLIES	2,827.76

0000065060	CREATIVEBUG	ELECTRONIC LIBRARY SERVICES	6,625.00
0000065061	EDNETICS INC	MANAGED VOICEMAIL SERVICES	2,260.63
0000065062	FATBEAM LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,465.43
0000065063	GREENLEAF LANDSCAPING INC	GROUNDS MAINTENANCE	13,166.10
0000065064	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	10,539.30
0000065065	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,122.20
0000065066	INSIGHT PUBLIC SECTOR INC	SOFTWARE SUPPORT	54.35
0000065067	INTERSTATE ALL BATTERY CENTER	BUILDING REPAIR & MAINTENANCE	59.95
0000065068	MICROBIZ	INVENTORY MGMT SOFTWARE, ANNUAL SUPPORT	850.00
0000065069	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	6,774.23
0000065070	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	87.00
0000065071	OTIS HARDWARE	MAINTENANCE SUPPLIES	42.76
0000065072	OUT THERE OUTDOORS	ADVERTISING	298.00
0000065073	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	42,262.78
0000065074	KATHERINE PERRY	LIBRARY PROGRAMS	145.00
0000065075	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	3,207.62
0000065076	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	748.80
0000065077	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	986.93
0000065078	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,302.01
0000065079	LES SCHWAB	VEHICLE MAINTENANCE	4,039.20
0000065080	A2Z INTERPRETING LLC	PROFESSIONAL SERVICES - ADMIN	272.00
0000065081	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	477.62
0000065082	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	201.20
0000065083	CENGAGE LEARNING INC	LIBRARY MATERIALS	222.17
0000065084	EDNETICS INC	SOFTWARE SUPPORT, HARDWARE, MONTHLY MANAGED VOICEMAIL	15,753.72
0000065085	MELANIE HEWITT	LIBRARY PROGRAMS	75.00
0000065086	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	12,747.95
0000065087	INLAND PUBLICATIONS INC	LIBRARY PROGRAMS ADVERTISING	10,860.00
0000065088	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	10,049.80
0000065089	L&S ENGINEERING	ENGINEERING SERVICES	237.50
0000065090	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,819.68
0000065091	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	18,656.09
0000065092	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR FOR SECURITY PROJECT	4,175.99
0000065093	PRISMHR INC	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000065094	SPOKANE CO WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	34.87
0000065095	TREVIPAY	OFFICE/LIBRARY SUPPLIES	652.82
0000065096	US BANK CORP PAYMENT SYSTEM	CREDIT CARD PAYMENT	18,182.98
0000065097	VALLEY GLASS (CRJW)	BUILDING REPAIR & MAINTENANCE	3,242.75
0000065098	AL'S LOCKSMITH INC	BUILDING REPAIR & MAINTENANCE	65.40
0000065099	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,599.57
0000065100	AVISTA UTILITIES	MONTHLY UTILITIES	7,435.28
0000065101	CENGAGE LEARNING INC	LIBRARY MATERIALS	992.03
0000065102	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	226.56
0000065103	CONSOLIDATED IRRIGATION DIST19	WATER - OT	214.13
0000065104	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,210.08
0000065105	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	1,238.25
0000065106	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	853.30
0000065107	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	397.45
0000065108	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	65.15
0000065109	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,875.00
0000065110	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	19,430.21
0000065111	SHANNON HICKS	LIBRARY PROGRAMS	211.84
0000065112	INGRAM DISTRIBUTION GROUP INC	BI-WEEKLY LIBRARY MATERIALS	29,839.16
0000065113	INTERSTATE ALL BATTERY CENTER	BUILDING REPAIR & MAINTENANCE	318.26
0000065114	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	5,185.42
0000065115	PATRICIA A MEINECKE	LIBRARY PROGRAMS	600.00
0000065116	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,161.11
0000065117	INA REBECCA MILTON	LIBRARY PROGRAMS	450.00
0000065118	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV & SC	3,270.18
0000065119	OVERDRIVE INC	BI-WEEKLY LIBRARY MATERIALS	13,230.10
0000065120	PENWORTHY COMPANY	LIBRARY MATERIALS, KITS	1,499.83
0000065121	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	3,158.61
0000065122	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR FOR SECURITY PROJECT	17,632.33
0000065123	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	471.37
0000065124	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	632.19
0000065125	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	511.82
W000001964	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	308.97
W000001965	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	86,642.67
W000001966	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,131.33
W000001967	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,544.58
W000001968	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,888.05
W000001969	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,014.83
W000001971	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	130,487.12

W000001972	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,351.54
W000001973	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	87,364.95
W000001974	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,131.33
W000001975	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,544.58
W000001976	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,987.47
W000001977	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001978	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	607.88
W000001979	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	21,808.03
W000001980	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	25,747.88
W000001981	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	11,802.12
W000001982	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAXES	1,241.56
	Total Non-Payroll General Operating Fund		$ 1,027,110.84
	PAYROLL VOUCHERS		
09102026 PP17	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #17	$ 280,864.39
09252026 PP18	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #18	281,650.12
	Total Payroll General Operating Fund		$ 562,514.51
	TOTAL GENERAL OPERATING FUND		$ 1,589,625.35

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009809	MCKINSTRY CO LLC	RENOVATION - ARGONNE	12,863.73
0000009810	INTEGRUS ARCHITECTURE	RENOVATION - DEER PARK	337.00
0000009811	SUNBELT RENTALS INC	RENOVATION - DEER PARK	7,216.92
	TOTAL CAPITAL PROJECT FUND		$ 20,417.65

DEBT SERVICE FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
			$ -
	TOTAL DEBT SERVICE FUND		$ -

VISA REPORT

August 2026 / September 2026
Paid in September 2026
65096

Card Category		Amount
General Purchases	$	12,764.77
Maintenance	$	2,113.68
Travel	$	99.00
Acquisitions	$	1,035.43
Information Technology	$	-
Mobile Services	$	2,170.10
General Fund Purchases	$	18,182.98

Top Individual Charges

Home Depot	Building Maintenance	1,262.88
SupplyHouse.com	Building Maintenance - AR Shop Exhaust Fan	2,057.33
ID Label Inc	Office Supplies - Bar Code Item Roll	4,319.73

HVAC PROJECTS UPDATE

Argonne/Administration
The building reopened to customers and employees on June 6, 2026. The contractor is continuing with punch list items and making corrections to the system.

The HVAC system appears to be functioning as designed, and normal building operations are continuing.

Deer Park
Construction started June 8, 2026, with a substantial completion date of July 1, 2026. Due to continuing delays in supplies, the contract has been amended again to move substantial completion out to October 31, 2026. This further delay is due to scheduling of start-up for the chiller and control systems.

The District worked with the contractor on a method to provide alternative cooling for the building. The library remained open during construction, and the alternative cooling solution was removed from the building on October 5, 2026.

Procurement Updates:

- The majority of equipment and controls have been installed.
- Boiler startup was completed on September 16th.
- Chiller startup was completed on October 5th.
- Testing and Balancing is scheduled to start October 6th.

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

Medical Lake
The District was notified on July 15, 2026, that components of the HVAC system at Medical Lake facility had failed. The District immediately engaged its maintenance provider, DIVCO, to investigate the issue and identify a solution. DIVCO obtained and installed replacement parts restored cooling to the building on a temporary basis. While the system was able to resume cooling operations as of July 17, 2026, the damage prevents the system from providing heat and this is not repairable.

The District provided an update regarding the HVAC system status on July 17, 2026, and subsequently confirmed that responsibility for repair or replacement of the system had been acknowledged by the building owner (City of Medical Lake). On July 27, 2026, District employees were informed that contractors were onsite evaluating the system and developing proposals for repair or replacement.

The City of Medical Lake completed its contracting portion on September 15, 2026. The District was notified by the City that construction would begin on September 21st. Construction was completed on September 23rd. The facility remained open during construction with no closures.
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.

PRELIMINARY BUDGET 2027

a. Public Hearing on Authorized Revenue Sources
b. 2027 Preliminary Budget Presentation
c. Organizational Memberships Review
d. Board Action and Direction to Staff

a. Public Hearing on Authorized Revenue Sources

Background

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

Following the public hearing, a Preliminary Budget for 2027 will be presented, and a recap of the major components of the budget and related explanatory comments are provided below. The variances noted are from the 2026 budget as amended. The current budget formulation process used both the 2026 budget as adopted, the full year actual results from 2025, and actual results for the current fiscal year.

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

The following is a brief recap of the total revenue proposed in the 2027 General Fund Budget.

	2027 Budget Revenue	% of Total
Property Taxes and Payments in Lieu of Property Taxes	26,230,000	97.5%
All Other	676,000	2.5%
	26,906,000	

b. 2027 Preliminary Budget Presentation

2027 Preliminary Budget for General Fund Revenues

	2026 Amended Budget	2027 Preliminary Budget	$ change	% change
Property Taxes (net of TIFs)	18,800,000	26,078,000	7,278,000	38.7%
Contract Cities	113,000	152,000	39,000	34.5%
Fines and Fees	42,000	42,000	-	0.0%
E-Rate Reimbursements	278,000	278,000	-	0.0%
Interest Income, Grants and Other	296,000	356,000	60,000	20.3%
Total General Fund Revenues	**19,529,000**	**26,906,000**	**7,377,000**	**37.8%**

Property Tax Revenues - change of $7,278,000

Tax revenue for 2027 as presented is $7,278,000 higher than budgeted for 2026.

- The levy lid lift ballot measure passed in August 2026. The increase is related to the levy rate set to $0.45 per thousand of assessed value.

Contract Cities – change of $39,000

Budgeted revenue from the District's agreement with the City of Spokane increased from $113,000 to $152,000. This revenue relates to an interlocal agreement between the District and the City of Spokane for library services provided to the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) which were annexed by the City of Spokane. The increase is primarily related to the levy lid lift ballot measure and change in the levy rate.

Interest Income, Grants and Other – change of $60,000

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

	2026 Bgt	2027 Bgt	$ change
Interest Income	190,000	250,000	60,000
Grants & Donations	73,000	73,000	-
Leasehold Taxes	8,000	8,000	-
Timber Taxes	10,000	10,000	-
Credit Card Rebates	5,000	5,000	-
Retail Book Sales	10,000	10,000	-
	296,000	356,000	60,000

The short-term interest rates earned on all balances kept in the Spokane Public Investment Fund (SPIF) are expected to increase in 2027, and balances within the General Fund should increase this year. The 2027 budget for interest income is based on interest rates earned on the funds balances.

2027 Preliminary Budget for General Fund Expenses

See next page.

	2026 Amended Budget	2027 Preliminary Budget	$ change	% change
Compensation	9,313,000	9,697,000	384,000	4.1%
Benefits	3,308,000	3,630,000	322,000	9.7%
Total Personnel Costs	12,621,000	13,327,000	706,000	5.6%
	64.6%	49.5%		
Supplies	215,000	220,000	5,000	2.3%
Utilities	591,000	604,000	13,000	2.2%
Services	2,075,000	3,014,000	939,000	45.3%
Library Materials	2,648,000	3,672,000	1,024,000	38.7%
Library Programs	154,000	190,000	36,000	23.4%
Capital Expenditures	330,000	2,253,000	1,923,000	582.7%
Debt Service	255,000	519,000	264,000	103.5%
Operating Transfers to Debt Service and Capital Projects Funds	1,105,000	3,107,000	2,002,000	181.2%
Operating Contingency	298,000	-	(298,000)	100.0%
Total General Fund Expenditures	**20,292,000**	**26,906,000**	**6,614,000**	**32.6%**

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

Compensation - Change of $384,000

The following table itemizes changes from the 2026 compensation budget along with further clarification:

Summary of Changes in Compensation from 2026 Budget to 2027 Budget	
Baseline Budget	9,313,000
Additional positions	290,000
Position reclassifications	16,000
Schedule changes	69,000
Minimum wage increase	9,000
Total, Rounded	9,697,000

- For 2027, the District continued to use the standardized compensation budget method for all positions. Compensation is forecasted using 3 steps: minimum wage for band A1, step 7 for bands A2 through MP3, and step 9 for bands M4 and higher. A comparison was made to ensure the budget was reasonable in comparison to projected amounts for all current employees.
- Inflation, as defined by the August 2026 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 3.52%. Washington State uses the August CPI-W for annual adjustments to the state minimum wage rate. The minimum wage will increase from $17.13

to $17.73, effective January 1, 2027. The change in minimum wage is included in the 2027 budget.

- The total number of employees included in the 2027 budget is 173 and total FTE's is 143.7. Total FTE's compared to 2026 budget is listed in the table below.

Summary of FTE Changes	2026 Budget	2027 Budget	Change
Band A1 thru A4	76.5	78.7	2.2
Band MP1 thru MP5	55.0	59.0	4.0
Band DD1 and above	6.0	6.0	-
	137.5	143.7	6.2

Payroll Taxes and Employee Benefits - change of $322,000

Payroll Taxes and Employee Benefits				
	2026	2027	Change	% Chg
FICA / Medicare	713,000	742,000	29,000	4%
Medical, Dental, Vision	1,849,000	2,104,000	255,000	14%
Retirement	511,000	532,000	21,000	4%
Paid Family & Medical Leave	106,000	111,000	5,000	5%
All Other	129,000	141,000	12,000	9%
Total	3,308,000	3,630,000	322,000	10%

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
  - Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is maintaining the current employee benefits in the 2027 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).
  - The District plans to continue to offer the same four comprehensive employee medical options:
    - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
    - Two by Asuris Northwest Health, one a HDHP
  - AWC recently announced rate increases, effective January 1, 2027:
    - 11.40% for Kaiser Permanente plans
    - 11.40% for Asuris Northwest Health plans
    - 1.90% for Delta Dental plans
    - 4.20% for Willamette Dental plans
    - No increase for vision, long term disability, life insurance and EAP plans
  - For 2027, the District continued to utilize the standardized benefit budget method for all positions. Total medical, dental and vision insurance cost increase is attributable to increases in the rates for benefit plans and corrections for employer required contribution rates.
- The Public Employees' Retirement System (PERS) employer contribution rate of 5.83% is budgeted to remain at that rate for all of 2027. This is the same rate as the previous year.
- Washington State Paid Family and Medical Leave rate is budgeted to remain the same at 1.13% of paid compensation for all of 2027.

- The District has historically paid the employee portion of this tax. Current policy places the employee contribution at a budgetary discretion level. Based on the status quo requirements related to the District's labor circumstances and on the advice of legal counsel, the District is maintaining the voluntary employee contribution in the 2027 Budget at this time, which may be a negotiated item as part of potential future collective bargaining agreement(s).
- The 2027 PFML rate will include significant changes as to the components of the rate. Changes within the rate reallocate who pays for medical and family leave without increasing total contributions. Employees will bear the full cost of medical leave, while employers fund a portion of family leave. The maximum weekly benefit rises slightly, and official premium rates will be announced by mid-November 2026 for implementation in January 2027.

Utilities – Change of $13,000
Utilities includes traditional amounts for electricity, natural gas, water, sewer, and data communications. The change accounts for a $13,000 increase in these traditional utilities.

Services – Change of $939,000
Services are increasing for anticipated changes in costs for software, legal, janitorial, grounds maintenance, and security. In addition, the District anticipates solicitation for a new Enterprise Resource Planning and Human Capital Management system during 2027.

Library Materials – Change of $1,024,000
By Board Resolution, the Library Materials budget is 14% of property tax and contracted city revenues. Library Materials includes the “Library of Things” resources as defined by the Board through policy.

Library Programs – Change of $36,000
Library Programs are composed of two types of programmatic expenditures: voluntary programs directed by the District, and grant or donation programs directed by third parties. Board policy defines library programs to be budgeted at 0.50% of property tax and contracted city revenues. The District directed programs are increasing by $36,000. Grant and donation programs are remaining unchanged. Part of the grant related program is the expenditure of renewal of grant and donation funds received in prior years.

Capital Expenditures – Change of $1,923,000
The capital projects and equipment list slated for 2027 is comprised of: replacement of IT desktop hardware due required upgrades to support the windows operating system; replacement of programing laptops; and smaller maintenance projects: HVAC controls installations and HVAC system upgrades at libraries, LED lighting, parking lot sealing and striping, life and safety changes, and some potential building refreshes (e.g., furniture, carpeting, paint).

Debt Service Expenditures – Change of $264,000
Debt Service relates to contractual payments for long-term agreements on software. The current expenditures maintain existing contracts. The District anticipates solicitation for a new Enterprise Resource Planning and Human Capital Management system during 2027. The majority of the increase is related to the new software.

Transfers to the Debt Service Fund – Change of $2,000
The 2027 budget includes the fifth year of debt service payments for the debt obtained from the Washington State Treasurer office LOCAL program. Total debt service for 2027 is $1,107,000 which the District will transfer to the Debt Service Fund in sufficient time for scheduled payments to be made on June 1 and December 1, 2027.

Transfers to the Capital Projects Fund – Change of $2,000,000
The District anticipates making a transfer to the Capital Projects Fund in 2027 to fund projects identified in the Capital Facility Assessment completed during 2026.

Operating Contingency – Change of ($298,000)
An operating contingency budget is a portion of an organization's overall operating budget allocated specifically to cover unforeseen and unexpected expenses that are not part of the planned activities for the period. It functions as a financial safety net, allowing management to address unexpected issues like cost overruns, market shifts, or emergencies, without derailing daily operations or exceeding the primary budget.

2026 Preliminary Budget for the General Fund
See next page.

General Fund	2026 Amended Budget	2027 Proposed Budget	$$
REVENUES			
PROPERTY TAXES, net	18,800,000	26,078,000	7,278,000
CONTRACT CITIES	113,000	152,000	39,000
FINES & FEES	42,000	42,000	-
E-RATE REIMBURSEMENTS	278,000	278,000	-
INTEREST INCOME, GRANTS AND OTHER	296,000	356,000	60,000
TOTAL REVENUES & TRANSFERS IN	**19,529,000**	**26,906,000**	**7,377,000**
EXPENSES			
COMPENSATION	9,313,000	9,697,000	384,000
PAYROLL TAXES & BENEFITS	3,308,000	3,630,000	322,000
LIBRARY MATERIALS	2,583,000	3,672,000	1,089,000
OTHER	3,100,000	4,028,000	928,000
CAPITAL EXPENDITURES	330,000	2,253,000	1,923,000
DEBT SERVICE	255,000	519,000	264,000
TRANSFERS TO OTHER FUNDS	1,105,000	3,107,000	2,002,000
CONTINGENCY	298,000	-	(298,000)
TOTAL EXPENSES & TRANSFERS OUT	**20,292,000**	**26,906,000**	**6,614,000**
Net Excess of Revenues Over/(Under) Expenses	**(763,000)**	**-**	**763,000**
Estimated Beginning Fund Balance	10,500,000	10,000,000	(500,000)
Net Excess of Revenues Over/(Under) Expenses)	(763,000)	-	763,000
Estimated Ending Fund Balance	9,737,000	10,000,000	263,000

2026 Preliminary Budget for the Debt Service Fund

See next page.

Debt Service Fund	2026 Adopted Budget	2027 Proposed Budget	$$
REVENUES			
TRANSFERS IN	1,105,000	1,107,000	2,000
INTEREST INCOME, GRANTS AND OTHER	-	-	-
TOTAL REVENUES & TRANSFERS IN	**1,105,000**	**1,107,000**	**2,000**
EXPENSES			
PRINCIPAL	840,000	885,000	45,000
INTEREST	265,000	222,000	(43,000)
TOTAL EXPENSES & TRANSFERS OUT	**1,105,000**	**1,107,000**	**2,000**
Net Excess of Revenues Over/(Under) Expenses	**-**	**-**	**-**
Estimated Beginning Fund Balance	-	-	-
Net Excess of Revenues Over/(Under) Expenses)	-	-	-
Estimated Ending Fund Balance	-	-	-

2026 Preliminary Budget for the Capital Project Fund

See next page.

Capital Project Fund	2026 Adopted Budget	2027 Proposed Budget	$$
REVENUES			
DONATIONS	100,000	-	(100,000)
TRANSFERS IN	-	2,000,000	2,000,000
INTEREST INCOME, GRANTS AND OTHER	100,000	100,000	-
TOTAL REVENUES & TRANSFERS IN	**200,000**	**2,100,000**	**1,900,000**
EXPENSES			
CONSTRUCTION COSTS	2,000,000	3,500,000	1,500,000
ARCHITECT FEES	100,000	100,000	-
FURNITURE, FIXTURES AND EQUIPMENT	200,000	500,000	300,000
TOTAL EXPENSES & TRANSFERS OUT	**2,300,000**	**4,100,000**	**1,800,000**
Net Excess of Revenues Over/(Under) Expenses	**(2,100,000)**	**(2,000,000)**	**(100,000)**
Estimated Beginning Fund Balance	4,030,000	3,000,000	(1,030,000)
Net Excess of Revenues Over/(Under) Expenses)	(2,100,000)	(2,000,000)	100,000
Estimated Ending Fund Balance	1,930,000	1,000,000	(930,000)

c. <u>Organizational Memberships Review</u>

Below is a list of the memberships that have been included in the proposed 2027 budget, organized alphabetically by category. New memberships are marked with an *. Estimated costs included in the 2027 budget are $18,000.

See next page for table.

Organizational Level Affiliations:
Association of Washington Cities
Public Libraries of Washington
Washington Library Association Institutional Membership
Chambers of Commerce:
Airway Heights Kiwanis
Cheney Merchants Association
Deer Park Chamber of Commerce
Greater Spokane, Inc.
Greater Spokane Valley Chamber of Commerce
North Palouse Chamber of Commerce
Nuestras Raices/Hispanic Business Professionals Association
West Plains Chamber of Commerce
Vendor Memberships:
Amazon Business Prime
Costco Business Membership
MRSC Rosters
Organization for Educational Technology and Curriculum
Other Professional Associations:
American Library Association: Trustee Memberships
Association of County & City Information Systems
Business Licenses
COSUGI (Customers of SirsiDynix User Group)
Government Finance Officers Association
National Association of Charitable Gift Planners
Notary Public
Public Sector HR Association
Washington Association of Public Records Officers
Washington Finance Officers Association
Washington Nonprofits

d. <u>Board Action and Direction to Staff</u>

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

Final Action

1.) Motion to approve funds in the 2027 General Operating Fund for organizational memberships as proposed.

Board Direction

2027 Final Budget

2.) Direction to staff to complete the final 2027 General Operating, Debt Service and Capital Projects Fund budgets.

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

TRUSTEE REAPPOINTMENT RECOMMENDATION

Background

Spokane County Library District (District) Trustees are appointed by the Spokane County Board of Commissioners and are eligible to serve two consecutive five-year terms. Trustee Jon Klapp's first term will be completed on Dec. 31, 2026.

Upcoming vacancies on the District Board are typically announced to the public by the Commissioners' Office in early fall, along with the vacancies on other boards and commissions. Applicants are then interviewed by the Board of Trustees and a recommendation is submitted on behalf of the District Board to the County Commissioners.

County Commissioners typically appoint a Trustee in November or December for a term to commence in January.

Since Trustee Klapp is eligible to be appointed to a second term, the Board of Trustees may choose to approve a motion in support of Trustee Klapp's reappointment and submit a letter to the County Commissioners indicating that support.

Recommended Action: Motion to approve submitting a recommendation to the Spokane County Board of Commissioners to reappoint Jon Klapp to a second five-year term, effective Jan. 1, 2027.

RESOLUTION 26-06: RECOGNITION OF RETIRING COLLECTION SERVICES DIRECTOR ANDREA SHARPS

Background

At the September meeting, the Board of Trustees (Board) directed staff to draft a resolution recognizing retiring Collection Services Director Andrea Sharps for over 21 years of service to the District and its residents.

Amongst her many accomplishments, it is particularly notable that the District launched and continues to support and increase the District's ever-popular eBook, downloadable, and streaming services under Andrea's leadership.

Under its authority, the Board may choose to recognize a retiring employee and confer to them full District resident library card privileges regardless of where they reside, in gratitude for outstanding service.

Recommended Action: Board motion to approve Resolution No. 26-06, Recognizing Retiring Collection Services Director Andrea Sharps.

RESOLUTION NO. 26-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING LIFETIME RESIDENT LIBRARY CARD PRIVILEGES FOR ANDREA SHARPS, RETIRING DISTRICT COLLECTION SERVICES DIRECTOR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington

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

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

WHEREAS, the Board of Trustees (the "Board") of the District has the authority, pursuant to RCW 27.12.210 to adopt such bylaws, rules, and regulations for their own guidance and for the government of the District as they deem expedient;

WHEREAS, Andrea Sharps has served as the District's Collection Services Director since 2005;

WHEREAS, under Andrea Sharp's leadership, the District has provided a robust and responsive collection of library materials that meet the meet the cultural, informational, educational, and recreational needs of District residents of all ages; launched, supported, and increased the District's eBook, downloadable, and streaming services; and championed the right of the public to access a wide variety of legally protected materials, as enshrined as a fundamental freedom in the First Amendment to the United States Constitution.

WHEREAS, Andrea Sharps has retired after more than 21 years of service to the District and its residents;

WHEREAS, the Board wishes to ensure that after her retirement, Andrea Sharps is able to enjoy full District resident library card privileges regardless of where she resides in recognition of her outstanding service to the District and its residents.

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

Section 1: **RESIDENT LIBRARY CARD PRIVILEGES**

The Board hereby determines that Andrea Sharps shall remain eligible for a Spokane

County Library District resident library card in perpetuity following her retirement regardless of her place of residence, subject to the same terms and conditions applicable to District residents.

Section 2: **NON-TRANSFERABILITY**

The Board further determines that these privileges cannot be transferred to another party.

Section 3: **EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of October 2026.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

_____
Jessica Hanson, Chair
Board of Trustees

ATTEST

_____
Patrick Roewe, Secretary to the Board of Trustees

OVERVIEW: INTERLOCAL AGREEMENTS

Executive Director Patrick Roewe will provide an overview of interlocal agreements the District has in place with other government entities in Spokane County. These agreements address topics like reciprocal use of library services, use of buildings and other real property, and annexation mitigation.

Recommended Action: No formal action required. The Board may direct staff to prepare additional information for future consideration and potential formal action.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER - DECEMBER 2026

November 17, 2026: Airway Heights Library – 4pm

- HVAC Updates: Discussion
- 2027 Budget:
    - Adopting a 2027 Final Budget and Certifying it to the Board of County Commissioners (Resolution No. 27-07): Approval Recommendation
    - Authorizing 2026 Property Tax Levy Increase for Collection in 2027 (Resolution No. 26-08): Approval Recommendation
    - Levying the Regular Property Taxes for SCLD for Collection in 2027 (Resolution No. 26-09): Approval Recommendation
    - Board Direction to Staff
- 2027 Board Meeting Schedule (Resolution No. 26-10): Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

December 15, 2026: Service Center – 4pm

- HVAC Updates: Discussion
- Trustee Ethics, Conduct, and Responsibilities Policy: Approval Recommendation
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

TRUSTEE SEPTEMBER 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.

SEPTEMBER 2026 DIRECTORS REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (70.03%) or after (71.06%) transfers remain aligned with the total projected budget expenditure of 75.00%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There were three expenditures for the Argonne & Deer Park HVAC projects for September 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 September.

Facilities is working on preparing the Clean Buildings Reports for Spokane Valley and Service Center. The required reports consist of an Energy Management Plan (EMP) and an Operations and Maintenance Plan (O&M) for each facility. These reports are due to the Washington State Department of Commerce (Commerce) by July 1, 2027. The District has contracted with L&S Engineering to complete the audit and submission portion of these reports. L&S has completed their review of the documents and is preparing the signed versions for submission. Applications for Spokane Valley and Service Center were submitted to Commerce on September 2, 2026, with the District receiving acceptance notices on both facilities.

Once Commerce has approved the applications, the next immediate step will be the Tier 2 Early Adopter Incentives. Unfortunately, it appears Modern Electric is not a participating utility for the incentive programs (electricity provider for both locations). However, Avista is. The Service Center has natural gas supplied by Avista, so we were able to elect the incentive for this facility.

When the Service Center gets the final approval from Commerce, the incentive application will move onto Avista. After Avista goes through their process, they should send a check directly to the District for the amount that Commerce approves the incentive for. This may take a couple months or so to receive, for it appears the utilities are still working this program out but hopefully should be sooner rather than later. The District received notice that it is eligible for approximately $7,500 in early incentive rebates from Avista.

After both facilities applications are approved, the District's main responsibility is to keep the EMPs and O&Ms up to date annually with Energy Use Intensity (EUI) numbers and maintenance/repairs for each facility. The District does not have to submit every year but are expected to keep the reports up to date annually. The next 5-year cycle will be the next time

that all reports will need to be submitted again for compliance. So, July 2027 is the first go around for compliance of Tier 2 facilities, the next cycle will be July of 2032.

To provide consistent experience for customers and employees, the District is applying the EMP and O&M practices developed as part of the Clean Buildings reporting standards across all facilities, regardless of size. The District is in the process of implementing the approved plans across all District facilities.

The District is currently upgrading overhead lighting in all facilities by replacing existing incandescent and fluorescent fixtures with energy-efficient LED lighting. Cheney, Airway Heights, and Otis Orchards are the only remaining facilities to complete. In October, the District plans to complete Otis Orchards. A comprehensive review of all facilities will be completed to ensure all lighting has been converted to LED.

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

After a busy summer, media coverage of the Library District was considerably quieter. Spokane Is Reading was featured in the Fall Arts issue of *The Inlander*, promoting the early October event. The *Journal of Business* advertised the WorkSource Drop-in hours at Spokane Valley Library. On September 15, *KHQ-TV* aired the human-interest story; "Airway Heights kids get fire truck surprise at library story time."

The Communication Department began working on the January through April issue of *Engage*.

Development

The Library Foundation of Spokane County has begun planning a fundraiser for Friday, February 5, to be held at Spokane Valley Library. The event is billed as a *Silent(ish) Reading Party*, inspired by the Silent Reading Parties held around the country. The $25 ticket includes a silent auction, a puzzle room, silent movies, and reading rooms. Food and drinks will be available. More details to come as the planning continues.

Operations – Doug Stumbough

For the month of September, a total of 83,311 physical items were borrowed by customers in the libraries, up from the 79,558 borrowed in the same month last year. The total number of customers visiting our libraries this month was 63,621, up compared to 55,563 last year during the same month.

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:

As a customer was checking out her books at Spokane Valley, she remarked that she really appreciated the Produce Swap and that she was all smiles about it.

A customer at Deer Park came to the front desk with a stack of books to return. She said a staff member gave her a copy of *Engage* the last time she was in and she really appreciated it and how it was packed with info and great programs, but was wondering if we had a newer issue as the one she had was outdated. Public Services Associate Matthew showed her where the new issues were and mentioned how often it's published, adding that the local Yokes also usually has copies of *Engage*, and she was elated. She was very grateful that the library has a compendium of resources like *Engage* for people.

Impressed with how helpful Training Specialist Frank at Spokane Valley was with helping him with his computer work, a customer made sure to stop at the desk to let them know "Frank is a great guy."

When a customer purchased a used book at Spokane Valley, Librarian Dana made sure to say "Thank you for supporting the library." The customer quickly responded "Well, the library supports me!"

Spokane Valley Library received this 5-star review on Google Reviews: "I did the questions but they weren't correct for the library. I made mistakes but this place is amazing. I am disabled and horrible recent brain trauma and they treat me very well. I love the atmosphere and the building and the *humm* is breathtaking. I have a sensory disorder and can only take in so much. I go outside and come back in. My brain is not well but a library is where I will start. I even had a room all to myself that was quiet. I haven't been around people very much. I love this place. I've been buying all my food from gas stations, when I'm not I go hungry. I have to ration. This place has given me more resources to eat and live through this difficult times. I am transparent because it helps me heal. You help me heal. I don't have enough good things to say. You know now, even if they don't. Study space Quiet area, Lounge seating."

A longtime library customer shared that she has loved to see what they've done with the Airway Heights Library throughout the years. She also spoke very highly of her experience with North Spokane Reference staff who have helped her with research. She said she will be leaving the state soon, so she expressed how much she will miss our libraries.

A parent at the North Spokane snack program told Librarian Crystal that her kids act like she starves them when they beg to go to the library to get snack. She said that it is so great that they connect such a positive experience with going to the library. She said she buys the exact same snacks at home, and they barely show interest, so the library adds that special factor.

As Technology Instruction Specialist Jeremy and Librarian Dana were setting up for the Video Team: Learning to Create & Edit (homeschool session) at Spokane Valley one morning, a couple of customers walked by and asked what was going on. They then commented how great it is to have something cool like that especially for homeschooled kids.

A young Spokane Valley customer said "This is the best STEAM class ever!" during a STEAM Themed Thursday that Librarian Tammy developed. The activities included creating a creature out of a paper tube, making a kaleidoscope, and experimenting with paper tubes to make a marble run. Earlier during that same session, their adult shared they were using STEAM Themed Thursday as part of their learning and as a meet up with friends.

A long-time library user who uses Mobile Services told her friend (Librarian Diane) how wonderful and kind everyone at Mobile Services is and how appreciative she is of the items they send her. She loves reading, and Mobile Services has a very positive impact on her life.

While visiting the Spokane County Fair, Moran Prairie Library Supervisor Caitlin encountered a regular library customer who was working the "lost child" booth. The customer shared that she found some of the aspects of working the booth frustrating but she said, "I channeled you guys. I thought: they (library staff) are always so nice to people".

A customer stopped by the customer service desk at Spokane Valley and said she made a special effort to let Public Services Specialist Salena know that the Book Cart Drill Team was her favorite part of the Valleyfest Parade.

Collection Services – Patrick Roewe

This month's snapshot:*

- Items added to the collection: 3,970.
- Total titles in the collection: 299,130
- Total items in the collection: 680,440 *includes periodicals and Overdrive, but does not include streaming services such as Hoopla or Kanopy

Top Checkouts and Holds

The following is a snapshot of key circulation information:

- **OverDrive (digital)** titles for all ages with the most checkouts and the most holds placed during the month.
- **Adult (physical)** titles with the top checkouts and holds for the month.

- Popular **OverDrive** titles August:
  - **Audiobook checkouts**:
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling (196)
    - *Yesteryear: A Novel* by Caro Claire Burke (174)
    - *The Calamity Club* by Kathryn Stockett (173)
  - **Ebook checkouts:**
    - *The Calamity Club* by Kathryn Stockett (136)
    - *Dungeon Crawler Carl* by Matt Dinniman (134)
    - *Yesteryear: A Novel* by Caro Claire Burke (129)
  - **Audiobook holds** (as of 10/01/2026):
    - *Theo of Golden: A Novel* by Allen Levi (664)
    - *Yesteryear: A Novel* by Caro Claire Burke (558)
    - *The Calamity Club* by Kathryn Stockett (423)
  - **Ebook holds** as of August 3:
    - *Theo of Golden: A Novel* by Allen Levi (362)
    - *Yesteryear: A Novel* by Caro Claire Burke (349)
    - *Whistler* by Ann Patchett (258)

- Popular **Adult Physical Book** titles August:
  - **Checkouts:**
    - *One Two Three* by Laurie Frankel (71)
    - *Theo of Golden: A Novel* by Allen Levi (63)
    - *Yesteryear: A Novel* by Caro Claire Burke (42)
  - **Holds:**
    - *The Calamity Club* by Kathryn Stockett (74)
    - *Theo of Golden: A Novel* by Allen Levi (58)
    - *One Two Three* by Laurie Frankel (49)

COLLECTION MONTHLY REPORT
SEPTEMBER 2026

	Select Transaction Count		
Physical Collection	**YTD 2026**	**YTD 2025**	**CHANGE**
Items Processed	41,704	41,009	2%
Interlibrary Loan Total	4,726	5,254	-10%
Overdrive			
Total Checkouts	899,293	856,049	5%
Total Holds	341,019	315,117	8%
hoopla			
Total Checkouts	59,816	60,786	-2%

	Total Items in Collection		
Material Type	**YTD 2026**	**YTD 2025**	**CHANGE**
Print	301,534	301,606	0%
Nonprint	61,932	64,348	-4%
Overdrive	316,934	290,350	9%
Grand Total	**680,400**	**656,304**	4%

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

Executive Director – Patrick Roewe

Pilot Project: Notary Public Services (Community Engagement Manager Aileen Luppert)

There are low-cost notary services available in Spokane County, but none are free (except for some banks and credit unions which provide the service only to their customers). Recognizing a potential community need and opportunity for positive impact, the District launched a year-long pilot project to offer free notary public services at all libraries by appointment. The service launched in early October and is available through the District's website.

In one month, 16 requests were made and 17 documents have been notarized during 11 appointments. The library locations have been evenly split between North Spokane and Spokane Valley, with one in Cheney. The documents needing notarization ranged from court affidavits, title transfers, and consent to issue a passport to a child. One appointment was for a mother to complete the documents allowing her children to visit their father while he is incarcerated. Once we completed the papers, she shared that her children were anxious to see their father and if the notarization hadn't been completed that day, it would have been another month before the visitation could happen.

Thus far, all the appointments have been efficient and completed without complications. Every appointment has included deep appreciation for the service - especially when learning it is free.

Community Engagement

I've been asked to join the Gonzaga University Foley Library Advisory Council. I attended both the library specific meeting, as well as the university-wide meeting of advisory councils on September 24th. Discussion topics at the meetings centered around capital improvements, student wellness, artificial intelligence, and inter-collegial academic opportunities resulting from Gonzaga's entry into the PAC-12 conference.

I attended a governmental lunch event with Dean of the University of Washington Information School (iSchool), Anind Dey, at the UW Spokane Center on September 28th. This informal gathering included local elected officials and representatives from business and municipal governments. Discussion topics included artificial intelligence, the 25th anniversary of the iSchool, potential capstone projects for local iSchool students, and career opportunities for iSchool graduates in Eastern Washington.

I had the opportunity to carry the banner for the Book Cart Drill Team in the Spokane Valley "Hearts of Gold Parade" on September 25th—the team's final appearance for the 2026 parade season. As usual, the team was positively received by parade viewers of all ages. Thanks again to the team for all their hard work in the parades this summer!

Finance Director Jason Link and I met with staff from the City of Medical Lake to discuss capital needs for the Medical Lake Library building on September 28th. As the owner of the facility, the City has been a valued and proactive partner with the District in providing library services to Medical Lake. We've appreciated the collaborative nature of the partnership and will continue to look for ways to work together in the future.

OPERATIONS REPORT SEPTEMBER 2026

Doug Stumbough and Kristy Bateman

Across the District

September was a busy month for adult programming, with 303 people attending 45 programs. Highlights included 28 attendees for the two *Watercolor Paint & Play* programs, 32 people logging into the online SCORE workshop *Social Media & Marketing for Business*, and 22 food enthusiasts joining *World Cooking: Italian Food* online.

The month had 2,412 attendees at 80 storytimes across the libraries. **Mobile Services** visited 26 childcare centers and provided 48 storytimes for 636 children and caregivers.

The District hosted 26 youth programs this month with a total of 437 attendees. Programs included *Wild Things Art Creation,* a *Homeschool STEAM program, 3D Perler-Bead Art, Teen D&D,* and a *Dungeon Masters Boot Camp* for teens. We also hosted 35 Lego Free Play activities for families.

The *Online Authors Series* had 95 live views this month. Including presentations by Lucky Diaz, Priya Parker, Daniel Kraus, and David O. Stewart. Since the series launched in July 2022, archived presentations have been viewed 140,790 times.

Customers checked out 180 *Cultural Passes,* including passes for the 2026-2027 seasons of the Spokane Symphony, Spokane Civic Theatre, and Spokane Children's Theatre. *Library of Things* items were checked out 57 times, with the *Outdoor Movie Kits*, photo scanner, and telescopes being the most popular.

In **Mobile Services** with the start of a new school year, Caroline, the Storytime Specialist, began visiting preschools in the schools. **LINC** also started visiting schools again for the new school year. New students signed up for library cards and completed take-home activity kits left from the summer. Summit School requested a **LINC** visit again as they were learning about mobile libraries in the classroom. Staff gave a brief presentation, and the students were excited to check out and explore the mobile library on wheels, seeing what they had learned come to life! **LINC** also attended several community events this month such as: the Cheney *Touch-a-Truck*, Valleyfest, and local farmers markets.

Library Highlights

September brought a wide range of programs, displays, outreach opportunities, and community connections to libraries across the District.

At **Cheney,** Librarian Christie attended Neighborfest for EWU this year. Staff from **Spokane Valley** attended the annual community event Valleyfest with **Mobile Services**, talking to over 570 people who were excited to learn about the library and check out **LINC**. At **Airway Heights** Librarian Christie dropped off 50 backpacks from the Innovia Foundation to Sunset Elementary. **Moran Prairie** staff have noticed an influx of after school middle and high schoolers. Some visit to study while others

are looking for a place to hang out with friends. These groups come with a steady interest in reader's advisory and keep the afternoons at a quiet, pleasant, busy hum.

Back to school also means back to the library for many classrooms. **Spokane Valley** received many requests for library tours and visits by local schools, ranging from kindergarteners to high school groups. Librarian Katy has led most of the tours, showing students what is available with their library card. In **Medical Lake** Librarian Christie met with Rob Haugen, Assistant Superintendent for MLSD, and discussed ways to connect families who are part of Home Connects (the homeschool/ public school option) with the library. **Medical Lake** also hosted a library tour for the two Hallett Elementary 1st Grade classes. At **Cheney** Librarian Crystal led a tour for the WIN Academy.

In youth programming at **Deer Park** *Homeschool Hodgepodge: STEAM Activities* program helped children learn about wind power. Each child was able to craft a boat and fan to see which design elements worked best to propel their creation. **Airway Heights** was pleased to host a *Touch-a-Truck Storytime* with the Airway Height firefighters. At **Moran Prairie** *Wild Things Art Creation* saw 15 attendees. Children enjoyed making masks, monster feet, and monster portraits. Creations included a monster mouse, a dragon mask, a mermaid portrait, and LOTS of pink.

In adult programming **Cheney** hosted a successful *Book Binding* class that had a waitlist. **Airway Heights** and **Medical Lake** hosted a full *Watercolor Paint & Play*. **Argonne** hosted adult programs ranging from *Homebuyer Education Seminar, Canning Jam & Jelly,* and *Adulting 101: Finances.* **Fairfield** offered *Native American Beadwork* with most of the attendees being able to create two jewelry pieces during the program. At Otis Orchards, 10 participants joined the *Survival Skills Hike: Let's Go Foraging* program with Librarian Janet and Charlie Bouck of Herbal Expeditions to hike the Antoine Peak Conservation Area.

North Spokane hosted a display of art by artists featured in the Little Spokane River Artist Studio Tour. The **Deer Park** display case featured vintage Tonka Trucks for the month of September. There were a variety of styles including pickup trucks, graters, wreckers, army jeeps, and more besides the traditional dump trucks. Customers of all ages enjoyed looking at the case. **Airway Heights** received our first installment of art from both Westwood Middle School and Sunset Elementary, which will enhance our walls throughout the school year. We have already had many excited families come by to admire it.

FISCAL REPORT

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2026

	Y-T-D Actual	Annual Budget	Target 75.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	$ 11,018,398	$ 18,800,000	58.61%	$ 7,781,602
CONTRACT CITIES - SPOKANE	55,388	113,000	49.02%	57,612
FINES & FEES	36,469	42,000	86.83%	5,531
GRANTS & DONATIONS	74,015	73,000	101.39%	(1,015)
E-RATE REIMBURSEMENTS	180,827	278,000	65.05%	97,173
LEASEHOLD & TIMBER TAX, REBATES, OTH	46,940	33,000	142.24%	(13,940)
INTEREST REVENUES	267,294	190,000	140.68%	(77,294)
TOTAL REVENUES	**$ 11,679,330**	**$ 19,529,000**	**59.81%**	**$ 7,849,670**
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	**$ 11,679,330**	**$ 19,529,000**	**59.81%**	**$ 7,849,670**
EXPENSES				
SALARIES	$ 6,702,877	$ 9,313,000	71.97%	$ 2,610,123
FRINGE BENEFITS	2,085,015	3,308,000	63.03%	1,222,985
SUPPLIES	178,552	215,000	83.05%	36,448
UTILITIES	431,216	625,000	68.99%	193,784
SERVICES	1,363,186	1,961,000	69.51%	597,814
INSURANCE	112,376	114,000	98.58%	1,624
CAPITAL EQUIPMENT	250,305	330,000	75.85%	79,695
LIBRARY MATERIALS	1,720,908	2,283,000	75.38%	562,092
ELECTRONIC LIBRARY MATERIALS	227,125	300,000	75.71%	72,875
LIBRARY PROGRAMS	111,818	185,000	60.44%	73,182
DEBT SERVICE	252,740	255,000	99.11%	2,260
OPERATING CONTINGENCY	0	298,000	0.00%	298,000
TOTAL EXPENSES	**$ 13,436,118**	**$ 19,187,000**	**70.03%**	**$ 5,750,882**
TRANSFERS OUT	983,000	1,105,000	88.96%	122,000
TOTAL EXPENSES & TRANSFERS OUT	**$ 14,419,118**	**$ 20,292,000**	**71.06%**	**$ 5,872,882**
Net Excess of Revenues Over/(Under) Expenses	**$ (2,739,789)**	**$ (763,000)**		
BEGINNING CASH	10,537,901			
NET FROM ABOVE	(2,739,789)			
ENDING CASH	**$ 7,798,112**			

Number of months cash on hand **4.9**

Spokane County Library District
Summary of Revenues & Expenses Debt - (Cash Basis)
For the Nine Months Ended September 30, 2026

	Y-T-D Actual	Annual Budget	*Target* 75.0% Percent Used	Balance Remaining
REVENUES				
INTEREST REVENUES	$ 641	$ -	0.00%	$ (641)
TOTAL REVENUES	**$ 641**	**$ -**	**0.00%**	**$ (641)**
TRANSFERS IN	983,000	1,105,000	88.96%	122,000
TOTAL REVENUES & TRANSFERS IN	**$ 983,641**	**$ 1,105,000**	**89.02%**	**$ 121,359**
EXPENSES				
SERVICES	$ 5	$ -	0.00%	$ (5)
DEBT - PRINCIPAL	840,000	840,000	100.00%	-
DEBT - INTEREST	143,000	265,000	53.96%	122,000
TOTAL EXPENSES	**$ 983,005**	**$ 1,105,000**	**88.96%**	**$ 121,995**
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	**$ 983,005**	**$ 1,105,000**	**88.96%**	**$ 121,995**
Net Excess of Revenues Over/(Under) Expenses	**$ 636**	**$ -**		
BEGINNING CASH	92			
NET FROM ABOVE	636			
ENDING CASH	**$ 728**			

Number of months cash on hand

Spokane County Library District
Summary of Revenues & Expenses CIP - (Cash Basis)
For the Nine Months Ended September 30, 2026

	Y-T-D Actual	Annual Budget	*Target* 75.0% Percent Used	Balance Remaining
REVENUES				
GRANTS & DONATIONS	$ -	$ 100,000	0.00%	$ 100,000
INTEREST REVENUES	109,587	100,000	109.59%	(9,587)
TOTAL REVENUES	**$ 109,587**	**$ 200,000**	**54.79%**	**$ 90,413**
TRANSFERS IN	-	0	0.00%	-
TOTAL REVENUES & TRANSFERS IN	**$ 109,587**	**$ 200,000**	**54.79%**	**$ 90,413**
EXPENSES				
SERVICES	$ 849	$ -	0.00%	$ (849)
CAPITAL - FFE	-	-	0.00%	-
CAPITAL - CONSTRUCTION	1,900,274	2,300,000	82.62%	399,726
TOTAL EXPENSES	**$ 1,901,123**	**$ 2,300,000**	**82.66%**	**$ 398,877**
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	**$ 1,901,123**	**$ 2,300,000**	**82.66%**	**$ 398,877**
Net Excess of Revenues Over/(Under) Expenses	**$ (1,791,536)**	**$ (2,100,000)**		
BEGINNING CASH	4,804,621			
NET FROM ABOVE	(1,791,536)			
ENDING CASH	**$ 3,013,085**			

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)).