



REGULARLY SCHEDULED MEETING OF THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF SPOKANE

MEETING NOTICE OF JULY 21, 2026 AT 4:30 P.M.

NOTICE IS HEREBY GIVEN by the Spokane Public Library Board of Trustees, that a meeting of the Board will be held on July 21, 2026, commencing at 4:30P.M. at **The Hive, 2904 E. Sprague Ave in Events Room C**. The purpose of the meeting is to conduct the monthly board meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with board members, staff and presenters attending in-person and virtually. This meeting will be live-streamed at <https://www.youtube.com/@SpokanePublicLibrary1891/featured>.

*Please note that public comments will be taken at the end of the meeting, but the public is encouraged to submit their comments or questions in writing to:
trustee@spokanelibrary.org.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Board. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Board at trustee@spokanelibrary.org to request by 5:00 pm the day before the meeting so the Board can make arrangements for you to participate by phone at the meeting.

DATED THIS 17th DAY of JULY 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for disabled people. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509-444-5340, 906 W. Main Ave, Spokane, WA, 99201; or spokanelibrary.org/contact. Deaf people or individuals who are hard of hearing may contact us for use of assisted listening devices in library meeting rooms. Please contact us forty-eight (48) hours before the meeting date.

LIBRARY LAND ACKNOWLEDGMENT STATEMENT

All Spokane Public Library buildings sit on the traditional homelands of the four bands of the Spokane Tribe of Indians: Sntútʔulixʷi, Snxʷmeneʔi, Sčqesciłni, and Sčewíleʔ (Upper Band, Middle Band, Lower Band, Chewelah Band). Since time immemorial, the Spokane Tribe of Indians has lived and cared for these grounds. Identifying themselves as “sqélixʷ,” or “Flesh of the Earth.” We pay our respects to their Elders – past, present, and emerging. We show gratitude to the land, river, and peoples who have been fishing, hunting, harvesting, and gathering here for generations. May we learn from one another’s stories, so that we may nurture the relationship of the People of the Spokane Tribe and to all those who share this land.



**BOARD OF TRUSTEES
SPOKANE PUBLIC LIBRARY
JULY 21, 2026, at 4:30PM
THE HIVE (2904 E. Sprague Ave)**

	<u>Board Action</u>
1. Call to Action	
2. Visitors	
3. Land Acknowledgment	
4. Proposed Agenda: Adoptions or Changes	Action
5. Approval of June 2026 Meeting Minutes	Action
6. Approval of June 2026 Bills & Contributions - \$1,158,595.63	Action
7. Financial Report - Nicole Edwards	Information
8. Chairman's Report	Information
9. Library Executive Director's Report - Andrew Chanse	Information
10. Council Liaison Report – Council Member Telis	Information
11. Communications Report – Amanda Donovan	Information
12. Programming Report – Jason Johnson	Information
13. New Business	
a. Service Impacts by Trigger Level	Information
b. Non-Personnel Savings Options	Action
14. Additional Items/Changes to the Agenda	
15. Public Comment	
16. Next Regular Meeting:	South Hill Library on August 18, 2026
17. Executive Session	
18. Adjournment	



MINUTES OF THE BOARD OF TRUSTEES MEETING | June 16, 2026

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, June 16, 2026, in person at Indian Trail Library.

Present were:

BOARD OF TRUSTEES

Shelby Lambdin

Dani DeJaegher

Mari Margil

Kris Dinnison

Alexi Castilla - absent

COUNCIL LIASION

Absent

LIBRARY DIRECTOR

Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:30pm by Shelby Lambdin.

VISITORS

Nicole Edwards (online)

Amanda Donovan

Denise Neujahr

Vanessa Strange

Charles Hansen

Jennie Anderson

Coleen Louise

Ashley Lock

Natalie Hilderbrand

Tara Neumann

Shelby Gow

Samantha Day

CHANGES TO THE AGENDA

Dani DeJaegher moved to approve the agenda as presented. Kris Dinnison seconded the motion. The motion passed unanimously.

APPROVAL OF MAY 19, 2026 MEETING MINUTES

Dani DeJaegher moved to approve the minutes as presented. Kris Dinnison seconded the motion. The motion passed unanimously.

APPROVAL OF MAY 2026 BILLS & CONTRIBUTIONS

Kris Dinnison moved to approve the motion. Dani DeJaegher seconded the motion. The motion passed unanimously.

FINANCIAL REPORT

Nicole Edwards shared that the library received the levy lid lift distribution for \$1,249,214 covering the past four months of our spending deficit. Nicole reported that following this distribution there are 51 days of operating costs in available cash and investments. The fund balance is at \$3,842,735. Nicole shared expenditure trends from May. Total May expenses were \$1,369,308 which included three payroll period allocations totaling 83% of spending.

Business Office News: Nicole reported the library has moved the fee waive report submission process to a digital process, to cut down on paper and staff time. Community Minded Television assets have officially been tagged in the library asset system, through coordinated effort by Minnie Huang and Ryan Tucker. The elevator annual maintenance contract has been renewed, and the main elevator at Central is currently broken and expected to be fixed in the next 3 months for a total of \$32,000. This is a public works project. An insurance claim was submitted, and it is currently under investigation as to whether the fix will qualify; the insurance deductible is \$10,000 per occurrence so it would save us most of the repair cost.

Questions & Answers

- Kris Dinnison: Do we have any alternate way for visitors to enter the building given the skybridge is closed? Nicole Edwards: Customers have been encouraged to park at the loading dock or street level to access the 1st floor elevator.
- Shelby Lambdin: Does the levy lid lift allocation have an impact on our September timeline for budget? Nicole Edwards: Apologies if that sounded un-anticipated, but it is the expected amount, it is always nice to see a bump in our account.
- No further questions

CHAIRPERSON'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Andrew Chanse reported on meetings with community entities such as presenting at the WSU Mental Health Summit, meeting with Senator Ricceli regarding various state legislature issues including different avenues for funding library services at a state level and met with state representative for AARP to talk about eBook pricing to get support from AARP on a national level. Other libraries throughout the country are coordinating this effort. For DEI, the library is hosting the Pride History and Remembrance exhibit at the Central library and coordinating booklists. Central will be closed on June 30 for carpet cleaning and all libraries will be closed on June 19 for Juneteenth, and July 3 & 4 for Independence Day. As far as collections, Stonewall News is back and we will be stocking it in the library as well as coordinating their digital archive. Spokane Is Reading title was announced. STAR Spotlight went to Michele Cady and Becky Mockzulski for a significant collection shift at South Hill.

Questions & Answers

- Shelby Lambdin: Has there been any budget communication from the City Council? Andrew Chanse: No. But the City Council did identify the library as one of their top priorities for budget.
- Shelby Lambdin: Are they putting that into a resolution? Andrew Chase: They usually do, but I have not seen that yet. They will be going through a staff shakeup as their council manager will be taking over a position at the city as the new City Clerk.

COUNCIL LIAISON REPORT

None

COMMUNICATIONS REPORT

Amanda Donovan shared highlights from the month of May including the launch of Summer Reading Club, the Spokane Is Reading title announcement, continuing civic education, Pride exhibit launch party, and the LMCC online conference presentation. Social media engagement saw a decrease in May, while email and YouTube engagement held steady.

Question & Answer

- No questions

PROGRAMMING REPORT

Caris O'Malley reported that the programming team had 455 programs in May with a total attendance of 8,300 and an average 19.93 impact score. Programing highlights included: the One Book, One Coast with George Takei event with 1,700 attendees,

Plant Swap at Indian trail with 1,400 attendees, Spokane Zine Fest (run entirely by Sharma Shields this year) with 700 attendees. The highest performing programs for the Impact Score were One Book, One Coast with George Takei and the Indian Trail Plant Swap. The highest impact score for youth programming was Make a Cardboard Zoo and Teen & Tween Sewing.

Question & Answer

- No further questions.

NEW BUSINESS

13A. Revised Collection Development Policy

Caris O'Malley presented a revised Collection Development Policy. Key new sections in the policy include a section on generative AI that prioritizes human generated content, added inclusive language around collection development, and specific criteria for gifts and donations. Fuller Collection has been rebranded and expanded upon in the INSC Policy.

Question & Answer

- Kris Dinnision: Does generative AI extend provision apply to all materials or just written? Caris O'Malley: All materials.

Dani DeJaegher moved to approve. Kris Dinnision seconded. Motion passed unanimously.

13B. Revised and Renamed Inland Northwest Special Collections Policy

Mr. O'Malley presented a revised and renamed Inland Northwest Special Collections Policy. This policy is a revision and renaming of the Fuller Collection Policy. This revised policy identifies the mission to be more centered on the Inland Northwest, clarifies the deaccession policy, and emphasizes public access.

Question & Answer

- Kris Dinnision: Is the Fuller collection still tagged as such? Caris O'Malley: Yes, all of those items are stored in temperature-controlled vault and tagged as the Fuller Collection.
- Dani DeJaegher: What are the selection requirements for adding items to the INSC? Caris O'Malley: In general, the same Collection Development Policy will apply, but with the geographic parameters of the Inland Northwest.

Kris Dinnision moved to approve. Dani DeJaegher seconded. Motion passed unanimously.

13C. 2026 Employment Engagement Survey Results

Samantha Day presented the results from the 2026 Employee Engagement Survey. A total of 104 staff completed the survey this spring, with lower participation than last year. The questions were in seven themed sections. Library safety scores improved across the board. We continue to be strong around alignment with library mission. Continued areas for improvement (lower scores were received on these categories): workplace policies and procedures applied evenly throughout the organization, effective direction of funding toward library goals, the library is in a position to succeed over the next three years (reflecting concerns around budget).

Questions and answers

- Mari Margil: Were there still concerns about general communication from management to staff? Samantha Day: The scores improved, so that was not highlighted. The main concern now is maybe we have overcorrected too many lines of communication.
- Shelby Lambdin: Is the survey anonymous? Samantha Day: It is anonymous, but we do ask where staff work and participation was consistent with those trends.
- Dani DeJaegher: Is there space for staff to share comments on effective direction of funding toward library goals? Samantha Day: Yes, there was open comment at the end of each section, and that information would be shared with the Board.

PUBLIC COMMENT

The public had the option to email trustee@spokanelibrary.org with any comments.

NEXT REGULAR MEETING

The next regular meeting will be Tuesday, July 21, 2026 at The Hive.

ADJOURNMENT

The meeting adjourned at 5:09 pm.

Secretary

Chairman, Board of Trustees Date

SPOKANE PUBLIC LIBRARY

We, the undersigned Board of Trustees of the Spokane Public Library, Spokane, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that claims are approved for payment in the amount of \$ 1,158,595.63 on this 21st day of July, 2026.

Chairman, Board of Trustees

Executive Director

FUND #1300 LIBRARY OPERATIONS

Operations & Capital Expenditures (#2026-06-001 through #2026-06-121)	\$ 295,031.57
Salaries, Wages & Benefits	812,745.50
Interfund Charges	8,732.32
Purchase Cards	43,365.55
Vendor payments via City, bank fees	443.80
Permits paid directly to City	-
E-Rate USAC Internet Discount	-
Receivables processed - SPS books & software	(3,214.16)
Other (refunds and adjustments)	(132.14)
TOTAL PAYMENTS FOR: Period 06 - 2026	<u>\$ 1,156,972.44</u>

FUND #1940 CHANNEL FIVE RESERVE FUND

Equipment Expenditures (#2026-CMTV-06-001)	\$ 1,623.19
TOTAL PAYMENTS FOR: Period 06 - 2026	<u>\$ 1,623.19</u>

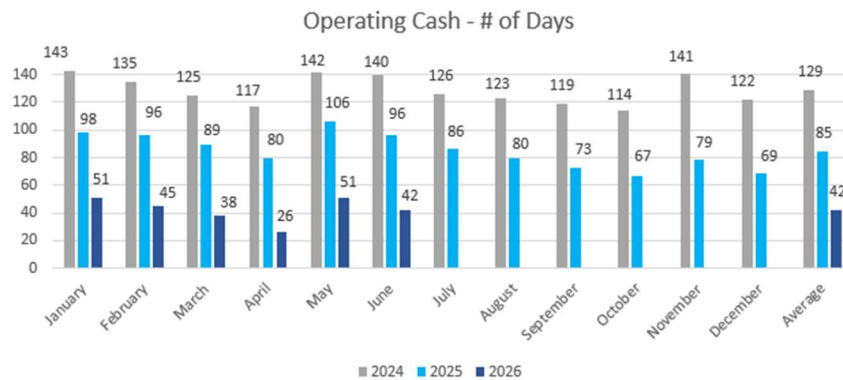
Library Financial Update – July 21, 2026

JUNE 2026

Nicole Edwards

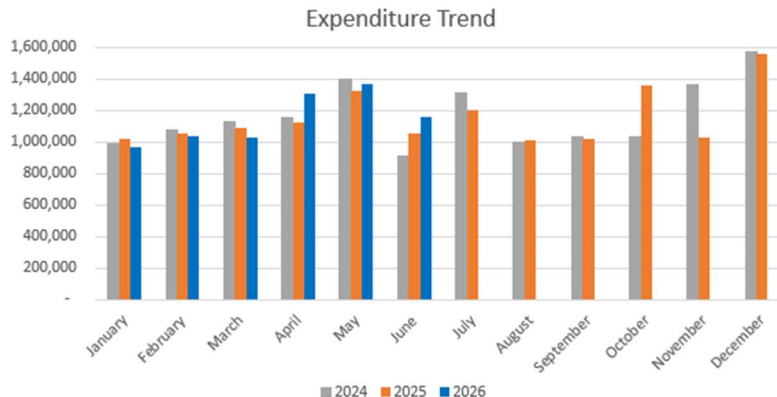
Cash & Investments Trend

June closed with the library able to cover 42 days' worth of operating costs in available cash and investments. Our fund balance absorbed in June was \$384,101 and that balance is now \$3,472,134 (this includes \$1,754,775 in reserves).



Expenditure Trend

June expenses came to a total of \$1,156,972 and of that amount we processed \$812,746 in payroll. Library books and materials were purchased for \$128,038, utilities totaled \$45,417, we paid for annual contracts totaling \$41,494 for HVAC maintenance and monitoring control software system access and customer email and marketing platform, and third-party security guard costs were \$21,205.



Business Office Updates

- The Business Office successfully completed a new federal compliance requirement by obtaining the Library's **Unique Entity Identifier (UEI)** through **SAM.gov**. This registration is now required by the Universal Service Administrative Company (USAC) to submit E-Rate documentation and receive federal reimbursements for eligible telecommunications and technology services. Completing this process ensures Spokane Public Library remains eligible for future E-Rate funding.

SPOKANE PUBLIC LIBRARY

Balance Sheet

June 2026

ASSETS:

CASH ON HAND	\$	85,503
PETTY CASH		3,000
ADVANCE TRAVEL - PETTY CASH		10,000
INVESTMENTS		3,355,440
ACCOUNTS RECEIVABLE		8,787
ACCOUNTS RECEIVABLE GOV'T		39,187
TAXES RECEIVABLE - LEVY LID LIFT		<u>1,249,214</u>

TOTAL ASSETS		<u>\$ 4,751,131</u>
---------------------	--	----------------------------

LIABILITIES:

ACCOUNTS PAYABLE	\$	2,093
ESCHEAT PROPERTY		98
DEPOSITS/OTHER PAYABLES		<u>134,486</u>

TOTAL LIABILITIES	\$	136,677
--------------------------	-----------	----------------

FUND BALANCE:

RESERVE FOR CAPITAL REPLACEMENT	\$	1,754,775
ASSIGNED FUND BALANCE/CURRENT YR NET REVENUE		<u>2,838,082</u>

TOTAL FUND BALANCE	\$	4,592,857
---------------------------	-----------	------------------

TOTAL LIABILITIES & FUND BALANCE		<u>\$ 4,751,131</u>
---	--	----------------------------

SPOKANE PUBLIC LIBRARY
June 2026
Combined Statement of Revenue and Expenditures
For the period January 1, 2026 through June 30, 2026

	Budget	Monthly	YTD	Encumbrance	Difference	%
REVENUE						
TAXES	\$ 2,494,967	\$ -	\$ 1,249,214	\$ -	\$ (1,245,753)	50%
INTERGOVERNMENTAL REVENUES	102,369	12,245	22,299	-	(80,070)	22%
CHARGES FOR SERVICES	37,000	-	11,441	-	(25,559)	31%
FINES & FORFEITS	35,000	3,913	16,188	-	(18,812)	46%
MISCELLANEOUS REVENUES	363,442	5,394	79,068	-	(284,374)	22%
TOTAL REVENUES	\$ 3,032,778	\$ 21,552	\$ 1,378,209	\$ -	\$ (1,654,569)	45%
EXPENDITURES						
SALARIES & BENEFITS	\$ 10,717,766	\$ 812,746	\$ 4,889,101	\$ -	\$ 5,828,666	46%
SUPPLIES	477,000	43,481	156,786	-	320,214	33%
SERVICES & CHARGES	1,819,854	155,549	828,694	7,996	983,163	46%
CAPITAL OUTLAY	1,520,000	136,465	743,882	-	776,118	49%
INTERFUND CHARGES	486,952	8,732	241,704	-	245,248	50%
TOTAL EXPENDITURES	\$ 15,021,572	\$ 1,156,972	\$ 6,860,167	\$ 7,996	\$ 8,153,409	46%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (11,988,794)	\$ (1,135,421)	\$ (5,481,957)	\$ (7,996)	\$ (6,498,841)	
OTHER FINANCING SOURCES (USES)						
FROM GENERAL FUND	9,767,154	751,320	4,883,580	-	(4,883,574)	50%
	\$ 9,767,154	\$ 751,320	\$ 4,883,580	\$ -	\$ (4,883,574)	
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (2,221,640)	\$ (384,101)	\$ (598,377)	\$ (7,996)	\$ (1,615,267)	

SPOKANE PUBLIC LIBRARY
June 2026
Revenue and Other Funding Sources
For the period January 1, 2026 through June 30, 2026

	Budget	Monthly Receipts	YTD Receipts	Unrealized Revenue	% Received
REVENUE					
SALE OF MERCHANDISE	\$ 2,000	\$ -	\$ 1,188	\$ 812	59%
LIBRARY FEES	35,000	3,013	15,288	19,712	44%
EVENT SPACE	35,000	900	11,153	23,848	32%
INTEREST EARNINGS	173,687	1,353	31,293	142,394	18%
PARKING LOT & LEASE	8,755	636	4,138	4,618	47%
CONTRIBUTIONS/DONATIONS	109,000	2,743	38,559	70,441	35%
INTERGOVERNMENTAL REVENUES	123,369	12,245	22,299	101,070	18%
SALE OF SCRAP/JUNK	1,000	-	-	1,000	0%
OTHER MISC REV	50,000	662	5,079	44,921	10%
REVENUE SUBTOTAL	\$ 537,811	\$ 21,552	\$ 128,996	\$ 408,816	24%
OPERATING TRANSFERS					
GENERAL FUND ALLOCATION	\$ 9,767,154	751,320	\$ 4,883,580	\$ 4,883,574	50%
GENERAL FUND LEVY LID LIFT	2,494,967	-	1,249,214	1,245,753	50%
TRANSFERS SUBTOTAL	\$ 12,262,121	\$ 751,320	\$ 6,132,794	\$ 6,129,327	50%
TOTAL REVENUE AND OTHER FUNDING SOURCES	\$ 12,799,932	\$ 772,872	\$ 6,261,789	\$ 6,538,143	49%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

SERVICE AREA SUMMARY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
LIBRARY ADMINISTRATION	\$ 1,694,268	\$ 95,709	\$ 762,261	\$ -	\$ 932,007	45%
COMMUNITY TECHNOLOGY	1,479,617	111,898	667,645	-	811,972	45%
COMMUNICATIONS	464,237	37,021	216,689	-	247,548	47%
PUBLIC SERVICES	4,897,469	380,420	2,167,484	-	2,729,985	44%
SUPPORT SERVICES	1,148,103	81,235	523,441	-	624,663	46%
PROGRAMMING	1,931,626	168,932	879,742	7,996	1,043,887	46%
TRAINING	42,600	969	4,302	-	38,298	10%
LIBRARY FACILITIES	1,843,652	144,324	894,721	-	948,931	49%
CAPITAL EXPENDITURES	1,520,000	136,465	743,882	-	776,118	49%
TOTAL LIBRARY FUND	\$ 15,021,572	\$ 1,156,972	\$ 6,860,166	\$ 7,996	\$8,153,410	46%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72100 LIBRARY ADMINISTRATION

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 819,853	\$ 60,368	\$ 368,256	\$ -	\$ 451,597	45%
PERSONNEL BENEFITS	302,565	22,015	133,783	-	168,783	44%
SUBTOTAL PERSONNEL	\$ 1,122,419	\$ 82,383	\$ 502,039	\$ -	\$ 620,380	45%
OTHER						
SOFTWARE	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	0%
NON TRAVEL MEALS	1,500	-	83	-	1,417	6%
OPERATING SUPPLIES	5,000	140	338	-	4,662	7%
PROFESSIONAL SERVICES	16,000	4,000	4,000	-	12,000	25%
BACKGROUND CHECKS	750	33	198	-	552	26%
AIR FARE	2,575	-	1,298	-	1,277	50%
LOCAL TRAVEL	103	-	-	-	103	0%
LODGING	4,987	375	3,730	-	1,257	75%
PER DIEM	1,600	-	951	-	649	59%
OTHER TRANSPORTATION EXPENSE	1,650	70	1,271	-	379	77%
MISC SERVICES/CHARGES	500	-	-	-	500	0%
REGISTRATION/SCHOOLING	3,500	750	1,940	-	1,561	55%
DUES/SUBSCRIPT/MEMBERSHIPS	20,000	-	15,038	-	4,962	75%
BANK FEES	4,944	444	2,006	-	2,938	41%
INTERFUND PAYMENT FOR SVCS	458,740	7,514	229,370	-	229,370	50%
SUBTOTAL OTHER	\$ 571,849	\$ 13,326	\$ 260,222	\$ -	\$ 311,627	46%
TOTAL	\$ 1,694,268	\$ 95,709	\$ 762,261	\$ -	\$ 932,007	45%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72140 COMMUNITY TECHNOLOGY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 711,661	\$ 52,355	\$ 318,075	\$ -	\$ 393,587	45%
PERSONNEL BENEFITS	238,331	20,359	123,067	-	115,264	52%
SUBTOTAL PERSONNEL	\$ 949,992	\$ 72,714	\$ 441,141	\$ -	\$ 508,851	46%
OTHER						
OPERATING SUPPLIES	\$ 8,900	\$ 4,511	\$ 6,263	\$ -	\$ 2,637	70%
MINOR EQUIPMENT	25,000	4,755	7,933	-	17,067	32%
COMPUTERS	24,000	-	38,205	-	(14,205)	159%
SMART PHONES, TABLETS	1,700	-	-	-	1,700	0%
PROFESSIONAL SERVICES	20,000	-	4,859	-	15,141	24%
CONTRACTUAL SERVICES	190,000	16,024	122,030	-	67,970	64%
IT/DATA SERVICES	255,000	13,757	46,445	-	208,555	18%
TELEPHONE	2,575	-	-	-	2,575	0%
CELL PHONE	2,300	138	768	-	1,532	33%
LOCAL MILEAGE	150	-	-	-	150	0%
SUBTOTAL OTHER	\$ 529,625	\$ 39,184	\$ 226,503	\$ -	\$ 303,122	43%
TOTAL	\$ 1,479,617	\$ 111,898	\$ 667,645	\$ -	\$ 811,972	45%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72160 COMMUNICATIONS

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 274,755	\$ 21,083	\$ 128,578	\$ -	\$ 146,177	47%
PERSONNEL BENEFITS	114,482	8,430	51,024	-	63,458	45%
SUBTOTAL PERSONNEL	\$ 389,237	\$ 29,513	\$ 179,602	\$ -	\$ 209,635	46%
OTHER						
OPERATING SUPPLIES	\$ 20,000	\$ 375	\$ 5,559	\$ -	\$ 14,441	28%
PROMOTIONAL SUPPLIES	5,000	1,582	1,585	-	3,415	32%
PROFESSIONAL SERVICES & PRINTING	25,000	556	18,582	-	6,418	74%
CONTRACT SERVICES	5,000	-	14	-	4,986	0%
LOCAL MILEAGE	-	-	28	-	(28)	
ADVERTISING	16,000	4,846	7,872	-	8,128	49%
DUES/SUBSCRIPT/MEMBERSHIPS	4,000	148	3,446	-	554	86%
SUBTOTAL OTHER	\$ 75,000	\$ 7,507	\$ 37,086	\$ -	\$ 37,914	49%
TOTAL	\$ 464,237	\$ 37,021	\$ 216,689	\$ -	\$ 247,548	47%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72210 PUBLIC SERVICES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 3,067,162	\$ 238,154	\$ 1,444,072	\$ -	\$ 1,623,091	47%
PERSONNEL BENEFITS	1,291,005	\$ 86,939	519,643	-	771,362	40%
SUBTOTAL PERSONNEL	\$ 4,358,167	\$ 325,093	\$ 1,963,715	\$ -	\$ 2,394,452	45%
OTHER						
POSTAGE	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	0%
OPERATING SUPPLIES	66,000	9,652	20,395	-	45,605	31%
SAFETY SUPPLIES (Security Team)	15,000	1,050	2,648	-	12,352	18%
CONTRACTUAL SERVICES	15,000	-	-	-	15,000	0%
LOCAL MILEAGE	3,150	226	1,349	-	1,801	43%
PARKING	350	-	-	-	350	0%
OPERATING RENT & LEASE	1,600	514	1,541	-	59	96%
UTILITY SERVICES	428,077	43,885	177,836	-	250,241	42%
DUES/SUBSCRIPT/MEMBERSHIPS	125	-	-	-	125	0%
SUBTOTAL OTHER	\$ 539,302	\$ 55,327	\$ 203,769	\$ -	\$ 335,533	38%
TOTAL	\$ 4,897,469	\$ 380,420	\$ 2,167,484	\$ -	\$ 2,729,985	44%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72230 SUPPORT SERVICES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 744,584	\$ 55,971	\$ 369,825	\$ -	\$ 374,758	50%
PERSONNEL BENEFITS	288,008	22,487	137,494	-	150,514	48%
SUBTOTAL PERSONNEL	\$ 1,032,591	\$ 78,458	\$ 507,319	\$ -	\$ 525,272	49%
OTHER						
OPERATING SUPPLIES	\$ 30,000	\$ 2,702	\$ 3,209	\$ -	\$ 26,791	11%
PROFESSIONAL SERVICES	26,200	-	1,375	-	24,825	5%
IT/DATA SVCS	43,100	75	3,432	-	39,668	8%
INTERFUND UNEMPLOYMENT	16,212	-	8,106	-	8,106	50%
SUBTOTAL OTHER	\$ 115,512	\$ 2,777	\$ 16,121	\$ -	\$ 99,391	14%
TOTAL	\$ 1,148,103	\$ 81,235	\$ 523,441	\$ -	\$ 624,663	46%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72250 PROGRAMMING

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 1,325,320	\$ 111,561	\$ 597,579	\$ -	\$ 727,741	45%
PERSONNEL BENEFITS	529,406	37,734	241,922	-	287,483	46%
SUBTOTAL PERSONNEL	\$ 1,854,726	\$ 149,296	\$ 839,501	\$ -	\$ 1,015,225	45%
OTHER						
OPERATING SUPPLIES	\$ 10,000	\$ 768	\$ 1,385	\$ -	\$ 8,615	14%
RECREATIONAL SUPPLIES	22,000	3,980	9,351	7,996	4,653	79%
TV/AV, CAMERAS/PROJECTION EQUIP.	1,000	-	491	-	509	49%
PROFESSIONAL SERVICES	6,000	-	-	-	6,000	0%
IT/DATA SVCS	10,800	10,798	10,798	-	2	100%
PRESENTER SERVICES	25,000	3,755	17,010	-	7,990	68%
LOCAL MILEAGE	2,000	336	1,207	-	793	60%
PARKING	100	-	-	-	100	0%
SUBTOTAL OTHER	\$ 76,900	\$ 19,637	\$ 40,241	\$ 7,996	\$ 28,663	63%
TOTAL	\$ 1,931,626	\$ 168,932	\$ 879,742	\$ 7,996	\$ 1,043,887	46%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72400 TRAINING

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
OTHER						
NON-TRAVEL MEALS/LGHT RFRSHMT	\$ 1,300	\$ 344	\$ 344	\$ -	\$ 956	26%
OPERATING SUPPLIES	4,800	396	459	-	4,341	10%
PROFESSIONAL SERVICES	5,000	-	-	-	5,000	0%
AIR FARE	-	-	-	-	-	
LODGING	-	-	-	-	-	
PER DIEM	-	-	-	-	-	
OTHER TRAVEL	2,200	-	-	-	2,200	0%
REGISTRATION/SCHOOLING/CONF	2,800	-	-	-	2,800	0%
TUITION REIMBURSEMENT	25,000	-	3,270	-	21,730	13%
DUES/MEMBERSHIPS	1,500	229	229	-	1,271	15%
TOTAL	\$ 42,600	\$ 969	\$ 4,302	\$ -	\$ 38,298	10%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #72500 FACILITIES

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
PERSONNEL						
SALARIES & WAGES	\$ 710,832	\$ 54,013	\$ 328,513	\$ -	\$ 382,319	46%
PERSONNEL BENEFITS	299,801	21,277	127,270	-	172,532	42%
SUBTOTAL PERSONNEL	\$1,010,634	\$ 75,290	\$455,783	\$ -	\$554,851	45%
OTHER						
CHEMICAL/LAB SUPPLIES	\$ 61,800	\$ 3,033	\$ 33,968	\$ -	\$ 27,832	55%
SAFETY SUPPLIES	6,695	601	601	-	6,094	9%
REPAIR & MAINT SUPPLIES	84,460	9,592	23,969	-	60,491	28%
VEHICLE REPAIR SUPPLIES	4,120	-	-	-	4,120	0%
MINOR EQUIPMENT	11,000	-	-	-	11,000	0%
POWER TOOLS/EQUIPMENT	7,725	-	-	-	7,725	0%
PROFESSIONAL SERVICES	30,900	-	7,310	-	23,590	24%
CONTRACTUAL SERVICES	92,000	29,525	74,178	-	17,822	81%
SNOW REMOVAL SERVICES	36,000	-	16,270	-	19,730	45%
LANDSCAPE	7,800	-	-	-	7,800	0%
LOCAL MILEAGE	750	29	202	-	548	27%
INSURANCE	142,990	-	142,892	-	98	100%
UTILITIES	24,378	1,532	9,243	-	15,135	38%
MISC REPAIRS/MAINTENANCE	77,500	1,650	21,050	-	56,450	27%
LAUNDRY/JANITORIAL SVCS	2,100	194	943	-	1,157	45%
PERMITS	5,500	457	2,524	-	2,976	46%
ALARM/SECURITY SERVICES	225,300	21,205	101,561	-	123,739	45%
INTERFUND PAYMENT FOR SVCS	12,000	1,218	4,228	-	7,772	35%
SUBTOTAL OTHER	\$ 833,018	\$ 69,035	\$ 438,938	\$ -	\$ 394,080	53%
TOTAL	\$ 1,843,652	\$ 144,324	\$ 894,721	\$ -	\$ 948,931	49%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

FUNCTION #94000 CAPITAL OUTLAY

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
CAPITAL EXPENDITURES						
LIBRARY						
LIBRARY BOOKS/OTHER MATERIALS	\$ 1,350,000	\$ 128,038	\$ 699,920	\$ -	\$ 650,080	52%
BLDG IMPROVEMENTS	50,000	-	-	-	50,000	0%
MACHINERY/EQUIPMENT	120,000	8,427	42,745	-	77,255	36%
VEHICLES	-	-	-	-	-	
OTHER IMPROVEMENTS (NON BLDG)	-	-	1,218	-	(1,218)	
TOTAL	\$ 1,520,000	\$ 136,465	\$ 743,882	\$ -	\$ 776,118	49%

SPOKANE PUBLIC LIBRARY
June 2026
Statement of Expenditures
For the period January 1, 2026 through June 30, 2026

CMTV Fund #1940 City Channel Five - Library Capital Equipment

	Budget	Monthly Expenditure	YTD Expenditure	Encumbrance	Balance	% Used
CAPITAL EXPENDITURES						
LIBRARY						
COMMUNICATIONS EQUIPMENT	\$ 70,000	\$ 1,623	\$ 53,739	\$ -	\$ 16,261	77%
TOTAL	\$ 70,000	\$ 1,623	\$ 53,739	\$ -	\$ 16,261	77%



Executive Director's Report to the Board

July 21, 2026

Community/Professional Contacts

Following the early July Special Meeting of the Board of Trustees, we went into full public awareness mode around our 2027 budget needs. Both Amanda and I have talked with multiple reporters about our narrative, and it has earned some media attention. We also recorded a video explaining our financial situation for the general public.

DEI

Our next selection for our DEI Book Club will be *Beyond Anxiety* by Martha Beck. For July, we created a blog post for Disability Pride Month. As always, we highlight items in our collection about the topic. We also shared about an upcoming community event for Disability Pride on July 25th in Riverfront Park, from 11 AM-3 PM.

Facilities

All facilities will open late on June 24th for staff development. Shadle Park Library will be closed on July 28th for carpet cleaning.

Collections

A new exhibit is on the 3rd floor of Central through August 30th. We are hosting the exhibit in partnership with the Spokane Calligraphy Guild. There will be a reception on July 18 from 1-3 where people can talk with the calligraphers.

Staff

Our Staff STAR Spotlight for June went to Kristina Reis and Toni Whacha. Both of them participated in a three-week staff swap between Liberty Park and Hillyard. Their ability to collaborate, be flexible, and support both teams was awesome.

City of Spokane

The City Administration issued a memo to City Council around our budget that misrepresented and obscured our financial position. We followed up with our own memo with clarifications and clearly stating budget path forward in working with City Council directly.

I continue to be hopeful as we work with the City of Spokane on the 2027 budget. The dire impact on our services to the community without adequate funding is well understood by both City Council and City Administration.

Respectfully submitted,

Andrew Chanse
Executive Director

July 2026 • Marketing and Communications Board of Trustees Report

Highlights

- The latest issue of *Lilac City Local* magazine is now available.
- Check out the 250 for 250 book list on the blog—which also includes a printable checklist so you can count how many of the 250 titles that you have read.
- We hosted the 1-year anniversary celebration for Creative Mornings at Central Library on June 26.
- Alina tabled at the WSU College of Pharmacy Student Day Research Fair.
- Summer Reading promotion is ongoing and includes a billboard and Spotify ads



Paid Media

- Summer Reading Billboard - SPLF funded
- Inlander advertising (in Summer Guide)
- Spotify advertising for summer reading

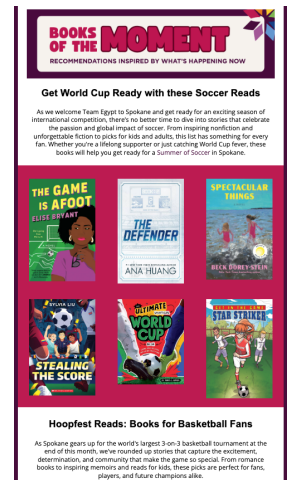


Earned Media

In June, the library was featured in 8 media stories on topics including: Summer Reading, Hoopfest Reads, World Cup Reads, and the Calligraphy exhibit.

E-Mail

25 unique emails sent in June
1,112,696 total emails
35.36% average open rate



Digital Magazine



June
- 135 impressions
- 36 reads

May
- 229 impressions
- 61 reads

Top Blogs



- Summer Reading Club (Blog & Page traffic combined) (4,297)
- Pride (450)
- 250 books for 250 (424)
- Juneteenth (402)

Facebook

Spokane Public Library
Jun 10, 2026 8:00 AM

Adult Summer Reading prize drop!

415 Clicks 151 Reactions 31 Comments

33 Shares 4019 Reach 7403 Views

Spokane Public Library
Jun 18, 2026 7:59 AM

The library will be closed tomorrow, June 19, in honor of Juneteenth. Even when we're closed, you can still enjoy streaming books, movies, and more 24/7 from our digital library.
<https://www.spokanepubliclibrary.org/exploreall>

83 Clicks 64 Reactions 4 Comments

0 Shares 3731 Reach 5151 Views

Spokane Public Library
Jun 3, 2026 8:00 AM

Fall in love with the quirky and wonderful world of Spokane: A Walking Tour

33 Clicks 23 Reactions 0 Comments

8 Shares 2694 Reach 3927 Views

Spokane Public Library
Jun 16, 2026 11:07 AM

The Spokane Public Library Board of Trustees is seeking applications for the Board of Trustees for a two-year term.

150 Clicks 20 Reactions 4 Comments

3 Shares 2237 Reach 3218 Views

Spokane Public Library
Jun 26, 2026 5:15 PM

Remember how exciting seeing a fire truck is?

156 Clicks 32 Reactions 0 Comments

0 Shares 2163 Reach 3037 Views

Spokane Public Library
Jun 4, 2026 11:00 AM

Exciting announcement coming in 3, 2, 1...

34 Clicks 12 Reactions 3 Comments

1 Shares 1364 Reach 2020 Views

Instagram

Stories

Spokane Public Library
Jun 6, 2026 5:00 PM

0 Profile Visits 0 Shares 455 Reach

318 Taps Forward 6 Taps Back 36 Exits

532 Views 0 Follows 0 Replies

Spokane Public Library
Jun 6, 2026 5:36 PM

1 Profile Visits 0 Shares 385 Reach

327 Taps Forward 30 Taps Back 24 Exits

469 Views 0 Follows 0 Replies

Posts

Spokane Public Library
Jun 4, 2026 11:25 AM

ANNOUNCING THE 2026 SPOKANE IS READING TITLE

1 Profile Visits 2 Shares 307 Reach

72 Taps Forward 7 Taps Back 22 Exits

410 Views 0 Follows 0 Replies

Spokane Public Library
Jun 13, 2026 2:31 PM

A community where everyone learns and grows.

4 Comments 812 Likes 2 Saves

28 Shares 3708 Reach 8553 Views

864 Engagement

Spokane Public Library
Jun 10, 2026 1:33 PM

Adult Summer Reading prize drop!

4 Comments 188 Likes 33 Saves

73 Shares 2307 Reach 6206 Views

318 Engagement

Spokane Public Library
Jun 26, 2026 2:32 PM

Remember how exciting seeing a fire truck is?

4 Comments 159 Likes 4 Saves

13 Shares 3827 Reach 9207 Views

182 Engagement

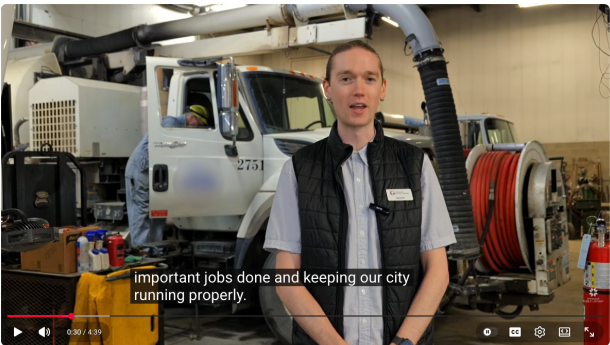
Engagement and Impressions

	Engagement			Impressions		
	June 2026	May 2026	Change	June 2026	May 2026	Change
Overall	5,410	6,886	-21.4%	139,718	241,936	-42.3%
Facebook	2,591	4,651	-44.3%	61,673	181,709	-66.1%
Instagram	2,819	2,235	+26.1%	78,045	60,227	+29.6%

YouTube Views

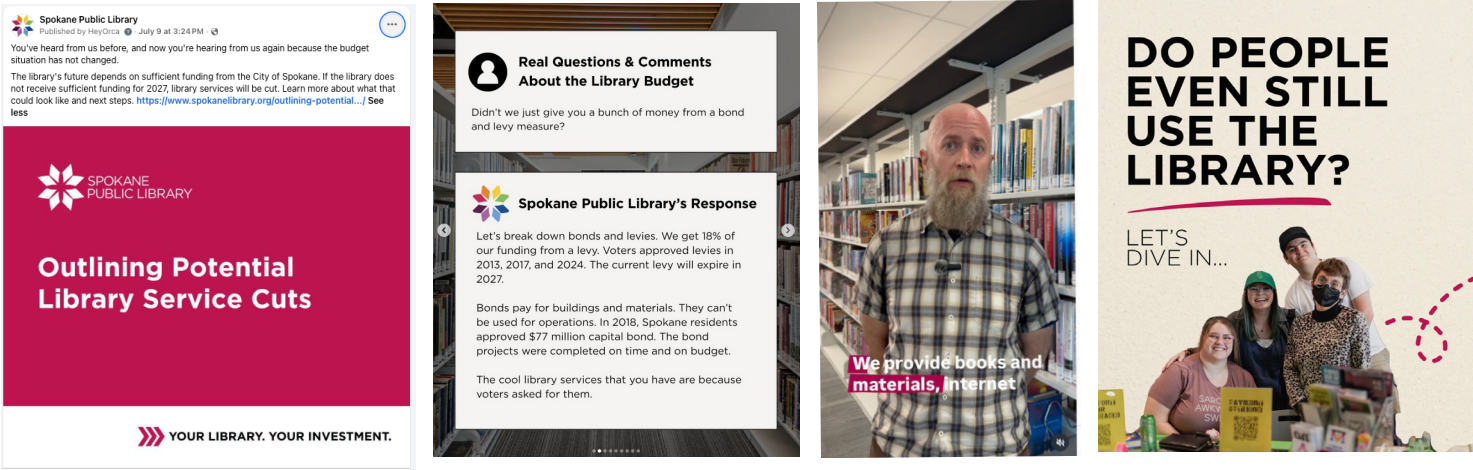
There were 1,792 YouTube views in June 2026.

The top view was Let's Explore Spokane Touch-a-Truck.



July Budget Communications Update

Owned Media Communications - Social Media, Blog, Email, YouTube



Social media engagement on the topic of libraries across all monitored channels (owned by library and other) increased 921% in the days since July 9.

Owned Media	Views	Followers	Non-Followers	Interactions
Facebook				
Outlining Potential Library Service Cuts	11,970	-	-	1,169
Facts: Do people even still use the library?	3,861	-	-	483
Real questions and comments about the budget	17,946	-	-	2,584
Budget Video with Andrew	1,841	-	-	375
Instagram				
Outlining Potential Library Service Cuts	3,174	67.7%	32.3%	150
Facts: Do people even still use the library?	5,322	64.8%	35.2%	403
Real questions and comments about the budget	6,003	70.5%	29.5%	331
Budget Video with Andrew	5,257	29%	71%	566
Other				
Blog: Outlining Potential Library Service Cuts	787	-	-	-
Email: Outlining Potential Library Service Cuts	43,402			
Live Stream July Special Meeting	131	-	-	-
Total Aggregate Views	99,964			

I just want to say that this is quality content that builds a compelling case with clear information. Well done library team!

Thank you for breaking this down especially differentiating between Spokane Public Library and the Spokane County Library District. Many members f the public are confused about the differences especially how each system is funded.

👍 🗨️ Reply Send message Hide 🗑️

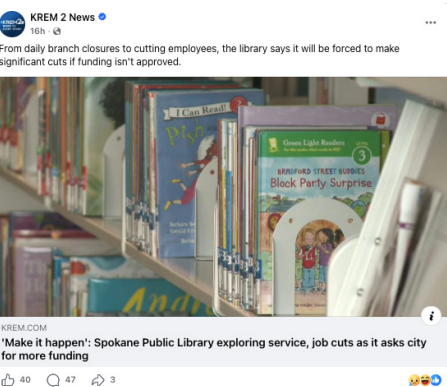
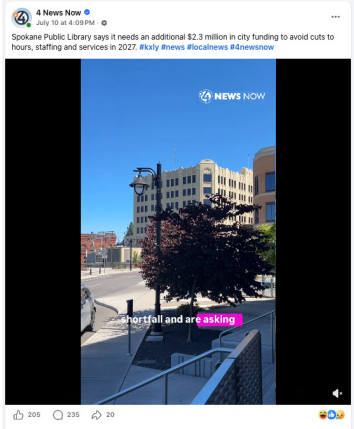
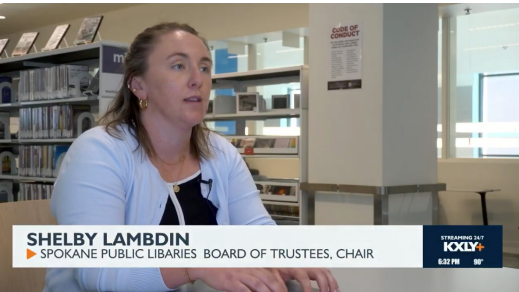
Keep doing what you're doing! Libraries are a cornerstone of our society! My hope is all those who criticize and denounce the library system go into one and start reading books. Ignorance breeds fear and oppression while knowledge advocates for freedom and liberation.

👍 🗨️ Reply Send message Hide Edited 🗑️

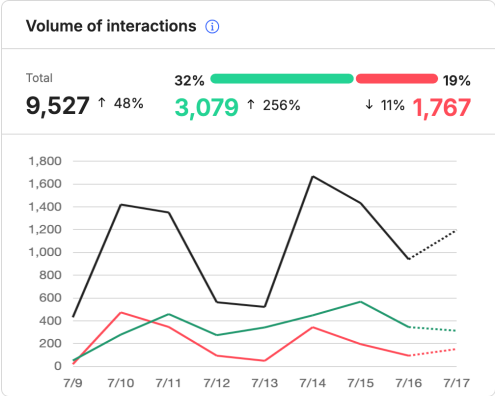
Earned Media

Local news outlets covered the budget deficit, including KXLY, KREM, The Spokesman-Review, The Center Square

Earned Media			
	Media Story/Social Media Post	Reactions	Comments
KREM	Spokane library faces budget shortfall	62	50
KXLY	Budget Shortfall story	113	151
KXLY	Budget shortfall reel	218	253
Center Square	Spokane library deficit could force cuts...	0	1
KREM	Make it Happen: Spokane Public Library explores...cuts	50	56
Spokesman	Spokane Public Library facing \$2.5 million negative cash...	N/A	



LOCAL GOVERNMENT
Spokane Public Library facing \$2.5 million shortfall
Updated 1:40 p.m.



Overview

TOTAL PROGRAMS 369 Across all included event types (excluding Outreach)	TOTAL ATTENDANCE 3,820 People reached (excluding Outreach)	AVERAGE IMPACT SCORE 19.50 All programs with calculated scores (excluding Outreach)	ONE-ON-ONE SESSIONS 219 219 attendees Avg 20.64	OUTREACH VISITS 5 1,140 attendees Avg 15.12 (not included in totals)
--	---	--	--	---

Highlights

- Touch a Truck** (500 attendees, avg impact 33.36): Touch a Truck always delivers!
- Spokane Pride History & Remembrance Project Opening Ceremony** (94 attendees, avg impact 22.70): Central Library once again hosted this powerful exhibit.
- Coding Camp: Let's Make a Game** (40 attendees, avg impact 21.83): Colin's coding camp returned this summer!
- Summer Storytime at Comstock Park** (209 attendees, avg impact 19.33): Outdoor Storytimes are always a hit!

Audience & Event Mix

By Event Type			By Team			
Event Type	Programs	Attendance	Team	Programs	Attendance	Avg Impact
Small group instruction (20 or fewer)	93	932	adult services	284	1,536	19.59
One-on-one	219	219	youth services	85	2,284	19.20
Larger audience (21 or more)	57	2,669				
Outreach	5	1,140				

Signature Programs

- **Book a Technology Expert** — 16 attendees, avg impact 21.00
- **Book a Video Educator** — 41 attendees, avg impact 21.00
- **Book a Writing Education Specialist** — 3 attendees, avg impact 22.00
- **Book an Audio Engineer** — 11 attendees, avg impact 20.00
- **Business Consultation** — 23 attendees, avg impact 21.00
- **Business Consultation with Rebecca** — 1 attendees, avg impact 20.00
- **INSC Consult** — 70 attendees, avg impact 20.00
- **Music Lesson** — 54 attendees, avg impact 21.00

Top Programs

By Impact Score

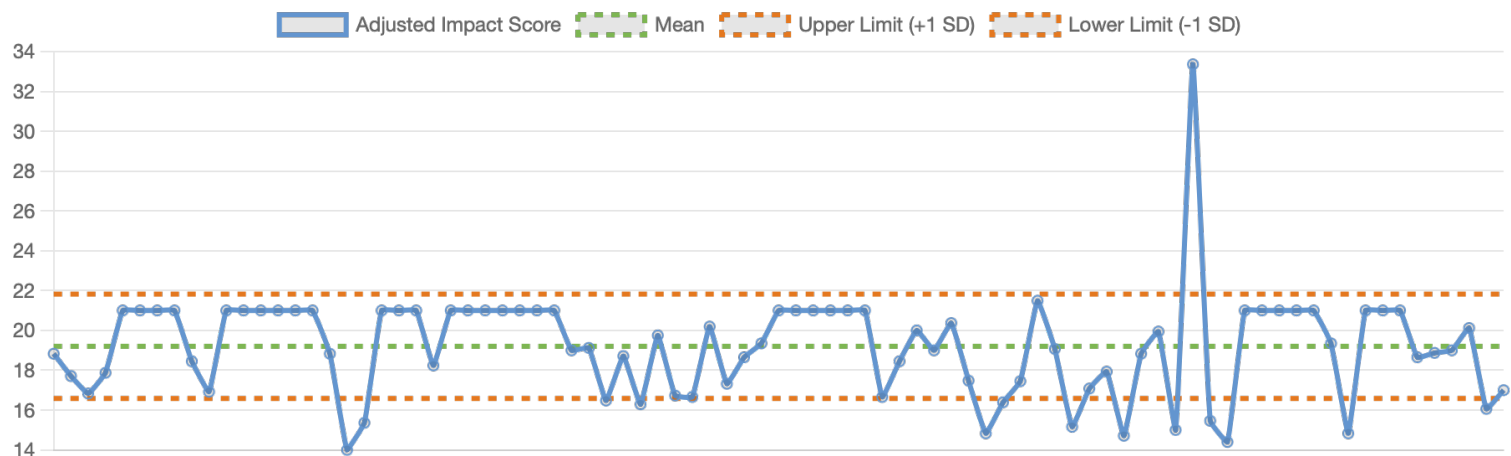
Program	Team	Highest Impact	Attendance
Touch a Truck	youth services	33.36	500
Spokane Pride History & Remembrance Project Opening Ceremony	adult services	22.70	94
Coffee and Conversations	adult services	22.36	54
Tech Talk	adult services	22.00	11
Book a Writing Education Specialist	adult services	22.00	3

By Attendance

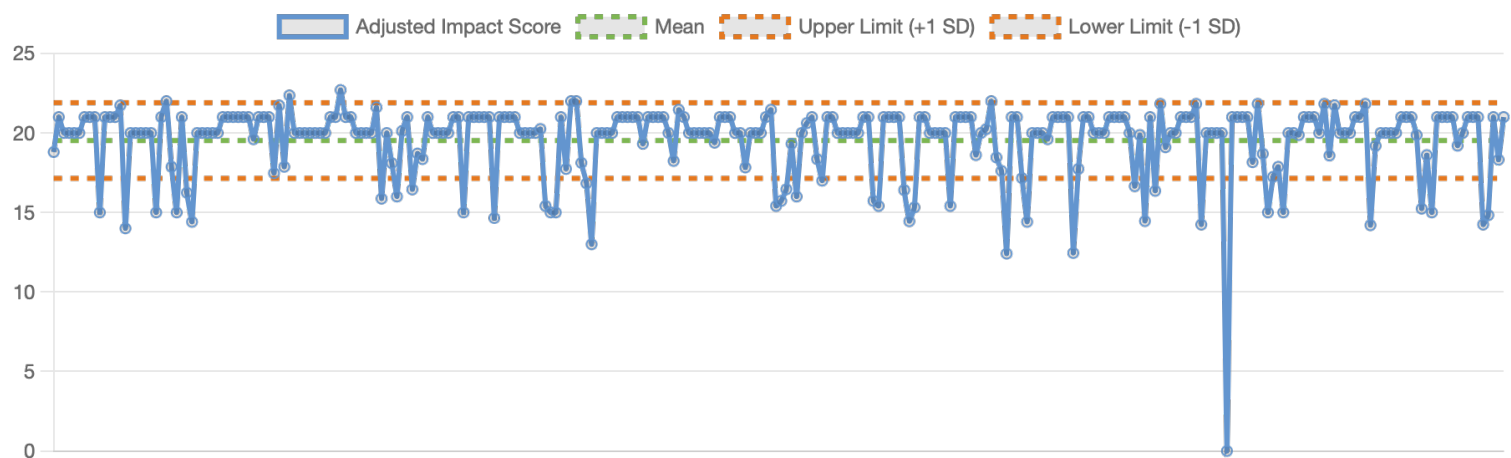
Program	Team	Total Attendance
Touch a Truck	youth services	500
Family Storytime Play & Learn	youth services	472
Summer Storytime at Comstock Park	youth services	209
Summer Storytime at Liberty Park (Outside!)	youth services	150
Chair Yoga	adult services	135

Impact Over Time (Process Control Charts)

Youth Services Impact Scores



Adult Services Impact Scores



Youth: Above Limit (Top 5)

Youth: Below Limit (Bottom 5)

Date	Program	Attendance	Score
06/26/2026	Touch a Truck	500	33.36

Date	Program	Attendance	Score
06/09/2026	Game On	9	14.00
06/26/2026	Nerf Wars	41	14.40
06/25/2026	Build a Dinosaur Terrarium	45	14.71
06/23/2026	Teen Summer Volunteer Information Meeting - For Middle and High Schoolers Ages 13 and Up	8	14.83
06/27/2026	Summer Science: Meet the Scientists!	8	14.83

Adult: Above Limit (Top 5)

Date	Program	Attendance	Score
06/04/2026	Spokane Pride History & Remembrance Project Opening Ceremony	94	22.70
06/04/2026	Coffee and Conversations	19	22.36
06/03/2026	Tech Talk	4	22.00
06/09/2026	Book a Writing Education Specialist	1	22.00
06/09/2026	Book a Writing Education Specialist	1	22.00

Adult: Below Limit (Bottom 5)

Date	Program	Attendance	Score
06/23/2026	Video Studio Drop In	0	0.00
06/17/2026	Emergency Funds	2	12.41
06/17/2026	Open Mic	6	12.45
06/10/2026	Genealogy Help Drop In	0	13.00
06/02/2026	Mindfulness Practice	4	14.00

AGENDA ITEM: 13A**Service Impacts by Trigger Level****BACKGROUND**

At the Board's request, staff have modeled the library service impacts of non-personnel budget cuts, without any position eliminations or layoffs. This is a service impact analysis, not a staffing analysis, and covers a separate timeline from Item 13B.

The report models the three budget-gap triggers previously presented to the Board (Trigger 1: \$400K–\$500K; Trigger 2: approximately \$1.5M; Trigger 3: \$2.5M–\$3M) against two possible implementation dates — September 13, 2026 and October 4, 2026 — for six scenarios total. Each scenario estimates losses in public hours, visitors, checkouts, computer and WiFi sessions, programs, and meeting room bookings, based on 2025 usage data and 2026 year-to-date program data.

Digital resources and staffing costs are excluded from every scenario, per leadership decision and the Board's request. This is a working draft; several figures are pending confirmation from Finance and Outreach.

ACTION REQUIRED:

None. This item is presented for Board discussion and feedback. Staff will incorporate outstanding data confirmations before presenting a final version.

AGENDA ITEM: 13B

Non-Personnel Savings Options

BACKGROUND

Facing a \$2.3 million shortfall, the library will outline deeper non-personnel savings options. Per board request: leaving staff and hours alone, how much can the library save between now and December 31 by not spending money it has not yet spent?

This information will be presented in three tiers:

1. Items that can be stopped by directive.
2. Items that could possibly be cut after review.
3. Savings that can only be attained if buildings close.

ACTION REQUIRED:

The Library Board is requested to approve proposed spending cuts as identified effective July 28.