

MINUTES OF THE BOARD OF TRUSTEES MEETING October 21, 2025

The regular monthly meeting of the Spokane Public Library Board of Trustees was held on Tuesday, October 21, 2025, in person at Indian Trail Library with virtual access via Zoom meetings.

Present were:

MEMBERS

Mr. Gary Stokes – Board Chair – Absent
Ms. Dani DeJaegher
Ms. Mari Margil
Ms. Shelby Lambdin – Vice Chair – Absent
Ms. Alexi Castilla

COUNCIL LIASION

Councilmember Kitty Klitzke – Arrived at 4:55pm

LIBRARY DIRECTOR

Mr. Andrew Chanse

CALL TO ORDER

The meeting was called to order at 4:37pm by Ms. DeJaegher.

VISITORS

Denise Neujahr
Nicole Edwards
Caris O'Malley
Vanessa Strange
Samantha Day
Natalie Hilderbrand
Marcia Johnson
Amy Burchell
Jennie Anderson
Amanda Donovan
Alina Murcar
Ashley Lock
Shelby Gow
Skyler Noble

CHANGES TO THE AGENDA

None. Ms. Margil moved to approve the agenda. Ms. Castilla seconded the motion.

APPROVAL OF SEPTEMBER 16, 2025 MEETING MINUTES

Ms. Margil moved to approve the minutes of the September 16, 2025 meeting. Ms. Castilla seconded the motion. The motion passed unanimously.

APPROVAL OF SEPTEMBER 2025 BILLS & CONTRIBUTIONS

Ms. Margil moved to approve the July and August 2025 bills and contributions. Ms. Castilla seconded the motion. The motion passed unanimously.

FINANCIAL UPDATE

Ms. Edwards reported the Library holds cash and investments sufficient to cover 73 days of operating costs. The second installment of the Levy Lid Lift dollars will come in early November totaling \$1.23 million. September total expenditures were \$1,021,763, including staff wages/benefits (\$760,129), capital books/materials (\$107,050), capital machinery for fiber at the Five Mile and B 24/7 Kiosks (\$37,080), and utilities (\$34,550).

Business Office Updates: Ms. Huang started the annual inventory process for 2025 with over 1,800 items in inventory. Construction at the Nevada project was nearly completed; they had some electrical wiring that needed to be replaced and re-ran. The final punch list was signed off on this date [9/16/25]. No financial report for bond was included in this packet due to no new financial transactions since the last reporting month

No questions.

CHAIRMAN'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Chanse reported on Vision 2030 engagement efforts, including community intercepts and upcoming focus groups. Mr. Chanse attended the Public Library Directors of Washington conference in Loon Lake, WA. Funding for the National Endowment for the Humanities Funding is uncertain currently. Nevada B kiosk was opened and promoted through postcards and social media. The DEI book club pick selected for this month is *Radical Respect* by Kim Scott. Baker and Taylor, our main vendor of physical books and supplies is going under. The library does rely on other vendors heavily despite this. The Central Library skywalk remained closed pending City discussions. Star Spotlight went to Brian Straehle for de-escalating a situation at Central Library. We continue to work with the City of Spokane on the budget.

Board Questions & Answers:

- Ms. DeJaegher asked if finding new vendors will impact the budget line for books and materials. Mr. Chanse explained Ingram is reliable. Mr. O'Malley said this wouldn't have an impact on the budget. Other entities have reached out to be vendors as the industry changes.

COUNCIL LIAISON REPORT

Ms. Klitzke commented that the \$13 million deficit does not include the increase in insurance premiums, and local bargaining units asked the City of Spokane to take on in the shortfall. Issues that caused the shortfall in the budget are not completely known but some factors may be the lack of Canadian tourism, federal research positions in the City, and tariffs. There is no room for new things and there will be layoffs for the City. Layoffs would impact the economy. Ms. Margil asked about the date of voting on the budget. November 17th is the goal, but more discussion may happen, and this date may get pushed off. No further questions.

COMMUNICATIONS REPORT

Ms. Donovan highlighted the outreach at the Creative District launch, media coverage for the month, the latest issue of *Lilac City Local*, and Spokane Is Reading. The team's communications assistant left her position last month after graduating. Spokane Civic Theatre culture passes were checked out within a few hours of launch. Social media engagement has been high with the team participating in trends and reels.

Board Questions & Answers:

- Ms. DeJaegher asked if the team will have another assistant. The team does not have plans to hire one currently.

PROGRAMMING REPORT

Ms. Strange reported on programming highlights. For Youth Services, the highlighted event was Pete the Cat Back-to Storytime Bash. For Adult Services, Ms. Shields set up a Hanford panel that was attended by community members. No further questions.

NEW BUSINESS

13a. 2026 Budget Adoption - Nicole Edwards

Ms. Edwards shared information regarding the 2026 budget adoption. She explained how the budget is set up as a biennium and gets adopted during a mid-biennium process. 2026 was submitted last year but we are required to submit any changes and updates at this time. No direction has been provided for the 2026 budget allocation, but our budget has remained flat or decreased. This item includes budget carryforwards for obligations for operations and bond fund 3365 which include our agreement with Alpine Contracting and fiber installation for the kiosks. Expenses are proposed to be \$14,691,243 with overall spending being decreased and no changes to FTEs. Budget cuts are included to be carried over to next year. Ms. Edwards explained some of the ways we have maintained our budget including not replacing two open FTEs, not replacing computers or fleet, an overtime restriction unless necessary, among other cuts.

The library planned to ask Council for a 15% increase to the budget to maintain operations despite flat and decreased budgets over the past three years. Ms. Edwards explained some of the anticipated streams of revenue and various expected expenditures by department, including a 25% increase in medical premiums. There is a reserve for capital that Board approval is required for us to spend. The library has conducted efficiency exercises to adapt to the needs of the community while remaining fiscally responsible and manageable. Mr. Chasse added that a loss of funding may result in cuts to important resources the community put their trust in us to deliver on. The library has absorbed various costs with a reduced budget, but we are unable to absorb those costs while maintaining services that the community needs and therefore, we plan to submit a higher budget to maintain our services levels despite inflation.

Ms. Edwards explained there may be a special meeting if Council is unable to accommodate this budget to discuss which cuts may be essential.

We request adoption of the 2026 budget as presented for Library Fund 1300 Operations and the carryforward of encumbrances that remain outstanding at year-end 2025.

Board Questions & Answers:

- Ms. Margil clarified if the 2026 numbers have been provided for us for interfund charges. Ms. Edwards explained that these are updated totals from what was reported in August.
- Ms. Klitzke asked if we use the office of performance management for any services. Ms. Edwards explained that we do not.
- Ms. Margil asked if we needed to make a motion to add the dollar amount to the motion as presented. Mr. Chanse said we can add that to the motion and make note of that change in the minutes.
- Ms. DeJaegher commented that the budget is thorough. Ms. DeJaegher asked if the line item from September's budget for contributions and donations, if we anticipate these dollars. Ms. Edwards explained it depends on money from the state, the Friends, and the Foundation, but it's based on trends.

Ms. Margil moved to approve the requested adoption of the 2026 budget as presented for Library Fund 1300 Operations and the carryforward of encumbrances that remain outstanding at year-end 2025. Ms. Castilla seconded. Motion passed unanimously.

13b. South Hill Library – EV & E-Bike Charging (ETS Grant Extension)

Mr. O'Malley presented an item about ETC grants that may extend charging stations to South Hill Library with the addition of a new power pole which will feed a new transformer and two new charging stations (one level one and one level 2). This project is covered by Avista and a grant so we may continue our work.

The Library Board is requested to approve:

1. Inclusion of South Hill Phase 1 in the ETS grant work (installation of two Level 2 EV chargers and four e-bike chargers, with associated electrical and site work), and
2. Authorization for staff to coordinate Phase 2 planning (four additional Level 2 chargers) with Avista, returning to the Board if material changes to scope, cost, or terms are required.

Board Questions and Answers

- Ms. Margil asked if Avista is responsible for maintaining these items. Mr. O'Malley explained they maintain the infrastructure, and we maintain the parking spots.
- Ms. DeJaegher asked if Avista wanted to provide money for this. Mr. O'Malley mentioned they will not. If there were to be a potential revenue stream through EV premiums, that would require more conversation and approval.

- Ms. DeJaegher asked if we had EV vehicles in the fleet. The library does not. Ideas have been brought forth to rent out EV experiences, but that is not an option at this time.

Ms. Castilla moved to approve the motion of the inclusion of South Hill phase 1 in the ETS grant work and the authorization for staff to coordinate Phase 2 planning. Ms. Margil seconded the motion. The motion passed unanimously.

13c. Vision 2030 Update

Ms. Donovan and Mr. O'Malley explained we are nearing the end of our year of planning for Vision 2030 and provided information collected from staff outreach in the community and the board retreat. Highlights from partner surveys saw a need for teen programming and cultural memory. Through community intercepts, staff found that youth programming/safety and comfort were interests across the city. Nonusers wanted to vote for items like sustainability, meeting rooms, and workforce development initiatives. The final step in this process was to host focus groups for people who were recruited via email. These focus groups were scheduled for October 30th.

Priorities expected for Vision 2030 include “A place to belong”, “trust through people”, “inclusive and responsive spaces”, “lifelong learning and discovery”, “digital equity and innovation”, “sustainability and stewardship”, “fiscal responsibility and funding”, and “partnership and community power”. The plan would be put before the board and public by the end of the year.

Board Questions and Answers

- Ms. DeJaegher asked how many nonusers were interested in signing up for focus groups. This was not tracked during the Staff Day intercepts.
- Ms. Margil if during the focus group we will ask why they are non-users. Mr. O'Malley explained that we are taking the three topics and presenting groups with discussion topics and a thought exercise. Nonusers will be spread among those groups to get a range of discussion and thought.
- Ms. Castilla asked what constitutes youth education. Mr. O'Malley mentioned that is one of the aims of the focus groups. The board discussed how that answer might change among different ages.

No further questions.

EXECUTIVE SESSION

None

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, November 18, 2025. Location will be at Shadle Park Library.

ADJOURNMENT

The meeting adjourned at 5:42pm.

Secretary

A handwritten signature in black ink, appearing to be "Andrew", written over a horizontal line.

Chairman, Board of Trustees

A handwritten signature in black ink, appearing to be "Ben", written over a horizontal line.

Date

11/18